



Shire of Dardanup

Corporate & Governance

Directorate

APPENDICES

Item 12.4.1 – 12.4.7

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 23rd of October 2024

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

~ Large Print

~ Electronic Format [disk or emailed]

Upon request.

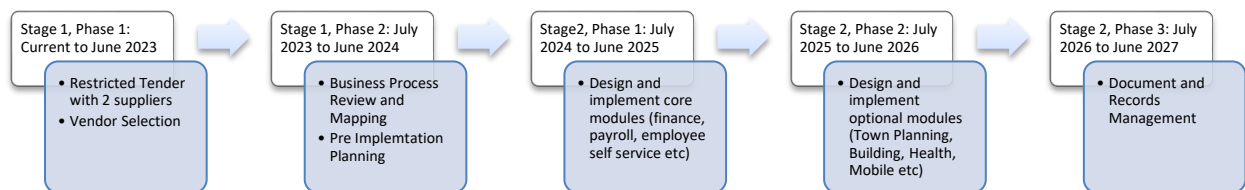
Enterprise Resource Planning Software Replacement Program July – September 2024 Quarterly Project Update

Introduction

The following is intended to provide an update to the Council on the progress of the Enterprise Resource Planning (ERP) software replacement program.

Overview of Stages

The Phased ERP Program of works is sequenced in the following order:



- **STAGE 1 Phase 1 contains Procurement related activity** and included expression of interest (EOI) preparation, Request for tender (RFT) & Council report leading to the preparation of a proposed ERP Contract with Shire of Dardanup as the Principal and the selected tenderer as the Contractor. This contract was agreed with Open Office (ReadyTech) and executed on-time by the CEO in December 2023.
- **STAGE 1 Phase 2 contains preparatory works** for the ERP Program that include the Business Process Mapping Project (BPM) to document key current state business processes within the Shire. The second element of the project phase establishes required project planning, governance structures and authority for the implementation phases so that the subsequent implementation phase executes upon a solid foundation.
- **STAGE 2 Phase 1, targeted to commence 01-Jul-24, contains proposed software implementation works** to establish the Software as a Service (SaaS) environment for the new ERP systems & commence implementation of the Core modules, (Core Finance, Payroll & HR, Property & Rates).
- **STAGE 2 Phase 2, targeted to commence 01-Jul-25, contains proposed software implementation works for supplementary software** to Stage 2 Phase 1 including Local Laws, Health, Town Planning, Building and Customer Service, Infringements, Events, Management, Animal Registration, Cemetery, Mobile.
- **STAGE 2 Phase 3, targeted to commence 01-Jul-26, contains proposed works to improve and/or replace existing software systems for Electronic Document and Records Management Systems (EDRMS).** It is noted that this software functionality was excluded from the RFT and so falls to be the responsibility of the Information Systems department to consider and advance. With the completion of Stage 1, Phase 1 procurement activity, staff are currently working on Stage1, Phase 2 preparatory works. With the software services implementation contract agreed, a broader set of preparatory tasks are required to be complete to activate works so as to be ready for the commencement with the Contractor in July 2024.
- **STAGE 1 Phase 1 contains Procurement related activity** included expression of interest (EOI) preparation, Request for tender (RFT) & Council report leading to the preparation of a proposed ERP Contract with Shire of Dardanup as the Principal and the selected tenderer as the Contractor.

Progress for Quarter

Staff are currently working within the Stage 2, Phase 1 Core Finance Systems Implementation phase. A summary report of activity completed in the last 3 months, July to September 2024, is provided below:

ERP Replacement Project Initiation

The ERP Software Replacement implementation project commenced 01-July. The SaaS environment (SaaS) has been provisioned for Development (DEV), User Acceptance testing (UAT) and Production (PROD).

ReadyTech Project schedule and related project proposal documents were received from in July. An implementation project plan (gantt chart) and associated registers was subsequently established using the Monday.com tool. This project dashboard contains detailed and summary tasks, a gantt chart and registers for recording of Risks, Issues and actions related to the consultant project for the Stage 2, Phase 1 implementation.

The summary plan has been reviewed and elaborated to further level of detail on a monthly frequency on behalf of the Shire ERP project manager. Phase milestones have been proposed for the current financial year in respect of Finance Systems, Payroll, Property & Rating and Cash Receipting software systems. The current milestone is for Finance systems to be prepared on behalf of Shire - comprising tasks and activity for the migration, design configuration and integration of General Ledger, Purchase & Payables, Sales & Receivables (Sundry Debtors), BAS, Bank Reconciliation, TPAR, Inventory and Finance Reporting functional modules.

The systems environment is progressively being configured with proposed software options by the within a series of remote ReadyTech convened workshops. Workshops over the quarter have addressed topics of Data Migration, configuration of Chart of Accounts, Dimension and Job structures to meet Shire of Dardanup requirements for Annual Budget, General Ledger Schedules and Monthly departmental reporting. The configuration has progressed to a point where the core configuration has been agreed in principle, pending confirmation by scenario testing to be executed by the Shire project team at a later date.

As data structures and configuration reach design maturity within the project room, items have been transferred to the User Acceptance test environment, so as to be available for Shire Training and testing. Purchase and Payables data migration and planning has been prepared and configuration workshops have commenced.

ERP Project Team

Project team preparations progressed in line with the anticipated requirements of the workshop configuration phase. Recruitment for temporary ERP Project contract positions was activated with advertising in normal recruitment channels:

The Systems Accountant role has been filled for an initial 6-month term duration with flexibility to extend further if required. This position +will support the Manager of Financial Services and finance team in maintaining day to day project task progress, concurrently enabling flexible cover to maintain an existing level of service from existing Synergysoft applications.

Advertising for a temporary Business Analyst has thus far been unsuccessful as a local presence is preferred. Re-advertising and refinement of the role requirements will be considered in the next calendar quarter.

Additional Subject Matter Experts (SME) and a part time records administrator (1 day per week) have




been made available to the Project team and commenced.

Budget

The ERP Project is funded by internal and loan funding.

Expenditure for the quarter was attributed to Salary & Wages (ERP Project Manager, Systems Accountant \$25,731), Budget \$520,000).

RAG Status

Scope	No change to scope, contract arrangements based on full available modules.	
Time	Project room configuration is 3 weeks delayed compared to initial planned date. This shortfall is anticipated to be recovered within the forthcoming quarter.	
Budget	Project budget on track.	

Legend: Red = Behind Schedule or significant risk Amber = Emerging possible risk
Green = On Track

End of Document

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Enterprise Resource Planning (ERP) Software Replacement Program - Quarterly Update RISK THEME PROFILE: 11 - IT, Communication Systems and Infrastructure 14 - Change Management RISK ASSESSMENT CONTEXT: Project								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council's reputation could be viewed negatively if staff do not follow Council's directive to provide a quarterly report update on the progression of the ERP Project.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

PUBLIC NOTICE

REGISTRATION OF INTEREST

LEASE OF (LOT 101) - 35 MARTIN PELUSEY ROAD - WATERLOO

The Shire of Dardanup is seeking registrations of interest for the **lease** of (Lot 101) 35 Martin-Pelusey Road, Waterloo.



Property details for (Lot 101) 35 Martin-Pelusey Road, Waterloo are provided below.

Title Reference	Lot 101 Plan D091662 Volume 2095 Folio 54
Tenure Type	Freehold
Registered Proprietor	Shire of Dardanup
Total Site Area	337,560 sqm
Current Zoning	"General Farming" – under TPS3
Lease Terms	3 year lease – Commencing 1 st December 2024.

To register your Interest in the lease of the property, please email your details together with your proposal and price to procurement@dardanup.wa.gov.au, with the subject heading – *ROI – F0362300 Lease of (Lot 101) 35 Martin-Pelusey Road - Dardanup*. For any enquiries, please contact Michelle Edwards on Michelle.Edwards@dardanup.wa.gov.au or 08 9724 0341.

Registrations of Interest should be received no later than 2.00pm, 17th October 2024.

ANDRÉ SCHÖNFELDT
Chief Executive Officer

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Lease (Lot 101) 35 Martin-Pelusey Road - Registration of Interest RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 10 - Management of Facilities, Venues, Events and Services 4 - Document Management Processes RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Failure to establish a Lease Agreement could lead to financial implications to the Shire.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failure to establish a lease could lead to implications to the Shire.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council would be seen in a negative light if we failed to lease the land in a transparent manner.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	Failure to lease the land may incur ongoing maintenance expenses	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.2B)

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Biennial Policy Manual Review RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 4 - Document Management Processes RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failure to regularly review and update policies could result in the Shire not meeting its obligations at law.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire's reputation could be viewed negatively for not undertaking regular reviews of policies of Council.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



POLICY NO:

Exec CP001 - HONORARY SHIRE FREEMAN STATUS**GOVERNANCE INFORMATION**

Procedure Link:	PR003 - Honorary Shire Freeman Status	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC7	OCM	24/05/05	Res: 177/05	Synopsis:	Policy created.
	1		OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP001	OCM	31/08/16	Res: 225/16	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	Exec CP001	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	5	Exec CP001	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	6	Exec CP001	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To guide the Council in bestowing the title of Honorary Freeman to formally recognise outstanding and meritorious service of an individual to the community of the Shire of Dardanup.

3. POLICY

The following shall be taken into account when consideration is given to granting the honour and bestowing the title of Honorary Freeman of the Shire:

1. It shall not be restricted to Councillors.
2. It may be awarded to a Councillor in office where the Council considers that the criteria as described in Clause 5 has been met.
3. The length of service as a Councillor is not in itself a criterion.
4. Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the award to a person whose dedication and contribution is significantly above that expected from that occupation.
5. The contribution to the welfare of the community must involve one or more of the following criteria:-
 - (a) Significant contribution to the person's time in serving members of the Community for the improvement of their welfare.
 - (b) The promotion and attainment of Community services in which a real personal role and contribution is made.
 - (c) Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

3.1 Assessment of Nomination

The Council will assess the eligibility of the nominated person and the extent to which he or she meets the selection criteria and make a resolution.

The deliberation of the Council decision will take place Behind Closed Doors.

3.2 Entitlements

The Shire will:

(Appendix ORD: 12.4.3B)

- 3.2.1 Award the title at a Special Meeting of Council, followed by a reception.
- 3.2.2 Issue a press statement announcing the awarding of the title.
- 3.2.3 Present the endorsed nominated person with a certificate attesting his or her quality and bestowing the title of Honorary Freeman of the Shire of Dardanup.
- 3.2.4 Cause the name of the Honorary Freeman to be engraved or listed on the Shire's Board of Past and Present Freeman.
- 3.2.5 Any person to whom the title of Honorary Freeman of the Shire has been conferred may designate themselves 'Honorary Freeman of the Shire of Dardanup', and shall be invited to all subsequent formal civic functions conducted by the Shire.

3.3 Withdrawal or Declining of Nomination

- 3.3.1 The Shire may, by written notification to the person awarded, withdraw the title of Honorary Freeman at any time without having to provide any justification for doing so.
- 3.3.2 A nominated person may decline at any time, without having to provide any justification for doing so, his or her nomination for the title of Honorary Freeman.
- 3.3.3 A person holding the title of Honorary Freeman may at any time, without having to provide any justification for doing so, renounce the title.
- 3.3.4 The deliberation of the Council decision will take place Behind Closed Doors.

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP008 – PRIVATE USE OF COUNCIL’S MOTOR VEHICLE BY THE CEO

GOVERNANCE INFORMATION

Procedure Link:

NA

Administrative Policy Link:

NA

ADMINISTRATION INFORMATION

History:	1	EXEC13	OCM	15/05/13	Res: 130/13	Synopsis:	Policy created.
Version:	2	CP008	OCM	31/08/16	Res: 225/16	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	Exec CP008	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	5	Exec CP008	OCM	20/05/22	Res: 111-22	Synopsis:	Amended and Adopted by Council
Version	6	Exec CP008	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	7	Exec CP008	OCM	27/09/23	Res: 234-23	Synopsis	Amended by Council
Version	8	Exec CP008	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

As a part of the Contract of Employment for the Chief Executive Officer (CEO) of the Shire of Dardanup, a motor vehicle is provided as a “tool of trade” including for unlimited private use, subject to the conditions and exceptions listed below in this policy.

To make clear the use rights of the CEO’s vehicle, the type of vehicle provided, changeover period, and vehicle provision options.

3. POLICY

In accordance with the Employment Contract signed by Council and the CEO, a motor vehicle is provided as a “tool of trade” including for the private use of the CEO, additional to business use. The terms and conditions in relation to private use of the vehicle are as follows:

1. The vehicle is available to the CEO at all times during the term of the Contract of Employment.
2. Council accepts responsibility for all regular and scheduled servicing, repairs and/or maintenance costs.
3. Council accepts responsibility for all fuel costs.
4. Council accepts responsibility for all repairs and/or maintenance during the leave, with the exception that if there is an accident that is the employee’s fault and Council’s insurer does not cover expenses, the employee is responsible for those repairs.
5. Prior approval from the Shire President in writing is required before the vehicle is taken outside the State.
6. The vehicle is to be driven only by the CEO, other Council employees or Council members unless with specific prior approval of the Shire President.
7. The CEO’s spouse and family may drive the vehicle after work hours subject to the approval of the CEO.
8. The CEO’s immediate family members may drive the vehicle in exceptional circumstances providing they are no longer probationary drivers, and the use is authorized by the CEO.
9. *Tools of Trade:* In a local government setting, tools of trade refer to equipment and resources that employees and officials require to perform their duties effectively. These tools are essential for the provision of public services, maintenance of public infrastructure, and the general administration of local governance.

Examples of Tools of Trade in Local Government:

(Appendix ORD: 12.4.3B)

Vehicles:

- Council vehicles for inspections, transportation, or emergency response.
- Garbage trucks and other waste management vehicles.

10. *Vehicle Turnover:* The CEO is to be provided a Passenger Vehicle, to be changed over every 4 years or 100,000km, whichever occur first.
11. *Vehicle Type:* The CEO is to be provided a Motor Vehicle in accordance with the CEO's Employment Contract and Exec CP008. The type of vehicle provided is to have a FBT Base limit not greater than \$73,000 (indexed annually based on CPI: All Groups – National Jan - Dec), and a Life Cycle Ownership Cost limit not greater than \$108,653 (indexed annually based on CPI: All Groups – National Jan - Dec). Two preferred vehicles available in 2022 that met this criterion are:
 - Toyota Prado VX 4WD Diesel
 - Toyota Kluger Grande Hybrid

4. REFERENCE DOCUMENTS

Local Government Act 1995, s5.39



POLICY NO:

Exec CP011 – TOURISM POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC23	OCM	09/02/00	Res: 057/00	Synopsis:	Policy created.
Version:	1		OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP0011	OCM	23/11/16	Res: 297/16	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Exec CP011	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	5	Exec CP011	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	7	Exec CP011	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

The Objectives are:

- a) To recognise tourism as a social and economic force and as a potential major employer within the Council's area.
- b) To foster and create a community awareness of the benefits of tourism within the Council's area.
- c) To promote the name "Ferguson Valley" as a marketing identifier and use of the Ferguson Valley Logos where appropriate.
- d) To foster the managed development and promotion of Gnomesville as a tourist attraction.
- e) To ensure that Council will guide and influence the development of tourism in the district.
- f) To provide the basic facilities and infrastructure sufficient to encourage development.
- g) To ensure that facilities within the area are adequate to cater for visitors and residents.

3. POLICY

- 3.1. Council will work closely with, Ferguson Valley Marketing (Inc.) and other relevant Tourism and Government Departments, in all aspects of tourist development.
- 3.2. Council will endeavour to provide an adequate annual budget allocation for tourism expenditure.
- 3.3. Council will endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the South West, subject to annual budget submissions.
- 3.4. In the formulations of its planning regulations, Council will have regard to the requirements of tourism development.
- 3.5. Council, in its review of planning instruments, ie. Strategic Plans, Town Plans and Development Plans, will take into consideration policies on tourism and other leisure related issues.
- 3.6. In the preparation of local laws and regulations, Council will have regard to their impact on tourism and the balanced development of the Council's area.
- 3.7. Council will encourage tourism product development and investment throughout the area and will facilitate the development application process.
- 3.8. Council will demand a high standard of design and aesthetics in all forms of tourist development.

(Appendix ORD: 12.4.3B)

- 3.9. Council will consider the welfare of the whole community when supporting tourism development and the provision of facilities.
- 3.10. When considering tourism developments, Council will consider the social, cultural, economic and environmental impact of the proposal within the area.
- 3.11. Council will ensure that where sensitive environmental historic or cultural areas exist, these areas will be adequately protected in relation to development or usage.
- 3.12. Council will support the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries.
- 3.13. Council will assist in seeking financial involvement from other sources wherever possible in the provision of tourist facilities.
- 3.14. Council will encourage the landscaping of residential and commercial centres within Council's area.
- 3.15. Council will, where practicable support the establishment of National Parks, enhancement of specific natural features, conservation areas of outstanding beauty, and recognise items of heritage significance.

4. REFERENCE DOCUMENTS

Local Government Act 1995 6.2 and Financial Regulations 1996 .

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP012 – LEGAL REPRESENTATION – COSTS INDEMNIFICATION

GOVERNANCE INFORMATION

Procedure Link:	PR017 - Legal Representation - Cost Indemnification	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC24	OCM	22/11/00	Res: 594/00	Synopsis:	Policy created.
Version:	1		OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
	2	CP0012	OCM	23/11/16	Res: 297/16	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	Exec CP012	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	5	Exec CP012	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	6	Exec CP012	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

Each case will require a written agreement between the Shire of Dardanup and the member or employee establishing the conditions as referred in this policy.

The objectives are as follows:

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

3. POLICY

3.1 General Principles

- a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- b) The local government may provide such assistance in the following types of legal proceedings:
 - i) proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a

(Appendix ORD: 12.4.3B)

member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)); and

iii) statutory or other inquiries where representation of members or employees is justified.

- c) The local government will not support, except in exceptional circumstances any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.
- e) The local government will not provide financial support for legal advice or legal representation to a member or employee (past or present) in any action brought against the Shire of Dardanup by that member or employee (past and present).

3.2 Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO). The matter is to be considered confidential and is to be considered behind closed doors.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$10,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the *Local Government Act 1995*. Prior to release of funds in an urgent situation a signed legal agreement is to be in place to require the member or employee (past and present) to repay the funds if the matter is found not to comply with this policy.
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

3.3 Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the local government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The local government may take action to recover any such moneys in a court of competent jurisdiction.

4. REFERENCE DOCUMENTS

Local Government Act 1995, Section 5.42

[Form 9 - Application Form - Legal Representation](#)

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP020 – CIVIC FUNCTIONS

GOVERNANCE INFORMATION

Procedure Link: [PR034 - Civic Functions](#)

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		EXEC43	OCM	13/08/14	Res: 251/14	Synopsis:	Policy created.
Version:	1	CP0020	OCM	25/01/17	Res: 02/17	Synopsis:	New Council Policy Document endorsed
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	Exec CP020	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	4	Exec CP020	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	6	Exec CP020	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To specify the basis upon which the Council may hold Civic Functions.

The aim of this policy is to give guidance for the Shire President, in respect to section 2.8(1)(c) of *the Local Government Act 1995*:

2.8. Role of mayor or president

(1) The mayor or president

(c) carries out civic and ceremonial duties on behalf of the local government;

The intent of this policy is to specify when Council will hold civic functions and how they should be conducted.

A Civic Function may take the form of a civic function, civic welcome, an official opening of facilities or civic event.

In certain circumstances the Shire President on behalf of Council may wish to recognise outstanding community service or other significant achievements by an individual or group by holding a Civic Function. Elected members may request that the Shire President consider hosting a civic function that aligns with this policy or submit a request to Council to host a function.

Civic functions may be conducted for:

- Exceptional achievement in sport, the arts, charitable endeavours, and community service.
- Commemorative events that celebrate significant occasions of importance to the local community.
- Official Delegations recognising overseas or interstate delegations.
- Community Acknowledgement – exceptional voluntary service by groups and individuals, over and above Civic Recognition Awards.
- Commemorative – events that happen that impact on the local community.
- Celebratory – exceptional achievement in sports, the arts, fund-raising, community participation or signing of significant agreements/accords with State/Federal Governments etc.
- Opening of Council facilities.
- The Council shall determine whether a Civic Function is to be held for any other purpose not currently covered by this policy.

3. POLICY

- Requests for civic functions must be made in writing to the Shire President of the day. The Shire President will then either approve or decline the request based on the criteria above, and the available budget.
- An elected member may submit a request for a civic function to Council.
- Honorary Freeman is to be invited to all Civic Functions as per Council Policy Exec CP001 – Honorary Shire Freeman Status.

4. REFERENCE DOCUMENTS

Local Government Act 1995 S 2.8(1)(c)

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP021 – CONSULTANT LIAISON

GOVERNANCE INFORMATION

Procedure Link: [PR035 - Consultant Liaison](#)

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		EXEC44	OCM	05/11/14	Res: 346/14	Synopsis:	Policy created.
Version:	1	CP021	OCM	25/01/17	Res: 02/17	Synopsis:	New Council Policy Document endorsed
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Exec CP021	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	Exec CP021	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	Exec CP021	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

Within the General Terms of Contracts that the Shire of Dardanup has from time to time with suppliers, the Principal is stated as the Shire of Dardanup represented by the Chief Executive Officer, or a representative appointed by the Chief Executive Officer. This Policy is to ensure that Councillors, and members of committees and advisory / working groups do not contact suppliers and/or contractors to discuss the projects subject of the contract.

The Shire of Dardanup has a number of standing committees that assist Council in investigation and recommendations for action.

Council also has a policy of creating committees and advisory groups to deal with specific projects and to deal with the development of strategic policy to help the Council meet the Shires objective to develop the social and built fabric of the community.

Some committees and advisory / working groups include community stakeholders to assist the Council in planning and implementing strategic projects.

The policy objective is to give guidance to members of committees and advisory / working groups to ensure that contractual arrangements with consultants are not compromised.

3. POLICY

- All contact with consultants, service providers and suppliers are to be through the Chief Executive Officer, or the Chief Executive Officer's representative appointed in writing.
- Councillors, members of a committee or advisory or working group of Council tasked with the development of a project are not to contact consultants, service providers and suppliers without prior approval from the Chief Executive Officer, or the Chief Executive Officer's representative appointed in writing.
- For Councillors a breach of this policy may be considered to be a breach of the Rules of Conduct 19 - Prohibition against involvement in administration.
- For a member of a committee, advisory and/or working group a breach of this policy may result in a request to Council to have the member removed from the relevant group.
- The following is to be included in Committee, Advisory and / or Working Group Terms of Reference and Meeting Agendas immediately following the Affirmation of Civic Duties and Responsibility.

"Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects."

(Appendix ORD: 12.4.3B)

The exception to this Policy is when there is a meeting of the committee or advisory group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee."

4. REFERENCE DOCUMENTS

[2024 - Adopted Elected Member Code of Conduct](#)



POLICY NO:

Exec CP026 – SOCIAL MEDIA**GOVERNANCE INFORMATION**

Procedure Link:	PR059 - Social Media	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		CORP16	OCM	16/10/13	Res: 325/13	Synopsis:	Policy created.
Version:	1	CP026	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	2	Exec CP026	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	3	Exec CP026	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	4	Exec CP026	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. POLICY OBJECTIVE

This policy details legislative obligations and establishes protocols applicable to the Shire of Dardanup's official communications with our community, to ensure the Shire of Dardanup is professionally and accurately represented and to maximise a positive public perception of the Shire.

3. POLICY SCOPE

This policy applies to:

- 3.1 Communications initiated or responded to by the Shire of Dardanup (including Eaton Recreation Centre and Shire of Dardanup Library Services) with our community.
- 3.2 Council Members when making comment in either their Shire of Dardanup role or in a personal capacity about matters relevant to the Shire.
- 3.3 Employees making comment in either their Shire of Dardanup role or in a personal capacity about matters relevant to the Shire.

4. POLICY STATEMENT**4.1 Official Communications**

The purpose of the Shire of Dardanup's official communications is to Inform, Engage, Connect and Empower our community to actively participate in decisions ensuring our projects and services are closely aligned with our community's expectations. *[Communications Plan 2021]*

This includes:

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

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

- Accurate, timely and accessible and presented via a range of channels in a friendly, personable, and jargon-free style of writing so that it is both interesting and easy-to-understand.
- High quality and published regularly on a variety of topics and in a range of formats.
- Relevant to needs and expectations.

(Appendix ORD: 12.4.3B)

- Presented in a consistent and expected way. *[Communications Plan 2021]*

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

- Websites and digital platforms.
- Newsletters in both email and printed formats.
- SMS.
- Brochures, fliers, posters, information sheets, advertising.
- Media releases prepared for the Shire President to promote specific Shire positions.
- Social media.
- Letters.
- Signs.
- Agendas and Minutes, Reports, Public Notices.
- Plans and strategic documents.
- Podcast / Radio Interviews. *[Communications Plan 2021]*

4.2 Speaking on behalf of the Shire of Dardanup

The Shire President is the official spokesperson for the Shire, representing the Local Government in official communications, including speeches, comment, print, electronic, radio / tv and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President / Mayor is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

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

- bring the Shire of Dardanup into disrepute, *[Code of Conduct Division 3 Behaviour 8. Personal Integrity]*
- compromise the person's effectiveness in their role with the Shire, *[Shire of Dardanup, Code of Conduct for Employees and Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates]*.
- imply the Shire's endorsement of personal views *[s.2.8(1)(d) of the Local Government Act 1995]*.
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so *[s.2.8(1)(d) of the Local Government Act 1995]*; or
- disclose, without authorisation, confidential information *[s.5.93 of the Local Government Act 1995]*.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Dardanup *[State Records Act 2000 / Local Government Record Keeping Plan, s's 5.23(2) and 5.93 of the Local Government Act 1995]*.

Council member communications must comply with the 0/124 and the *Local Government (Model Code of Conduct) Regulations 2021*.

4.3 Responding to Media Enquiries

All enquiries from the Media for an official Shire of Dardanup comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO (Communications Officer – Media). Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Dardanup.

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

4.4 Website

(Appendix ORD: 12.4.3B)

The Shire of Dardanup will maintain an official Shire website and Eaton Recreation Centre website, as our community's online resource for access to official communications.

4.5 Social Media

The Shire of Dardanup uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Dardanup maintains the following Social Media accounts:

- Social networks, including - Facebook, LinkedIn, and Google+.
- Media Sharing networks, including – Instagram, YouTube, and Podcasts.
- Apps (applications), including – Facebook Messenger.

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

The Shire actively seeks ideas, questions, and feedback from our community however, we expect participants to behave in a respectful manner. There is no obligation on the Shire to respond to questions or comments on the social media platform, and comments may be turned off, where the communication is intended for information purposes only. The Shire will moderate its Social Media accounts to address and where necessary delete content deemed to be:

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

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

4.5.1 Shire President / Mayoral Social Media Official Accounts

The Shire of Dardanup supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Dardanup accounts must not be used by the Shire President for personal communications.

4.5.2 Use of Social Media in Emergency Management and Response

The Shire of Dardanup will use the following channels to communicate and advise our community regarding Emergency Management:

- Website
- Facebook
- SMS

4.6 Record Keeping and Freedom of Information

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

(Appendix ORD: 12.4.3B)

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

4.7 Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted, or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members and Shire Employees should ensure their personal or private communications do not breach the requirements of this policy, the [Elected Member Code of Conduct](#), the [Code of Conduct for Employees](#), and the *Local Government (Model Code of Conduct) Regulations 2021*.

4.7.1 Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Dardanup.

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

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Dardanup.
2. Be made with reasonable care and diligence [*Model Code of Conduct Reg.4(1)(a)*].
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination, or harassment laws.
4. Be factually correct [*Model Code of Conduct Reg.6(a) and 8(1)(b)*].
5. Avoid damage to the reputation of the local government [*Model Code of Conduct Reg.4(1)(e)(d)*].
6. Not reflect adversely on a decision of the Council [*Shire of Dardanup, Code of Conduct for Employees 3.12*].
7. Not reflect adversely on the character or actions of another Council Member or Employee [*Model Code of Conduct Reg.9(d)*], [*Shire of Dardanup, Code of Conduct for Employees and Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates*].
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee, or community member [*Model Code of Conduct Regs. 9(c) and 20(4)(b)*], [*Shire of Dardanup, Code of Conduct for Employees and Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates*].

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO. Councillors should note, that even when a statement is made in personal capacity, it does not preclude the media from reporting on it as being a statement from a Councillor of the Shire of Dardanup, and therefore it is recommended that assistance be sought.

Comments which become public, and which breach this policy, the [Elected Member Code of Conduct](#), the [Code of Conduct for Employees](#), or the *Local Government (Model Code of Conduct) Regulations 2021*, may constitute a minor breach of the *Local Government Act 1995* [refer s.5.105] and may be referred for investigation.



POLICY NO:

Exec CP080 – AUSTRALIAN CITIZENSHIP CEREMONIES**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		OCM	13/02/98	Res: 201/98	Synopsis:	Policy created. 13/02/1998
Version:		DEV5	OCM	10/05/12	Res:	Revised Policy Adopted 10/05/2012
Version:	1	CP080	SCM	26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	2	SDev CP080	OCM	30/09/20	Res: 270-20	Synopsis: Reviewed and Adopted by Council
Version:	3	SDev CP080	OCM	28/09/22	Res: 243-22	Synopsis: Reviewed and Adopted by Council
Version:	4	Exec CP080	OCM	23/10/24	Res: XXX-24	Synopsis: Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive Development

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to ensure that Australian Citizenship Ceremonies conducted by the Shire are carried out in accordance with the Australian Citizenship Ceremonies Code. This Code adheres to the *Australian Citizenship Act 2007* and outlines the legal and procedural requirements for conducting such ceremonies. Additionally, this policy aims to foster a welcoming environment for new Australian citizens by recognising their important milestone and promoting the Shire of Dardanup (the Shire) as a supportive and caring entity.

3. POLICY

In alignment with the Australian Citizenship Ceremonies Code and the Shires commitment to community and citizen engagement, the following provisions apply to Australian citizenship ceremonies conducted by the Shire:

3.1 Presentation of Gifts

- The Shire will present an appropriate gift to all conferees who complete their Australian citizenship ceremony at the Shire.
- The value of the gift will be up to \$20, ensuring it is a meaningful token of recognition for their new status as Australian citizens.

3.2 Ceremony Conduct

- The Shire President, acting as the “Presiding Officer,” will officiate the citizenship ceremony, administer the oath or affirmation of allegiance, and present new citizens with their certificates from the Commonwealth.
- Conferees will also receive a gift from the Shire, acknowledging their significant achievement.

3.3 Presiding Officers

- The authorisation to act as a Presiding Officer for Australian citizenship ceremonies is granted by the Australian Government Minister responsible for citizenship matters and is specific to the individual or position.
- The Shire of Dardanup official Presiding Officers are:
 - Shire President, Cr T Gardiner
 - Deputy Shire President, Cr E Lilly
- Presiding Officers do not have the authority to appoint a proxy. If the designated Presiding Officer is unavailable, the ceremony cannot be conducted by an unauthorised individual.

4. RESPONSIBILITIES

- The Shire President and Deputy Shire President are responsible for officiating citizenship ceremonies as authorized Presiding Officers.
- Shire staff will coordinate the procurement and preparation of gifts and ensure that all ceremonial items are ready and available for each citizenship ceremony.

5. REVIEW AND AMENDMENTS

- This policy will be reviewed annually to ensure compliance with any changes in legislation or guidelines.
- Amendments to this policy will be made as necessary to reflect updated practices or changes in the Australian Citizenship Ceremonies Code.

5. REFERENCE DOCUMENTS

Australian Citizenship Ceremonies Code

Australian Citizenship Act 2007



POLICY NO:

Exec CP088 - FORUMS OF COUNCIL – CONCEPT FORUMS, AGENDA FORUMS AND WORKSHOPS
GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New	OCM	27/11/19	Res: 335-19	Synopsis:	Policy created and endorsed.
Version:	2	Exec CP088	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	3	Exec CP088	OCM	29/09/21	Res: 297-21	Synopsis:	Amended and Adopted by Council
Version:	4	Exec CP088	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	Exec CP088	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

Local government forums range from a once-only event to discuss and explore a particular issue, to a number of sessions to address matters such as a specific project; or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

3. POLICY

3.1 Concept Forums

Background

Concept forums involve Council members and employees meeting to propose, discuss and formulate philosophies, ideas, strategies, and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some-time away from being presented to Council for decision.

In discussing such issues, employees are looking for general guidance from the Council members as they research the matter and draft the report. Council members and employees are also looking to present ideas and concepts for future consideration. If the response is favourable employees can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- Current matters of a local or regional significance.
- Matters relating to the future development of the local government.
- Significant revenue-raising requirements or expenditure needs.
- The development of internal strategic, planning, management, and financial documents.
- Development of the selection criteria and performance.
- Objectives for the Chief Executive Officer (CEO).
- Reports from Advisory Groups, Community Engagement Outcomes or other non-formal activities involving Councillors or employees.

Behind Closed Doors:

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive, or impractical and never adopted.

Managing Concept Forums:

Unless otherwise determined by the Chief Executive Officer in consultation with the Shire President, Concept Forums are generally held on the Wednesday afternoon following the Ordinary Meeting of Council.

(Appendix ORD: 12.4.3B)

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available, the Council members' present shall choose a person who shall preside over the Concept Forum so as to ensure the guidelines as addressed in this policy are adhered to.

A general record should be kept of the Concept Forum noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received, or adopted at a later date.

Conduct at Concept Forums

Councillors and employees shall adhere to the provisions of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Concept Forums.

The forums shall run in a formal manner with all questions being directed through the Chair.

Project Updates:

The Chief Executive Officer shall cause presentations to be made in relation to the following:

- a) Presentations on achieving major projects; progress updates regarding major projects.
- b) New Ideas - Concept Forums are a place for which new ideas and projects are to be discussed.

Councillor Reports

At every Concept Forum each Councillor may raise issues that have arisen since the last meeting. This may include discussions that have come from ratepayers/electors or third parties that require further information, clarification on employee's actions to date or general information.

Managing Conflicts of Interest

No Council member or staff member shall raise any matter at a Concept Forum for which they have or may perceive to have a Financial or Proximity Interest.

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and the *Local Government (Model Code of Conduct) Regulations 2021*.

It is noted that this is above and beyond the scope of the legislation, however, is required to ensure a high level of governance and transparency.

Members shall make verbal and written disclosures of interest to the Chief Executive Officer at Concept Forums.

If a member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member may then be asked to depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting.
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

(Appendix ORD: 12.4.3B)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

3.2 Agenda Forums

Background

For proper decision-making, Council members should have the opportunity to gain maximum knowledge and understanding of any issue presented to the Council on which they must vote. It is reasonable for Council members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary Council meetings.

The complexity of many items means that Council members may need to be given information additional to that in an employee's report and/or they may need an opportunity to ask questions of relevant employees.

Many local governments have determined that this can be achieved by the Council members convening as a body to become better informed on issues listed for Council decision. Such assemblies have been termed Agenda Forums. It is considered they are much more efficient and effective than Council members meeting employees on an individual basis for such a purpose with the added benefit that all Council members hear the same questions and answers. To protect the integrity of the decision-making process it is essential that Agenda Forums are run with strict procedures.

Managing Agenda Forums

Agenda Forums will be held on the Wednesday preceding the Ordinary Council meeting. Preference will be for a start time of 4.30pm. Agenda Forums will allow for questions on any item or items that are on the agenda that are considered to be complex and may require further clarification. Alternatively, to Agenda Forums, Councillors could send an email to the Executive Support Officer to seek further information or clarification with regards to an item. When sending such an email it is requested that all Councillors be copied into the original email and will also be copied into the reply.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available, the Council members present shall choose a person who shall preside over the Agenda Forum so as to ensure the guidelines as addressed in this policy are adhered to.

Agenda Forums shall not be open to the public and therefore no debate on the items shall be entered into during the Agenda Forum. There shall be no opportunity for a collective Council decision or implied decision that binds the local government. Fundamental to this decision is that any debate shall be held at Council meetings so as to ensure the public in attendance at a Council meeting can see and hear the decisions and debate around Council decisions.

The purpose of the Agenda Forum is to allow questions in relation to the item or to request further information from the Chief Executive Officer in relation to the item in a collective environment. Where questions are 'Taken on Notice', answers will be distributed to all Councillors prior to the Council meeting.

A Councillor may still choose to raise issues associated with the agenda independently through the Chief Executive Officer or another Senior Officer as defined in the Shire of Dardanup's Code of Conduct.

A general record should be kept of the Agenda Forum noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received, or adopted at a later date.

Conduct at Agenda Forums

Councillors and employees shall adhere to the provisions of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates, in relation to their conduct at Agenda Forums.

The forums shall run in a formal manner with all questions being directed through the Chair.

Managing Conflicts of Interest

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and the *Local Government (Model Code of Conduct) Regulations 2021*.

(Appendix ORD: 12.4.3B)

It is noted that this is above and beyond the scope of the legislation, however, is required to ensure a high level of governance and transparency.

Members shall make verbal and written Disclosures of Interest to the Chief Executive Officer at Agenda Forums.

If a member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member may then be asked to depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting.
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

3.4 Workshops

Background

Council Workshops are held to 'workshop' matters prior to presentation to Council. They are not to be confused with Concept or Agenda Forums.

Council Workshops may be convened on an occasional basis as a forum for information exchange and discussion between Council Members and Council employees and if appropriate, other relevant stakeholders. A Workshop provides an opportunity for employees or engaged consultants to provide a detailed presentation on specific matters/projects.

Workshops can be called by a resolution of Council, or at the request of the Shire President or the Chief Executive Officer and may be conducted as required.

Managing Workshops

The preferred scheduling of Workshops is on a Wednesday that is not prior to a Council meeting. Debating, collective decision making or revelation of one's intention on how they will vote at a future Council or Committee Meeting is not permitted. Expressing an opinion or seeking clarification on matters under discussion generally, however, is appropriate and welcome.

The Shire President shall Chair these meetings or if the Shire President is not available then the Deputy Shire President. If either is not available, the Council members present shall choose a person who shall preside over the Workshop so as to ensure the guidelines as addressed in this policy are adhered to.

Discussion is limited to the subject on the Workshop Agenda.

A general record should be kept of the workshop noting attendance, requests for further information and interests declared. No minutes as such will be taken, nor will specific discussions, actions or outcomes be recorded, received, or adopted at a later date.

Conduct at Workshops

(Appendix ORD: 12.4.3B)

Councillors and employees shall adhere to the provisions of the Local Government (Model Code of Conduct) Regulations 2021 and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Workshops.

The Workshops shall run in a formal manner with all questions being directed through the Chair.

Quorum (non-technical):

To ensure integrity of information flow/guidance and to avoid repetition, there shall be a requirement that a minimum of four Council members are to be in attendance for a Workshop to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and may be reconvened again at another opportunity.

Managing Conflicts of Interest

As a matter of probity and integrity, members and employees are required to make disclosures of interest in accordance with sections 5.59 – 5.90 of the *Local Government Act 1995* (Financial and Proximity Interests) and the *Local Government (Model Code of Conduct) Regulations 2021*.

It is noted that this is above and beyond the scope of the legislation, however, is required to ensure a high level of governance and transparency.

Members shall make verbal and written Disclosures of Interest to the Chief Executive Officer at Agenda Forums.

If a member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- Trivial or insignificant; or
- An interest in common to a significant number of electors or ratepayers.

The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

The Member may then be asked to depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting.
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.

3.5 Attendance Records

Elected member attendance at Council Meetings and Forums of Council including Concept Forums, Agenda Forums, Workshops and Official Functions to which all Councillors are invited, will be recorded at each Ordinary Council Meeting under Attendance and Apologies, and listed as Previous Attendance. Record to show all elected members names and record if they were Present, an 'Apology; had a Leave of Absence or Non-attendance' – Note, attendance records will be recorded in every Agenda.

4. REFERENCE DOCUMENTS

Local Government Operational Guidelines Number 05 – January 2004 - Council Forums.

Local Government Act 1995, Part 5, Division 6

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP089 - ADVISORY AND /OR WORKING GROUPS

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:							
Version:	1		OCM	27/11/19	Res: 336-19	Synopsis:	Policy Created and endorsed.
Version:	2	Exec CP089	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	3	Exec CP089	OCM	31/03/21	Res: 93-21	Synopsis:	Amendment
Version	4	Exec CP089	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version	5	Exec CP089	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

The Advisory and/or Working Group policy seeks to establish a communication process between the Shire of Dardanup, stakeholders and/or community and to provide guidance for the establishment and operations of the Shires of Dardanup's Advisory and/or Working Groups.

3. DEFINITIONS

Financial Interest Has the same meaning as given by Section 5.60A of the Local Government Act 1995.

Proximity Interest Has the same meaning as given by Section 5.60B of the Local Government Act 1995.

Impartiality Interest Means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship, or membership of an association.

4. POLICY

- Advisory Groups and/or Working may be established by resolution of Council.
- Advisory Groups and/or Working will operate in accordance with the adopted Terms of Reference which provide:
 - a) A clear statement of objectives and aims of the Advisory and/or Working Group.
 - b) Membership representation; and
 - c) Operational and administrative framework by which activities are to occur.

Terms of Reference

Advisory and/or Working Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- The role of an Advisory and/or Working Group is to act in an advisory capacity, providing the Shire of Dardanup Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- The Advisory and/or Working Group will only consider matters referred to it by the Council through its Terms of Reference.
- An Advisory and/or Working Group has no decision-making powers and does not have any authority to act on behalf of the Shire of Dardanup. In operation, the group cannot direct employees, call tenders, award contracts, expend monies, direct volunteers, or do anything which is the responsibility of the Shire of Dardanup.

(Appendix ORD: 12.4.3B)

- Advisory and/or Working Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory and/or Working Group are to be recorded in meeting notes and retained in the Shire of Dardanup record keeping systems.
- Advisory and/or Working Group members either collectively or individually are not authorised to speak on behalf of the Shire of Dardanup or provide comment to the media, in respect of any item under consideration, unless authorised by the Shire President.

Conflicts of Interest

- All members need to be aware that any conflict of interest needs to be disclosed in writing, to ensure probity is maintained at all times. All previous disclosures of interest will remain listed in the agenda and will be acknowledged at the start of a meeting, thereby negating to disclose it in writing again.
- If a member discloses a financial or proximity interest in a matter under consideration by the Group, the member should disclose the nature of their interest, and also the extent of that interest.
- If a member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member is to inform the Chairperson that the Member intends to remain and participate in the meeting.
- The meeting notes shall record the members' disclosure of interests and the extent of the interests. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest, or whether they remained and participated in the meeting when considering the matter to which an interest was declared.
- If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the relevant Director in attendance at the meeting.

Confidentiality and Privacy

- Members of the Advisory and/or Working Group may have exposure to confidential or personal information and if so, they are required to maintain the security of any confidential information and not access, use or remove any information, unless the member is authorised to do so.
- Members of the Advisory and/or Working Group will be advised when matters are deemed Confidential by the Chair. Documents provided at the meeting will be identified as Confidential and all confidential documents will be returned to the Chair following the meeting.
- Should a member become aware of any unauthorised release or misuse of confidential or personal information, they are advised to contact the relevant Director.
- Should a breach of Confidentiality be made by an Advisory and/or Working Group member, the Chief Executive Officer will remove the respective member from the Advisory and/or Working Group.
- Members are not to speak to the media in their capacity as Advisory and/or Working Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory and/or Working Group Member.

Role of Chairperson

- The Advisory and/or Working Group Chairperson is to be appointed by the Council.
- The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, one of the other Elected Members will assume the Chair for that meeting.
- The Chairperson shall ensure that the Advisory and/or Working Group operates in accordance with the Advisory and/or Working Groups Terms of Reference at all times.

(Appendix ORD: 12.4.3B)

Meeting Notes

- The Chief Executive Officer or the relevant Director having responsibility for the Advisory and/or Working Group, in liaison with the Advisory and/or Working Group Chairperson, shall be responsible to ensure the preparation and accuracy of the meeting notes.
- Items considered at the meeting will not be voted upon. The meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion.
- Meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within ten (10) working days after the date of the meeting.
- Advisory and/or Working Group unconfirmed meeting notes will be reported to Council through the Council's Information Bulletin and placed on the Shire website.
- The meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.
- Any items which have been dealt with by the Advisory and/or Working Group will not be implemented by the Shire of Dardanup Administration until a report has been submitted to Council for a decision.

Code of Conduct

- The relevant Shire of Dardanup Code of Conduct applies to members of the Advisory and/or Working Group and shall be adhered to during meetings and interactions with Elected Members, staff and the community when acting in the capacity of an Advisory and/or Working Group member.

5. REFERENCE DOCUMENTS

Community Engagement Framework

Council Policy Exec CP090 and Community Engagement

(Appendix ORD: 12.4.3B)



POLICY NO:

Exec CP090 – COMMUNITY ENGAGEMENT

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:						
Version:	1	CP090	OCM	27/11/19	Res: 334-19	Synopsis: Policy Created
Version:	2	Exec CP090	OCM	30/09/20	Res: 270-20	Synopsis: Reviewed and Adopted by Council
Version:	3	Exec CP090	OCM	28/09/22	Res: 243-22	Synopsis: Reviewed and Adopted by Council
Version:	4	Exec CP090	OCM	23/10/24	Res: XXX-24	Synopsis: Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

This community engagement policy seeks to build a two-way communication process between the Shire of Dardanup and the community. It also aims to ensure effective public participation is offered to appropriate stakeholders on Shire of Dardanup projects and programs. Through engaging the community, the Shire of Dardanup would like to continue to build on the strong relationship with the community and to obtain the best possible results for the Shire and the community.

3. DEFINITIONS

Program	Long term initiative (across financial years) that includes several elements or localities and has broad aims and objectives.
Project	One off initiative, having specific objectives and focusing on a single element or locality.
Initiative	A new service, facility, process, policy, asset, or plan.
Stakeholders	Individuals or groups who are likely to be affected either physically or financially or with interest in, the project or program e.g. adjacent residents, ethnic groups, absent owners, community groups and sporting clubs.

4. POLICY

- Engagement and participation shall be considered for all Shire of Dardanup projects, programs, and initiatives.
- Community engagement shall be specifically planned within the development and implementation schedule of the given program, project, or initiative.
- Emphasis will be on ensuring the appropriate groups of stakeholders are engaged at the appropriate level so that Shire resources and services are in line with community needs, aspirations, and strengths.
- Officers will use the Community Engagement Framework to decide when and at what level community engagement should occur, and to ensure a coordinated and consistent approach across the organisation.

5. REFERENCE DOCUMENTS

Community Engagement Framework
Community Engagement 10 Steps Guide
Community Engagement Toolkit and Plan Template



COUNCIL POLICY NO:

Exec CP202 – COMPLAINTS MANAGEMENT PROCESS - CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New	OCM	24/02/2021	Res: 31-21	Synopsis:	Policy created.
Version:	2	Exec CP202	OCM	24/11/2021	Res: 377-21	Synopsis:	Policy replaced and renamed
Version	3	Exec CP202	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	4	Exec CP202	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To ensure that a Complaint received in relation to an alleged breach of Division 3 – Behaviour, of the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates is managed on the basis of –

- Confidentiality
- Timeliness
- Natural justice and due process
- Fairness and impartiality

Clause 15(2) of the Code of Conduct provides that the procedure for dealing with Complaints may be determined by the local government to the extent that it is not dealt with by the Local Government (Model Code of Conduct) Regulations 2021 (Regulations). This policy (Policy) meets this objective.

2.1 Scope

This Policy applies to Council Members, Committee Members, Candidates, Complaints Officers, and Complainants in respect to Complaints of an alleged breach of “Division 3 – Behaviour” of the Code of Conduct (Division 3 Complaints).

The management of Complaints related to Division 4 of the Code of Conduct is prescribed by the *Local Government Act 1995* and not by this policy. The CEO, or a senior officer nominated by the CEO, is the Complaints Officer for the purpose of Complaints related to Division 4.

3. DEFINITIONS

Act - means the Local Government Act 1995.

Behaviour Complaints Committee - means a committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part [4.2.3](#) of this Policy.

Breach - means a breach of Division 3 of the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates.

Candidate - means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint - means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part [4.3.2](#) of this Policy.

CEO - means the Chief Executive Officer of the Shire of Dardanup.

Code - means the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates.

(Appendix ORD: 12.4.3B)

Committee - means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member - means a Council Member, employee of the Shire of Dardanup or other person who has been appointed by the Council to be a member of an Advisory, Occasional or Standing Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint - means a complaint submitted under Division 3, Clause 11 of the Code of Conduct.

Complainant - means a person who has submitted a Complaint in accordance with this Policy.

Complaints Assessor – means an independent person appointed by the Complaints Officer to assess or manage a complaint in accordance with this policy and the Code of Conduct.

Complaint Documents - means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form - means the form approved under clause 11(2)(a) of the Code of Conduct [by Council resolution or by the CEO exercising delegated authority]. Code of Conduct Complaints Form

Complaints Officer - means a person authorised in writing [by Council resolution or by the CEO exercising delegated authority] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Complaints Officer is addressed in Part 4.2.1 of this Policy.

Council - means the Council of the Shire of Dardanup.

Council Member - means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding - means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Minor breach - means a complaint made under Division 4 of the Code of Conduct.

Plan - means a Plan under clause 12(4)(b) of the Code, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Respondent – means a Council Member, Committee Member or candidate the subject of a complaint.

Response Documents - means the response provided by the Respondent to the Complaint and includes any supporting information or evidence that is supplied.

4. POLICY

4.1 Principles

4.1.1 Procedural fairness

The principles of procedural fairness and natural justice will apply when dealing with a Division 3 Complaint under this Policy. In particular:

- a Respondent will be afforded a reasonable opportunity to be heard before any findings are made.
- a Respondent will be afforded a reasonable opportunity to be heard before any Plan is imposed.
- the decision maker must be objective and impartial and must act in an unbiased manner and must not act in a manner likely to give rise to a perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

4.1.2 Consistency

(Appendix ORD: 12.4.3B)

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

4.1.3 Confidentiality

All Complaints must, as far as possible, be dealt with confidentially until such a time as they are required to be reported to Council in accordance with this Policy or are otherwise lawfully made public or disclosed. The Shire of Dardanup will take all reasonable steps to maintain confidentiality when dealing with a Complaint, in order to protect both the Complainant and Respondent.

Council Members, local government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the Complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides valid reasons why this should not occur. The Complainant's contact information will not be provided to the Respondent.

4.1.4 Accessibility

The Shire of Dardanup will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on the Shire's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a Complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

4.1.5 Perception of Bias

A reasonable perception of bias may arise by virtue of personal, financial, or family relationships, evidence of a closed mind or participation in the Complaint process (such as being a Complainant or Respondent).

Where a person's involvement in the decision-making process (whether at Council or Committee level) may reasonably give rise to a perception of bias on their behalf, they must recuse themselves.

4.2 Roles

4.2.1 Complaints Officer

The Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept Complaints and withdrawal of Complaints.

The Complaints Officer is not an advocate for the complainant or the respondent. The Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Complaints Officer will liaise with the local government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Complaints Officer will apply the Principles of this Policy.

4.2.2 Complaints Assessor

The Complaint Assessor is appointed by the Complaints Officer in accordance with Part [4.3.8](#) of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

(Appendix ORD: 12.4.3B)

The Complaint Assessor will liaise with the Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

4.2.3 Behaviour Complaints Committee

A Behaviour Complaints Committee is a Committee of Council that may be established in accordance with s.5.8 of the Act for the purpose of dealing with Division 3 Complaints.

Where established, the Behaviour Complaints Committee is a Committee of Council, comprising all Council members. An appointed Committee member must recuse themselves if they are a Complainant or a Respondent.

The authority delegated to the Behaviour Complaints Committee will be specified by Council delegation and may include:

- Conditions to which the delegation is subject.
- Dismissing a Division 3 Complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a finding as to whether the conduct specified in a Complaint did or did not occur, and whether a contravention of the Code of Conduct has been established, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur (Finding) *[clause 12(3) of the Code of Conduct]*.
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - To Prepare and implement a Plan to address the behaviour of the person to whom the Complaint relates.

4.3 Complaint process

4.3.1 Making a Complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct *[clause 11(1) of the Code of Conduct]*.

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Complaint Form in full and providing the completed forms to the Complaints Officer.

Save where this Policy otherwise provides, a Complaint will usually be determined by reference to the information provided by the Complainant and the Respondent.

A Complaint must:

- Be specific (including identifying the provisions of the Code of Conduct which the complainant alleges have been breached).
- Provide as much supporting evidence as possible to assist an investigation (including the grounds and circumstances of the Complaint). This may include Statutory Declarations and witness statements.
- Provide the name of the Council Member, Committee Member or Candidate who has allegedly breached the Code of Conduct.
- Provide the name and contact details of the complainant and the name and contact details of the person submitting the complaint (if different to the complainant).

Anonymous complaints will not be investigated by the Complaints Officer unless required by law.

Where a Complaint Form omits required details, the Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

4.3.2 Candidate Complaints

(Appendix ORD: 12.4.3B)

A Complaint in relation to a Candidate must be made in accordance with [4.3.1](#), above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

4.3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

4.3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint.
- outlines the process that will be followed and possible outcomes.
- explains the application of confidentiality to the complaint.
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Complaints Officer will advise the Complainant of the process in accordance with Part [4.3.6](#) of this Policy.

4.3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy.
- includes a copy of the Complaint Documents.
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes.
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part [4.3.6](#) of this Policy.

4.3.6 Alternative Dispute Resolution

The Shire of Dardanup recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint.

Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

(Appendix ORD: 12.4.3B)

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 4.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Complaints Officer will resume the formal process required under this Policy.

Examples of Alternate Dispute Resolution include –

- negotiation with the assistance of the Complaints Officer or other appropriate person as intermediary.
- facilitation with a contracted service provider such as a mediator or conciliator.
- other mutually agreed process.

4.3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Complaints Officer may decide to progress those Complaints concurrently.

4.3.8 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated, or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Complaints Officer may appoint a suitably qualified and experienced Complaints Assessor, in accordance with the Shire of Dardanup Procurement Framework.

A Complaints Assessor may be appointed under the following circumstances –

- Where a complaint relates to a Council Member.
- Where a complaint relates to a Candidate who is elected as a Council Member; and
- Where internal resources are limited and/or the nature of the complaint requires specific expertise.

In appointing a Complaints Assessor, the Complaints Officer will have regard to the qualifications and independence of the person appointed.

The Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

4.3.9 Search of Local Government Records

The Complaint Assessor may request the Complaints Officer to search for any relevant records in the Shire of Dardanup's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Dardanup Standing Orders Local Law 2014.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

4.3.10 Assessment of the Complaint

(Appendix ORD: 12.4.3B)

The Complaints Officer or where appointed, the Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 4.3.4 and Part 4.3.5 of this Policy.

The Complaints Officer or where appointed, the Complaints Assessor must ensure that the Respondent is provided with a reasonable opportunity to respond to the Complaint before forming any opinions or drafting the Complaint Report or recommendations.

4.3.11 Complaint Report

The Complaints Officer or where appointed, the Complaint Assessor will prepare a Complaint Report that will:

- outlines the process followed, including how the Respondent was provided with an opportunity to respond.
- include the Complaint Documents, the Response Documents, and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Local Government or a Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4.4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaints Officer or where appointed, the Complaint Assessor will include the Complaint Report in the Agenda for a meeting of the Council or where established, the Behaviour Complaints Committee. The Complaints Officer or where appointed, the Complaint Assessor will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

4.3.12 Complaint Determination Meeting

The agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Local Government or the Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the local government or the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.4.2 of this Policy.

If the Local Government or the Behaviour Complaints Committee dismisses a Complaint, the Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Local Government or the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.4.3 of this Policy.

If the Local Government or the Behaviour Complaints Committee finds that the alleged Breach did not occur, the Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Local Government or the Behaviour Complaints Committee finds that the alleged breach did occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4.4 of this Policy.

If the Local Government or the Behaviour Complaints Committee decides to take no further action, the Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

(Appendix ORD: 12.4.3B)

If the Council or Behaviour Complaints Committee decides to prepare a Plan, it will first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. Council or the Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

4.3.13 Compliance with Plan Requirement

The Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Complaints Officer must provide a report advising the Council of any failure to comply with a requirement included in a Plan.

4.4 Decision Making

4.4.1 Objectives and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 4.1 of this Policy.

4.4.2 Dismissal

The Local Government or the Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Dardanup Standing Orders Local Law 2014.

4.4.3 Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, the Local Government or the Behaviour Complaints Committee may consider:

- the nature and seriousness of the breach(es).
- the Respondent's submission in relation to the contravention.
- whether the Respondent has breached the Code of Conduct knowingly or carelessly.
- whether the Respondent has breached the Code of Conduct on previous occasions.
- likelihood or not of the Respondent committing further breaches of the Code of Conduct.
- personal circumstances at the time of conduct.
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.4.5 Plan Requirement

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation.
- undertake counselling.

(Appendix ORD: 12.4.3B)

- undertake training.
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s).
- who is responsible for the actions.
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

6. LEGISLATION

Local Government Act 1995 – Section 5.104 Adoption of model code of conduct:

Local Government Act 1995 – Section 5.105 Breaches by council members

Local Government (Model Code of Conduct) Regulations 2021

7. REFERENCE DOCUMENTS

Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates.

Attachment: Code of conduct - 'Complaint About Alleged Breach Form' [Code of Conduct Complaints Form](#)

Note:

Also refer to website for copy of Code of Conduct and Complaints Form:

<https://www.dardanup.wa.gov.au/council/elected-members/code-of-conduct/>

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

Exec CP203 – LIGHT VEHICLE FLEET

GOVERNANCE INFORMATION

Procedure Link:	PR070 - Light Vehicle Fleet Procedure	Administrative Policy Link:	AP009 - Light Vehicle Fleet - All Employees Purchasing Card Policy
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ADMINISTRATION INFORMATION

Version:		New	OCM	27/07/22	Res: 203-22	Synopsis:	Policy created.
Version:	1	Exec CP203	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version:	2	Exec CP203	OCM	27/03/24	Res: 62-24	Synopsis	Reviewed and Adopted by Council
Version	3	Exec CP203	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

- To establish the rules regarding the provision, management and use of Light Vehicles that apply to all employees of the Shire of Dardanup, other than the CEO, including Directors, Managers, Coordinators, Supervisors, Compliance Officers, Principal Officers, Senior Officers, or any other Officer, in their use and care of Council vehicles.
- To minimise motor vehicle operational and capital replacement costs through the establishment of an optimal motor vehicle and fleet replacement cycle, endorsed vehicle styles (i.e.: 4 cyl sedan, Ute, 4x4) and makes/models (i.e.: Isuzu D-Max RDX).
- As an employee attraction and retention strategy, establish options available for the provision of a Council motor vehicle including novated leases, motor vehicle annual allowances, and motor vehicle per km allowances.
- To establish the availability of salary sacrificed novated leases for all Shire of Dardanup employees.
- To support the managed introduction of electric and hybrid vehicles into Council's fleet.
- To support the principles and objectives within the Light Vehicle Fleet Management Plan.

3. DEFINITIONS

Novated Lease means a three-way agreement between the Employer, Employee and Lessor for the procurement of an asset – in this case a Motor Vehicle. The Employer effectively agrees to deduct the cost of the lease payments as part of the Employees salary packaging arrangements, while employment is maintained. The lease payment remains the responsibility of the Employee if employment ceases with the Shire of Dardanup. Under a Novated Lease, the Employee is able to purchase the type of vehicle they want, choose a suitable lease term, negotiate their own purchase price, and take advantage of the salary packaging benefits associated with the use of pre-tax dollars.

Passenger Vehicle means a motor vehicle designed and constructed primarily for the carriage of persons and their luggage, including electric powered cars and vehicles, mini vans, sports utility vehicles, but, excluding those vehicles with a load capacity of one (1) ton or more.

Light Commercial Vehicle means a commercial carrier vehicle with a gross vehicle weight of no more than 3.5 metric tons. Qualifying light commercial vehicles include pickup trucks, utilities, vans and all commercially based goods or passenger carrier vehicles used for the purpose of route service, inspections, maintenance or repairs, construction, gardening, or carrying tools or equipment to a job site. The Light Commercial Vehicles most commonly used in the Shire of Dardanup are Utility [U] or Cab Chassis [CS] vehicles.

Grey Fleet means any vehicle other than the Employer's vehicle, used occasionally or regularly by employees for work purposes, including their own personal vehicles and hire cars.

ANCAP Rating for the purposes of this policy is regarded as the ANCAP safety rating provided by the manufacturer at the time of purchasing a vehicle.

(Appendix ORD: 12.4.3B)

The Australasian New Car Assessment Program (ANCAP) is a car safety performance assessment programme based in Australia. ANCAP star ratings indicate the level of safety a vehicle provides for occupants and pedestrians in the event of a crash, as well as its ability — through technology — to avoid or minimise the effects of a crash. These independent safety ratings are used to compare the relative safety between vehicles of similar mass. Effective from December 2022, ANCAP implemented a policy that results in rating validity periods being applied to vehicles rated by ANCAP that pre-date their alignment with Euro NCAP standards, that took effect from 2018. At that time, all newly published ratings (with a date stamp of 2018 and beyond) became subject to a 6-year period of rating validity – aligned with the typical average lifecycle of a vehicle model. Safety ratings for vehicles rated by ANCAP prior to 2018 were published under different protocols/policies and were not subject to a period of rating validity.

4. POLICY

The Shire of Dardanup provides Council vehicles to authorised employees, which may be used for temporary use or on an ongoing basis. This Policy covers all employees supplied with a Council vehicle, all employees who may from time to time be required to use their own private vehicle for work related purposes, and those employees who wish to establish a voluntary salary sacrifice motor vehicle novated lease.

4.1 Shire of Dardanup Responsibilities

In order to achieve the Objectives of this Policy, the Shire of Dardanup will:

- Support the development of a Fleet Management Plan based on incorporating a ‘safety first’ culture where the fleet is 100% 5-star ANCAP rated, incorporating transitional steps towards the introduction of Battery Electric Vehicles.
- Support the engagement of an external Fleet Management agency to review every two years the Fleet Management Plan and Light Vehicle Fleet Policy to ensure that the Vehicle Types remains ‘Fit for Purpose’ and have the most advantageous whole of life cost, including minimising Fringe Benefit Tax and consideration of suitable Battery Electric Vehicles.
- Ensure vehicles are registered and adequately insured.
- Ensure vehicles are serviced and maintained as per manufacturers specifications.
- Ensure vehicles are audited on a regular basis.
- Assign a Council vehicle to the following nominated employee classes, based on the following defined make/model and level of private use:

Vehicle Type:

Principal Officers, Senior Officers or Officers who are allocated a Light Commercial Vehicle (Utility [U] or Cab Chassis [CS]). Selection of 2WD or 4WD based on assessment of need to perform the role:

- Single Cab 2WD CS:

- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel
- Ford Ranger XL 2.0L Diesel

- Single Cab 4WD CS:

- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel
- Ford Ranger XL 2.0L Diesel

- Dual Cab 2WD U:

- Ford Ranger XL 2.0L Diesel
- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel

- Dual Cab 2WD CS:

- Ford Ranger XL 2.0L Diesel
- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel

- Dual Cab 4WD U:

- Ford Ranger XL 2.0L Diesel
- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel

(Appendix ORD: 12.4.3B)

- Dual Cab 4WD CS:

- Ford Ranger XL 2.0L Diesel
- Isuzu D-Max SX High Ride 3.0L Diesel
- Mitsubishi Triton GLX 2.4L Diesel

Vehicle Type – Employee Benefit Vehicles:

Principal Officers' who are allocated a Passenger Vehicle (sedan, wagon):

- Toyota Rav4 GX 2WD Hybrid Wagon

Vehicle Type – Employee Benefit Vehicles:

Managers' who are allocated a Passenger Vehicle (sedan, wagon):

- Subaru Outback 2.5i AWD Petrol
- Hyundai Santa Fe 7S AWD Diesel
- Toyota Rav4 GXL Hybrid 2.5L 2WD

Vehicle Type – Employee Benefit Vehicles:

Directors' who are allocated a Passenger Vehicle (sedan, wagon) based on Employment Contracts:

- Volkswagen Tiguan 147TDi Elegance AWD Diesel
- Toyota Kluger GXL Hybrid
- Toyota Prado GXL 4WD Diesel

Where a particular vehicle model is no longer available, the closest equivalent vehicle model may be purchased based on an assessment of features and price.

- Replace motor vehicles based on the following defined turnover periods:

Passenger Vehicles (sedans/wagons) – replace every 4 years or 100,000km, whichever comes first

Light Commercial Vehicles (Utes) – replace every 5 years or 125,000km, whichever comes first

The purchase and replacement/changeover of vehicles will be administered in accordance with Council policy and the Light Vehicle Fleet Management Plan and coordinated through the Procurement Officer. This can be achieved to ensure compliance with the *Local Government Act 1995* (S3.58) through one of the following methods:

1. Public Tender or Quotation inviting outright purchase of a new vehicle.
2. Public Tender or Quotation inviting the purchase and trade-in of an existing vehicle.
3. Online Auction - Upstream Vehicle Remarketing Solution (ie: Autorola, etc) where the disposal of existing vehicles is managed by an external service provider. Through this process the vehicle is disposed of via an online auction.

Should any staff member Register an Interest in purchasing a vehicle that is due to be sold by Council, Council will arrange for two (2) purchase valuations, either with two local dealers or one local dealer and Autorola. The staff member must agree to pay the amount equivalent to the highest valuation received for the sale to proceed (based on only one Registration of Interest being received), with statutory advertising to be undertaken of the proposed disposition where required. If more than one staff member Registers an Interest, the vehicle will be disposed of via on-line auction (plus auction fees) restricted to the staff members that registered and interest, with the Reserve price based on the current market valuation.

- Where an 'Employee Benefit' is attached to the position (ie: Managers, Directors) and it is a Passenger Vehicle and it is a designated 'Shared Use' or 'Pool' vehicle, then Council will purchase a Motor Vehicle based on the permissible Vehicle Type, and the use is based on Council Policy and the Contract of Employment.
- Where an 'Employee Benefit' is attached to the position (ie: Principal Officers, Managers) and it is a Passenger Vehicle and is not a designated 'Shared Use' or 'Pool' vehicle, offer a choice to both new and existing employees of:

Option 1 – Purchase of a Motor Vehicle by Council based on the permissible Vehicle Type, and the use is based on Council Policy and the Contract of Employment.

OR

Option 2 – Enter into a Novated lease with the employee for the provision of a vehicle (contribution paid as a taxable Motor Vehicle Allowance by Council based on actual cost up to a maximum value – capped at the position's Motor Vehicle Annual Ownership Cost value as per the November 2023 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future).

(Appendix ORD: 12.4.3B)

OR

Option 3 – Payment of a ‘Motor Vehicle Annual Allowance’ in lieu of a Council supplied vehicle (Payment of the Allowance based on 100% of the position’s Motor Vehicle Annual Ownership Cost value as per the November 2023 Fleet Advisory review report (indexed annually based on CPI: All Groups – National Jan - Dec), or as updated in the future).

The implementation of any change from Option 1 or between Options will subject to negotiation and the prior written approval of the Chief Executive Officer.

- Where an employee is provided a Light Commercial Vehicle as a Tool of Trade, that is ‘Fit for Purpose’ and based on the needs of the role (ie: utility or cab chassis), purchase a motor vehicle by Council based on the permissible Vehicle Type (ie: 4x2, 4x4, single cab, dual cab).
- All employees, other than those not permitted under this or any other Council Policy, may elect to enter into a salary sacrificed Novated lease arrangement for the provision of a vehicle of their choosing (no contribution made by Council). All costs associated with the Novated lease are to be borne by the employee either as pre-tax or post tax salary contributions.
- Ensure that the use of any ‘Grey Fleet’ vehicles paid as a “Motor Vehicle per Km Allowance’ are limited in their age and have acceptable ANCAP and Co2 emission ratings. Council will aim to eliminate the use of grey fleet vehicles in the future by offering shared vehicles and salary packaging, unless for COVID or any other Pandemic response.
- Shire of Dardanup branding is not to be applied to Council vehicles, except where the vehicle is used 100% for business purposes. No third-party signage, stickers, banners or the like is to be applied to any vehicle without the written approval of the Chief Executive Officer.

- **Fuel Card**

A fuel card is provided to the employee for a Council provided vehicle and the employee is responsible for the security and correct use of the assigned fuel card. The provision of a fuel card enables WALGA negotiated discounts to be applied to the cost per litre incurred by Council.

- **Fringe Benefits Tax**

Other than under a Novated lease arrangement where the employee is responsible, the Council is responsible for the administration and payment of Fringe Benefits Tax associated with the private use of Council provided motor vehicles.

- **Insurance**

Other than under a Novated lease arrangement or where a Motor Vehicle Allowance is paid to the employee (employee is responsible), the Council is responsible for maintaining adequate insurance coverage for the vehicle and driver. In the event of an accident or where damage has occurred to the vehicle, Council will administer the claim and repair process through LGIS insurance and will pay the excess attributed to each claim (unless wilful or grossly negligent damage).

- **Electric and Hybrid Vehicles**

Council recognises that there is currently a very limited range of Battery Electric Vehicles (BEVs) available in the Australian market, which are subject to a considerable price premium. Transitional steps towards the introduction of Battery Electric Vehicles will be considered as part of Council’s Fleet Management Plan, with the introduction of Hybrid vehicles providing a transition to full BEVs in the future where possible.

4.2 Employee Responsibilities

In accordance with designated employee contracts of employment (and letters of engagement), a motor vehicle is provided by Council for the private use of designated employees. All Shire of Dardanup employees must comply with the following terms and conditions of use when operating a Council provided vehicle for, or in connection with, work:

- During normal working hours the vehicle is to be solely available for employees of Council within each Directorate.
- The employee acknowledges that where a Council vehicle is provided to the employee:
 - a) It is to be in-lieu of travel/mileage claims otherwise claimable by the employee for use of his/her personal vehicle.
 - b) Can be used for approved private purposes, but not for any commercial purpose.

(Appendix ORD: 12.4.3B)

- The employee is to hold current and necessary licences for the type of Shire of Dardanup vehicle driven. The employee must advise the Council as soon as practicable if their relevant licence is suspended, cancelled, or expired for any reason.
- The employee is to comply with all relevant State and Territory road safety legislation and regulations pertaining to the use and operation of motor vehicles. This includes complying with road speed limits and not driving while in an intoxicated condition above the alcohol legal limit or under the influence of illicit substances.
- The employee must be medically fit to operate a Shire of Dardanup vehicle. Drivers must take adequate rest breaks during long distance driving to prevent driver fatigue.
- The employee is to ensure that at all times the driver of the vehicle is known and identified. The employee takes full responsibility for any infringement relating to the vehicle including any demerit points or fines incurred. In the case that a traffic infringement has been issued and where the driver cannot be identified, the employee takes full responsibility for any penalties or infringement incurred.
- The employee must obtain written approval from the Chief Executive Officer to take the vehicle outside of Western Australia or above the 26th parallel.
- The employee is responsible for the washing and cleaning of the vehicle and keeping the vehicle in a clean and tidy state. Smoking is not permitted in or near a Shire of Dardanup vehicle.
- When the vehicle is used by other Officers, the employee is to ensure that the Vehicle Use Register (logbook) is completed as required by the Shire's Governance Procedures.
- The employee is responsible for ensuring the vehicle is in a roadworthy condition when used (checking for any visual signs of wear or damage) and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state. Scheduled servicing and maintenance are undertaken in conjunction with the Fleet Manager who should be advised when the vehicle is nearing its schedule service period. The Fleet Manager should be advised of any damage, accidents or incidents involving a vehicle or if police were required to attend an accident, who will work with insurance staff to process any insurance claim.
- The type/standard of vehicle to be provided to the employee is to be of the Make/Model/standard in accordance with the Shire of Dardanup provision of Light Vehicle Fleet policy. A lesser value/standard vehicle may be provided as agreed by the employee and the Chief Executive Officer.

- **Fuel Card**

The employee is responsible for the security and correct use of any assigned fuel card. The employee is to utilise the assigned fuel card provided only for the purchase of fuel for vehicle business use and for approved private use/times, and must only use the manufacturer recommended fuel type (ie: diesel or unleaded or premium unleaded, etc).

All fuel purchased for the vehicle during any period of annual, long service, and other leave (other than Sick/Personal Leave or while on accepted Workers Compensation leave), and also for private weekend use is to be the employee's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips to be at the employee's cost.)

If the fuel card is unable to be used for business use due to the unavailability of the relevant service station, then the employee is able to be reimbursed for the cost of fuel purchased, subject to the production of a receipt or tax invoice.

- **Approved Drivers**

The vehicle is to be driven only by the employee, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The employee's spouse and family may drive the vehicle after work hours subject to the approval of the employee. The employee's immediate family members may in exceptional circumstances drive the vehicle providing they are no longer probationary drivers, and the use is authorised by the employee.

- **Security**

(Appendix ORD: 12.4.3B)

Whenever the vehicle is at the employee's home, it should be parked in a secure location on the property, on the verge immediately adjacent to the property or parking bay designated to the property.

- **Accident or Wilful Damage**

The employee will be responsible for paying the excess attributed to each claim where it is demonstrated that the damage has occurred due to a wilful or grossly negligent act of the employee. If there is an accident that is the employee's fault and Council's insurer does not cover expenses the employee is responsible for those repairs.

- **Breach of Employee Responsibilities**

Any breach of the Employee Responsibilities under this Policy by the employee will be assessed by the Shire of Dardanup based on the circumstances and severity of each case, and may result in disciplinary action, which may include summary termination of employment.

All Shire of Dardanup employees must do the following when operating a private vehicle for, or in connection with, work, and where a Motor Vehicle Allowance is paid:

- During normal working hours the employee's private vehicle is to be available solely to the employee for their business use. No other Council employees are entitled to use the private vehicle of the employee for business purposes.
- Employees should not use other Council vehicles unless their vehicle is unavailable due to repairs or servicing occurring. If the employee requires the use of a Council vehicle, the employee should approach other employees within the same work area of the relevant Directorate (i.e.: town planning staff use the Manager Development Services vehicle; customer service staff use the Manager Governance & HR vehicle). Such use is to be authorised by the relevant employee or line Manager prior to use.
- Where a Motor Vehicle Allowance is paid to an employee in lieu of the provision of a motor vehicle by Council, the employee is responsible for all of the costs associated with the provision of a motor vehicle for their personal and business use (i.e.: fuel, insurance, maintenance, etc.). The Allowance is paid through the payroll system and is taxable income for the employee.
- The type/standard of vehicle provided by the employee for business purposes is to be of the Make/Model/standard that will meet the objectives of the Shire of Dardanup Light Vehicle Fleet policy. Vehicles should be limited in their age and have acceptable ANCAP and Co2 emission ratings. The purchase and replacement/changeover of the vehicle will be the responsibility of the employee.
- The maximum amount paid by Council as a Motor Vehicle Allowance is to be based on 100% of the Motor Vehicle Annual Ownership Cost value as per the November 2023 Fleet Advisory review report, or as updated in the future.
- A Council fuel card is not provided to the employee.
- The employee is responsible for the washing and cleaning of the vehicle and keeping the vehicle in a clean and tidy state.
- The employee is responsible for ensuring the vehicle is in a roadworthy condition when used (checking for any visual signs of wear or damage) and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state. Scheduled servicing and maintenance are the responsibility of the employee.
- The employee is to comply with all laws and regulations pertaining to the business use and operation of the motor vehicle. This includes complying with road speed limits and not driving while in an intoxicated condition above the alcohol legal limit.
- The employee is responsible for any traffic or other infringements relating to the vehicle.
- **Accident or Damage**

The employee will be responsible for the maintaining adequate insurance coverage for the vehicle and driver. In the event of an accident or where damage has occurred to the vehicle, the employee is responsible for administering the claim and repair process through their insurer and will pay the excess attributed to each claim.

5. REFERENCE DOCUMENTS

Local Government Act 1995 5.39, 5.36

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

Exec CP205 – COUNCIL MEETING FRAMEWORK

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	Exec CP205	OCM	29/09/21	Res: 297-21	Synopsis:	Policy created and endorsed by Council.
Version	2	Exec CP205	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	3	Exec CP205	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To provide an effective, efficient, and legally compliant meetings framework that serves to:

- Engage Elected Members in policy and strategy development from concept to agenda.
- Facilitate opportunities for Elected Members to participate in Council's policy and strategy agenda with the assistance of and collaboration with Shire officers; and
- Provide Elected Members with accurate and relevant information and advice to make informed decisions to undertake their roles.

3. POLICY

3.1 Agenda Forums

- The CEO will endeavour to ensure Agenda Forum Documents are distributed to Elected Members no later than the Friday before the Agenda Forum.
- Agenda Forums will be held on the third Wednesday of each month unless specifically varied by decision of Council [In the case that the OCM date is varied, the Agenda Briefing will be held one week preceding the OCM.]
- Agenda Forums are conducted in accordance with Council Policy Exec CP088.

3.2 Ordinary Council Meetings (OCM)

- Ordinary Council meetings will be held on the fourth Wednesday of each month unless specifically varied by decision of Council.
- The CEO will endeavour to ensure that the agenda for an Ordinary Meeting of Council is distributed to Elected Members no later than the Friday prior to the Wednesday OCM.

4. REFERENCE DOCUMENTS

Local Government Act 1995, sections 5.5, 5.25, 5.94 & 5.96A

Local Government Operational Guidelines Number 05 – January 2004 - Council Forums.

Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops

(Appendix ORD: 12.4.3B)



POLICY NO:

CnG CP022 – USE OF CLOSED CIRCUIT TELEVISION [CCTV]

GOVERNANCE INFORMATION

Procedure Link: [PR037 - Use of Closed Circuit Television CCTV](#)

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		CORP1	OCM	30/01/08	Res: 008/08	Synopsis:	Policy created.
	1		OCM:	10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP022	OCM:	28/06/17	Res: 168/17	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	CnG CP022	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	5	CnG CP022	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	6	CnG CP022	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

CCTV is a long-established technology which has been widely deployed, from corner shops to major city centres. The deployments fall into two main types, monitored and un-monitored installations reflecting the two main purposes; either to provide real time observation of events so that real time responses can be initiated, or to capture evidence of events which can be acted upon subsequently.

The objective of this policy is to provide a framework for the deployment of CCTV installations in public locations within the Shire of Dardanup.

The available research on CCTV identifies that CCTV does not absolutely prevent crime or anti-social behaviour, but that it can reduce the incidence of opportunistic anti-social behaviour and does provide real forensic evidence when such behaviour occurs. That evidence can be used to identify perpetrators for potential prosecution under the relevant Acts. Research also identifies that CCTV provides real comfort in the context of reducing the fear of crime in public places.

This Policy describes the criteria to be used when a new installation is being considered for deployment.

3. REFERENCE DOCUMENTS

Security Devices Act 1988

Privacy Act 1998

Australian Government – Australian Institute of Criminology - Open Street in Australia

4. POLICY

All CCTV installations will meet the requirements of the Shire of Dardanup CCTV Camera Program Code of Practice [Appendix 1]. All installations will be designed to meet the particular needs of the deployment location and the circumstances at the time.

Unmonitored CCTV installations will be used as a preferred deployment type over monitored installations. Unmonitored deployments will require the approval of the Deputy CEO and / or-Chief Executive Officer.

Monitored CCTV will only be deployed where the real time observation of events is deemed essential. Deployment of a monitored CCTV installation requires the approval of the Deputy CEO and / or Chief Executive Officer. Monitored CCTV requires the presence of at least one officer at all times, with no other conflicting duties and the allocation within the annual budget of sufficient resources.

CCTV installations will always be of a sufficient standard, including ambient and artificial lighting and image quality for valid forensic evidence to be obtained. Image data may be retained locally to the installation or transferred to another location and stored away from the installation.

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APPENDIX 1 SHIRE OF DARDANUP – CODE OF PRACTICE CLOSED CIRCUIT TELEVISION CAMERA PROGRAM

1. OVERVIEW

1.1. Key Principles

1.1.1. This Code of Practice contains the basic standards in accordance with which Shire of Dardanup's CCTV Camera Program will be operated.

1.1.2. The Code of Practice is based on 12 key principles. In each section the key principle is stated, followed by further explanatory information.

1.1.3. The key principles are as follows:

Principle 1

The CCTV Camera Program will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2

The CCTV Camera Program will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3

The public interest in the operation of the CCTV Camera Program will be recognised by ensuring the security and integrity of operational procedures.

Principle 4

The Shire of Dardanup has primary responsibility for compliance with the purposes and objectives of the CCTV Camera Program, for the maintenance, management and security of the Program, and the protection of the interests of the public in relation to the Program.

Principle 5

The Shire of Dardanup will be accountable for the effective operation and management of the CCTV Camera Program.

Principle 6

Staff employed to work in the CCTV Camera program, whether they be operators or Directors, will meet the highest standards of probity.

Principle 7

The public will be provided with clear and easily accessible information in relation to the operation of Shire of Dardanup's CCTV Camera Program.

Principle 8

Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Camera Program.

Principle 9

Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice.

Principle 10

Access to the CCTV Camera data will be restricted to approved operating staff and their Directors and there will be no unauthorised access to the data. Approval will be obtained from the Deputy Chief Executive Officer.

Principle 11

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The retention of, and access to tapes, photographs and recorded material will be only for the purposes provided by this Code of Practice. Tapes, photographs and recorded material will be retained for 90 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.

Principle 12

Contact related to the CCTV Camera Program between Shire of Dardanup staff and the WA Police, will be conducted strictly in accordance with the Code of Practice.

2 PRELIMINARY INFORMATION

2.1 Introduction

2.1.1 It is recognised that the threat of violence or antisocial behaviour are important factors in any public perception on how safe residents, visitors and other stakeholders feel in the Shire of Dardanup. As part of its effort to combat the fear of crime and reduce the likelihood of criminal behaviour in public places, the Shire of Dardanup has adopted a Community Safety and Crime Prevention Plan (CS&CPP).

2.2 CCTV Camera Program

2.2.1 The CCTV Camera Program comprises Shire of Dardanup's closed circuit television operations and is one of the initiatives that forms part of the CS&CPP.

2.2.2 The CCTV Camera Program is only one of several initiatives designed to assist in preventing criminal behaviour. It is recognised, however, that such crime will never totally be prevented.

2.3 Code of Practice

2.3.1 This Code of Practice is to ensure that the principles and purposes on which the CCTV Camera Program is based are realised.

2.3.2 Involvement in any aspect of the Program by relevant organisations or individuals will depend upon their willingness to comply with this Code of Practice. This Code of Practice is subject to state and federal law.

2.4 System description

2.4.1 The Program involves a range of reticulated cameras connected to a server control room via IP networks with a planned series of stand-alone camera systems connected to a recording device in the server control room. All images are recorded and retained for 90 days unless they are required in relation to the investigation of crime or for court proceedings.

2.5 Camera Design

2.5.1 All cameras are of sufficient design quality to enable effective monitoring. Each camera is, or may be housed in a tinted environmental dome, which both protects the camera and ensures that the camera itself is not intrusive in impact. Cameras for monitored installations should be Pan-Tilt-Zoom [PTZ] capable.

2.5.2 Contemporary technology will be used to ensure optimum resolution and picture quality for its deployment. The technology used will be regularly reviewed to ensure the most up to date equipment appropriate to the purposes of the CCTV Camera Program is procured when refreshed.

2.6. Camera locations

2.6.1 Cameras are installed in those areas where there is a demonstrated need to either view activities in real time or capture activities for later reporting to relevant authorities, including the WA or Federal Police.

2.6.2 Cameras are installed in the following locations: -

- i) Eaton Recreation Centre.*
- ii) Council Depot*
- iii) Shire of Dardanup Library, Administration and Community Building*

2.7 Ownership of the CCTV Camera Program

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- 2.7.1 *The Shire of Dardanup is the owner of the CCTV Camera Program. The Shire of Dardanup retains ownership of and has copyright in all equipment, videos, photographs and documentation pertaining to the Program. The responsibilities of the Shire of Dardanup in relation to the system are outlined in section 5.*

2.8 Partners in the CCTV Camera Program

- 2.8.1 *There are no financial partners in the program at time of publication. The WA Police are considered as partners in the context of their law enforcement role in the state of Western Australia.*

3. CHANGES TO THE CCTV CAMERA PROGRAM AND/OR THE CODE OF PRACTICE

- 3.1.1 *A minor change to the CCTV Camera Program or Code of Practice may be made with the agreement of both the Chief Executive Officer and Deputy CEO.*

A minor change is such as may be required for the purposes of adjustment of the Program or clarification of the Code of Practice, for example, a change to the wording of a particular section of the Code of Practice where its meaning might otherwise be ambiguous, or a proposal to install further cameras under the prevailing conditions of use.

- 3.1.2 *A major change to the CCTV Camera Program or to the Code of Practice will be brought back to Council for formal approval.*

4. PURPOSE

- 4.1.1 *The primary purpose of Shire of Dardanup's CCTV Camera Program is to assist in the prevention of serious criminal offences, particularly malicious damage to property, including graffiti.*

- 4.1.2 *The secondary purpose of the CCTV Camera Program is to assist in the prevention of crimes against the person.*

- 4.1.3 *The objectives of the CCTV Camera Program are:*

- i) to reduce crime levels by deterring potential offenders;*
- ii) to reduce fear of crime;*
- iii) to assist in the detection and prosecution of offenders; and*
- iv) to help secure a safer environment for those people who live in, work in and visit the Shire of Dardanup.*

- 4.1.4 *The CCTV Camera Program will not be used for general intelligence gathering.*

5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM

- 5.1.1 *The Shire of Dardanup is responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.*

- 5.1.2 *The Shire of Dardanup will comply with the requirements for accountability set out in this Code of Practice.*

- 5.1.3 *The Shire of Dardanup will consult as necessary in connection with the implementation or modification of any part of the CCTV installation.*

6. RESPONSIBILITIES OF PARTNER TO THE PROGRAM

- 6.1.1 *Incidents that may involve or lead to a crime against the person or other serious threat to public safety, or other serious criminal offence will be reported to the WA Police. The police will assess the situation and determine an appropriate response to the incident.*

- 6.1.2 *It is the responsibility of the WA Police to respond to incidents identified to the extent that its resources and priorities allow.*

7. PUBLIC INFORMATION

- 7.1.1 *Clearly visible signs that CCTV cameras are operating will be displayed at key points covered by cameras. These signs will:*

- i) inform the public that cameras are in operation;*
- ii) allow people entering the area to make a reasonable approximation of the area covered by the system; and*

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iii) *identify Shire of Dardanup as the owner of the system.*

7.1.2 *Copies of the Code of Practice will be made available to the public on request.*

7.1.3 *Inquiries in relation to the Shire of Dardanup's CCTV Camera Program and its operation can be made in writing to:*

Chief Executive Officer

Shire of Dardanup

P O Box 7016

EATON WA 6232

or, alternatively, can be made by telephone on (08) 9724 0000.

8. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE

8.1.1 *The Shire of Dardanup will regularly monitor the operation of the CCTV Camera Program and implementation of the Code of Practice.*

8.1.2 *The results of the periodic review will be taken into account in the future functioning, management and operation of the Program.*

9. MANAGEMENT OF CAMERA DATA

9.1 *The camera data will only be accessed by authorised officers on those occasions when anti-social behaviour has occurred in range of the cameras, this data will then be used in an effort to identify the perpetrators of the anti-social behaviour.*

10. CONTROL AND OPERATION OF CAMERAS

10.1.1 *The locations of cameras will be clearly apparent to the public.*

10.1.2 *All use of cameras will accord with the purposes of the CCTV Camera Program as outlined in the Code of Practice.*

10.1.3. *No sound will be recorded, unless deemed necessary to meet the needs of the Shire of Dardanup.*

10.1.4. *Operators of camera equipment will act in accordance with the highest standards of probity.*

10.1.5. *Only staff with responsibility for using the equipment will have access to operating controls.*

11. TAPES, PHOTOGRAPHS AND RECORDED MATERIAL

11.1.1 *Access to and use of videotaped material and photographs will only take place: in compliance with the needs of police in connection with the investigation of crime; or if necessary for the purposes of legal proceedings.*

11.1.2 *Videotaped material and photographs will not be sold or used for commercial purposes or the provision of entertainment.*

11.1.3 *The showing of videotapes or photographs to the public will be allowed only in connection with the investigation of crime or in any other circumstances provided by law.*

11.1.4 *Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.*

11.1.5 *Recorded material will be treated according to defined procedures to ensure continuity of evidence.*

12. BREACHES OF THE CODE

12.1.1 *Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire of Dardanup. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Shire of Dardanup's power to remedy.*

12.1.2 *Complaints in relation to any aspect of the management or operation of the system may be made in writing to:*

The Chief Executive Officer

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*Shire of Dardanup
PO Box 7016
EATON WA 6232*

The Privacy and Personal Information of individuals will be respected and observed under any written law applicable in Western Australia.

- 12.1.3 Shire of Dardanup will cooperate with the investigation of any complaint under any written law made to any other empowered Agency.*

(Appendix ORD: 12.4.3B)



POLICY NO:

CnG CP034 – PROCUREMENT POLICY

GOVERNANCE INFORMATION

Procedure Link: [PR045 - Procurement Procedure](#)

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:	1	CORP9	OCM: 12/10/11	Res: 302/11	Synopsis:	Policy created.
Version:	2	CP034	OCM: 10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	3		OCM: 19/07/17	Res: 191/17	Synopsis:	New Council Policy Document endorsed
Version:	4		SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	5		SCM 13/02/19	Res: 27-19	Synopsis:	Reviewed and Adopted by Council
Version:	6	CnG CP034	OCM 30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	7	CnG CP034	OCM 28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	8	CnG CP034	OCM 25/01/23	Res: 12-23	Synopsis:	Reviewed and Adopted by Council
Version:	9	CnG CP034	OCM 26/04/23	Res: 89-23	Synopsis:	Amended and Adopted by Council
Version:	10	CnG CP034	OCM 23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup is committed to delivering the objectives, principles and practices outlined in this Policy when purchasing goods, services or works to achieve the Shire of Dardanup strategic and operational objectives.

This will be achieved through aspiring and working towards continuous improvement and best practice in the purchase of goods, services and works that align with the principles of transparency, probity, and good governance.

Procurement processes and practices are defined within this Policy. All procurement activities undertaken by Shire of Dardanup must comply with this policy.

The Shire of Dardanup purchasing activities aim:

- To ensure best practice policies and procedures are followed in relation to purchasing for the Shire of Dardanup.
- To ensure compliance with the Local Government Act 1995 ("the Act"), the Local Government Act (Functions and General) Regulations 1996 ("the Regulations") as well as any relevant legislation.
- To ensure fair and equitable competitive processes that engage potential suppliers impartially, honestly, and consistently.
- To undertake purchasing processes that ensures value for money for the Shire of Dardanup by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness, and equity through the purchasing process to all potential suppliers.
- To ensure efficient and consistent purchasing processes are implemented and maintained across the organisation.
- To manage procurement risks identified within the Shire of Dardanup Risk Management Governance Framework.
- To ensure compliance with the State Records Act and the Shire of Dardanup Record Keeping Plan in creating and maintaining evidence of purchasing activities.

3. REFERENCE DOCUMENTS

Local Government Act 1995, Section 2.7(2)(a)&(b) and Section 6.5(a),
Local Government (Financial Management) Regulations 11(1)(a) – 24(aj),
Local Government Act (Functions and General) Regulations, 1996 (as amended).

4. POLICY

4.1 Ethics & Integrity

Code of Conduct

The Shire of Dardanup's relevant Codes of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees must observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

Purchasing Principles

(Appendix ORD: 12.4.3B)

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

- All purchases must be in accordance with the adopted budget allocation and variances managed in accordance with the adopted Shire of Dardanup Procurement Framework.
- In the event of the budget being adopted after 1 July, Council endorses purchases that are based on existing service commitments and contracts, and essential minor operating purchases.
- Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Dardanup's policies and Code of Conduct.
- Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed; and
- Any information provided to the Shire of Dardanup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4.2 Value for Money

Definition

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Local Government.

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic, and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire of Dardanup achieving its strategic and operational objectives.

The Shire of Dardanup will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous. This will be achieved in the Procurement Plan (where required) for purchases above \$50,000. E.g. How are we going to calculate value for money upfront?

Application

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

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance, and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of levels and currency of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation risk arising from the supply, operation and maintenance.
- The environmental, economic, and social benefits arising from the goods, services or works required.
- Providing opportunities for businesses within the Shire of Dardanup boundaries to quote wherever possible.
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

4.3 Purchasing Thresholds and Practices

(Appendix ORD: 12.4.3B)

Legislative / Regulatory / Policy Requirements

The Shire of Dardanup must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Dardanup.

In accordance with the Local Government (Financial Management) Regulations 1996 purchasing that exceeds \$250,000 in total value (excluding GST) shall be executed by public tender unless a regulatory tender exemption is utilised.

Policy Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period (including all options to extend); or
- The appropriate length of a contract is to be determined based on market volatility, ongoing market supply, historical purchasing evidence and estimated purchasing requirements.
- Where there is no existing contract arrangement, the purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three-year period.
- The value for money calculation produced in the Procurement Plan (where applicable).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

Procurement Plan

A Procurement Plan assists in identifying the most appropriate tactics and actions to be followed when procuring a particular good or service based on the characteristics of the item and market and the specific needs of the Local Government.

The benefits of a carefully considered Procurement Plan include:

- Improved risk management
- Better value for money
- Improved relationships with suppliers; and
- Improved procurement decisions and results.

A Procurement Plan is to be developed whenever an Expression of Interest (EOI), Request for Tender (RFT), Request for Proposal (RFP), Invitation to Tender (ITT) or a "Tender Exempt" purchase or Request for Quotation (RFQ) with a value above \$50,000 is required.

Tender Exemption

In the following instances, public tenders are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995.
- The purchase is obtained through the WALGA Preferred Supplier Program.
- The annual purchase of Insurance through LGIS.
- The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.
- The purchase is under public auction that has been authorised by Council.
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.

Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase:

(Appendix ORD: 12.4.3B)

PURCHASING THRESHOLDS (EX GST)	PURCHASING PRACTICE REQUIRED
Up to \$5,000	<ol style="list-style-type: none"> 1. Purchase directly from a supplier using a Purchasing (ie: fuel, hardware, etc) or Corporate Credit Card, OR 2. Where the Shire of Dardanup has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, from the panel suppliers only in accordance with the procedures prescribed in Section 6, OR 3. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then at least one (1) verbal or written quotation must be sought from either: <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement (i.e.: e-quotes); or • other suppliers that are accessible under another tender exempt arrangement; or • the open market.
\$5,001 - \$20,000	<ol style="list-style-type: none"> 1. Where the Shire of Dardanup has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, at least one (1) written quotation from the panel suppliers only in accordance with the procedures prescribed in Section 6, OR 2. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then written quotations (e.g. email, fax, or original copy) must be sought from either: <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement, or Common Use Agreement [CUA] (i.e.: e-quotes) at least one (1) written quotation; or • other suppliers that are accessible under another tender exempt arrangement at least two (2) written quotations; or • the open market at least two (2) written quotations. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>Written notes detailing each quotation received must be recorded in the pre-printed quotation section on the Office Copy Purchase Order.</p>
\$20,001 - \$50,000	<ol style="list-style-type: none"> 1. Where the Shire of Dardanup has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, one (1) written quotations from the panel suppliers only in accordance with the procedures prescribed in Section 6, OR 2. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then written quotations (e.g. email, fax, or original copy) must be sought from either: <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement, or CUA (i.e.: e-quotes) at least one (1) written quotations; or • other suppliers that are accessible under another tender exempt arrangement at least three (3) written quotations; or • the open market at least three (3) written quotations. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
\$50,001- \$250,000	<p>A Procurement Plan is to be developed. Seek written quotations from suppliers by invitation under a formal Request for Quotation.</p> <ol style="list-style-type: none"> 1. Where the Shire of Dardanup has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, one (1) written quotations from the panel suppliers only in accordance with the procedures prescribed in Section 6, OR 2. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then at least three (3) written quotations (e.g. formal RFQ) must be sought from either: <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement (i.e.: e-quotes); or • other suppliers that are accessible under another tender exempt arrangement; or • the open market. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods; services or works required; and • pre-determined evaluation criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be represented using the Quotation Evaluation Report Template.</p>
Above \$250,000	<p>A Procurement Plan is to be developed.</p> <ul style="list-style-type: none"> • Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR • Conduct a public Request for Tender (RFT) process in accordance with the Local Government Act 1995 and relevant Shire of Dardanup Policy requirements. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assess all best and sustainable value considerations. <p>The procurement decision is to be represented using the Quotation Evaluation Report template or Tender Evaluation Report template.</p>
Emergency Purposes (Within budget)	<p>Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council meeting.</p>

(Appendix ORD: 12.4.3B)

PURCHASING THRESHOLDS (EX GST)	PURCHASING PRACTICE REQUIRED
	<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>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 Shires' Record Keeping Plan.</p>
Emergency Purposes (Not included in budget)	<p>Only applicable where, authorised in advance by the President in accordance with s6.8 of the Local Government Act 1995 and reported to the next available Council meeting.</p> <p>Where the Shire of Dardanup has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If, however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p> <p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, 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>
LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

Purchasing Thresholds Summary Table:

Purchasing Thresholds (ex GST)	Purchasing Practice Required				
Up to \$5,000	No quote required from a pre-qualified supplier <u>OR</u> 1 verbal or written quotes from other suppliers				
\$5,001 - \$20,000		1 written quote from a pre-qualified supplier <u>OR</u> 2 written quotes from other suppliers			
\$20,001 - \$50,000			1 written quote from a pre-qualified supplier <u>OR</u> 3 written quotes from other suppliers based on brief outline of requirements. Brief Evaluation Report required.		
\$50,001 - \$250,000				1 written quote from a pre-qualified supplier <u>OR</u> 3 written quotes from other suppliers. A Procurement Plan is to be developed. Quotation Evaluation Report required.	
Above \$250,000					A Procurement Plan is to be developed. Tender <u>OR</u> 3 quotes from a tender exempt panel. Quotation or Tender Evaluation Report required.

(Appendix ORD: 12.4.3B)

Note – Inviting Tenders though not required to do so:

The Shire of Dardanup may determine to invite Public Tenders, despite the estimated Purchasing Value being less than the \$250,000 threshold. This decision will be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, compliance requirements, and whether the purchasing requirement can be met through a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts and (where permitted) State Government Agreements.

If a decision is made to seek public tenders for contracts of less than \$250,000, a Request for Tender process entailing all the procedures for tendering outlined in Council procedures must be followed in full.

4.4 Other Procurement Processes

Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire of Dardanup may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified.
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered.
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek detailed price information from respondents, primarily seeking qualitative and other non-price information. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

Request for Proposal

As an alternative to a Request for Tender (RFT), the Shire of Dardanup may consider conducting a Request for Proposal (RFP) where the requirements are less known, or less prescriptive and detailed. In this situation, the Request for Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire of Dardanup.

4.5 Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4.6 Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

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

A sole source of supply arrangement 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 a Sole Source of Supply still genuinely exists.

(Appendix ORD: 12.4.3B)

A decision to approve a sole source of supply arrangement for any Tender must be made by the Council unless decision making under Functions and General Regulations 11(2) (f) has been delegated to the CEO. This exemption may be approved by Chief Executive Officer, Deputy Chief Executive Officer,–Director Infrastructure or Director Special Projects & Community for purchases obtained through a Request for Quotation process.

4.7 Anti-Avoidance

The Shire of Dardanup will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding 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.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire of Dardanup will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in the Policy.

4.8 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

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

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

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

4.9 Records Management

Records of all quotations and tenders must be retained in compliance with the State Records Act 2000 (WA) and the Local Government's internal records management policy.

Guidelines

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

- Tender or Request for Quotation documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Order forms and requisitions.
- Notification and award documentation.

4.10 Exemption from Procurement Quotations Requirements

Procurement Quotation Exemption does not exempt the Authorising Officer from completing other procurement requirements, such as Procurement Plan or Brief / Quotation Evaluation Report, specified in section 4.3 Purchasing Thresholds and Practices – Purchasing Practice Required table within this policy. Additional Information should be included on the Purchase Order detailing justification and reasoning for Exemption approval.

4.10.1 Sole Source of Supply (Monopoly Suppliers).

4.10.2 An emergency situation as defined by the Local Government Act 1995.

4.10.3 The purchase is under public auction which has been authorized by Council.

(Appendix ORD: 12.4.3B)

4.10.4 The purchase is for petrol, oil, or other liquid or gas used for internal combustion engines.

4.10.5 Shelf acquired non bulk Grocery, Alcohol & Sundry Hardware.

No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol and sundry hardware products sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the grocery and hardware sector is sufficient to provide best pricing.

4.10.6 The purchase is for utilities (ie: water, electricity, gas), legal fees or insurance services.

4.10.7 Software Support / Licences / Renewals / Maintenance.

No quotations are required for contracts for the provision, licensing, annual renewal, annual lease payment, maintenance or support of information technology hardware or software where:

- a. the value of the contract is less than or equal to \$250,000; and
- b. the responsible officer has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

This exemption must be approved by Chief Executive Officer or Deputy Chief Executive Officer, Director Infrastructure and Director Sustainable Development.

4.10.8 Shire of Dardanup Panel of Pre-Qualified Suppliers where the value is less than or equal to \$5,000.

No quotations are required for the supply of goods and services obtained through a Shire of Dardanup Panel of Pre-Qualified Supplier – a program of suppliers that have been pre-qualified to supply certain goods and services, where the value (GST excluded) is less than or equal to \$5,000.

4.10.9 Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

4.10.10 Chief Executive Officers or Director Discretion

The Chief Executive Officer or Directors may at their discretion, waive the requirements in writing to obtain the necessary quotations, providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their director in the following situations:

- a. the responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
- b. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.

5. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire of Dardanup 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 of Dardanup will embrace Sustainable Procurement by applying 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 Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

5.1 Local Economic Benefit

The Shire of Dardanup encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire of Dardanup will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses.

(Appendix ORD: 12.4.3B)

- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire of Dardanup, or substantially demonstrate a benefit or contribution to the local economy. This criterion will relate to local economic benefits that result from Tender processes.

5.2 Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Tender Threshold and Purchasing Practice requirements of this Policy-only where:

- the contract value is or is worth \$50,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire of Dardanup's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

5.3 Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth \$50,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire of Dardanup's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to identify businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

5.4 Purchasing from Environmentally Sustainable Businesses

The Shire of Dardanup will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire of Dardanup's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of tenders to provide advantages to suppliers which:

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

6. PANELS OF PRE-QUALIFIED SUPPLIERS

6.1 Objectives

The Shire of Dardanup 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:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money'.
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- the Panel will streamline and will improve procurement processes.
- the Shire of Dardanup 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.

6.2 Establishing and Managing a Panel

If the Shire of Dardanup decides that a Panel is to be created, it will establish the panel in accordance with the Regulations. 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 CEO/ Deputy CEO.

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 of Dardanup will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire of Dardanup 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 of Dardanup 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.

6.3 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 of Dardanup intends to:

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

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

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire of Dardanup will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire of Dardanup may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 24 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 24 months, which includes options to extend the contract.

6.4 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.

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 on the Shire of Dardanup's electronic

(Appendix ORD: 12.4.3B)

records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire of Dardanup and Panel members.

7. PURCHASING POLICY NON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire of Dardanup's policies and procedures.

A failure to comply with the requirements of this policy will 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:

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



POLICY NO:

CnG CP035 – PAYMENT OF ACCOUNTS**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		CORP8	OCM:	27/07/11	Res:	24/11	Synopsis:	Policy created.
	1		OCM:	10/05/12	Res:	138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP035	OCM:	28/06/17	Res:	168/17	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	CnG CP035	OCM	30/09/20	Res:	270-20	Synopsis:	Reviewed and Adopted by Council
Version:	5	CnG-CP035	OCM:	16/12/20	Res:	347-20	Synopsis:	Reviewed and Adopted by Council
Version:	6	CnG CP035	OCM	28/09/22	Res:	243-22	Synopsis:	Reviewed and Adopted by Council
Version:	7	CnG CP035	OCM	23/10/24	Res:	XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

In accordance with Regulation 12 (1) (a) of the WA Local Government (Financial Management) Regulations 1996, Council may delegate the authority to the Chief Executive Officer to authorise payments.

The Chief Executive Officer is responsible to ensure effective systems and procedures are in place for proper authorisation for the incurring of liabilities and the making of payments.

3. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

4. POLICY**4.1 Procedure for ordering and authorisation of goods and services.**

- a) For the purposes of this policy an *Authorised Officer* shall be an officer that has delegated authority by the Chief Executive Officer to purchase and authorise payments on behalf of Council.
- b) An official Council Purchase Order shall be created and signed by the Authorised Officer prior to any goods or services being ordered, either as a single Purchase Order or as a Standing Purchase Order for 12 months or the term of a contract. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical ie: electricity, water, etc. and therefore is not required but may be raised as an internal Utility Purchase Order to align Invoices with purchasing authority. The Authorised Officer shall be responsible for ensuring that the expense being incurred is in accordance with Council's Procurement Policy.
- c) Upon creation of the Purchase Order, the Authorised Officer shall cause for the Purchase Order to be passed to the Accounts Payable Officer. The Purchase Order shall then be held until the appropriate invoice is received. The Accounts Payable Officer is responsible for raising any internal Utility Purchase Orders.
- d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer, or a Delegated Officer from within the same department, incurring the debt.

4.2 Payment of Accounts

- a) Council staff shall settle accounts due and payable on a weekly basis. Notwithstanding that, the CEO is authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or the terms of trade require an early payment.
- b) Payments shall not be made in cash (other than through the Petty Cash system) in accordance with regulation 11(3) (a) Local Government (Financial Management) Regulation 1996.

(Appendix ORD: 12.4.3B)

- c) Only officers authorised by the CEO or Deputy CEO (or officers acting in those roles, with the required authority) shall be responsible for payment processing and shall be independent of payments approvals.
- d) A list of all accounts shall be prepared and presented to Council each month at the next Ordinary Council Meeting after the date the list is prepared. The list shall comprise of details as prescribed in S13 of the WA Local Government Act (Financial Management Regulations) 1996.

i) Payments by Cheque

1. When a payment is made by cheque, the cheque shall only be generated electronically using Council's Accounts Payable System.
2. Each cheque raised, shall be supported by sufficient documentation, including an official Council Purchase Order (where one is required) or in the absence of a Purchase Order, details relating to why the expense has been incurred. An invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation where relevant.
3. Two signatures are required on each Council cheque. The Deputy Chief Executive Officer or Manager Financial Services (or Authorised Officer acting in that role) shall be required to sign all cheques, together with an officer with delegated authority to sign cheques.
4. Both signatories shall be independent of payments processing and cheque generation.
5. Under no circumstances shall a blank cheque be signed.
6. Blank cheque forms shall be under physical control and kept in a secure place.
7. Cheque forms shall be sequentially numbered and used in sequence.
8. Cancelled cheques shall be properly defaced by way of notation as cancelled and retained in numerical order.
9. A photocopy of the signed cheque accompanied by complete evidence of the transaction shall be securely retained and filed in cheque number order.

ii) Payments by Electronic Funds Transfer (EFT)

1. Council's preferred method of payment is by Electronic Funds Transfer.
2. Where a payment is made by EFT, it shall be made utilising Council's online banking facility.
3. The EFT file shall only be generated electronically using Council's Accounts Payable, or Payroll system.
4. Two electronic signatories shall be required to authorise an EFT payment file. The Deputy Chief Executive Officer or Manager Financial Services (or Authorised Officer acting in that role) shall be required to electrically authorise an EFT payment file together with an Authorised Officer.
5. Both signatories shall be independent of payment processing and EFT file generation.
6. A photocopy or scan of each Accounts Payable EFT Remittance Advice, accompanied by complete evidence of the transaction, shall be securely retained, and filed in EFT Remittance Number order.

With respect to EFT payments, the following EFT Authorised Officers (or Authorised Officers acting in the role) shall be assigned access to Council's online banking facility.

(Appendix ORD: 12.4.3B)

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
Chief Executive Officer	✓	✓	✓	✓
Deputy Chief Executive Officer	✓	✓	✓	✓
Manager Financial Services	✓	✓	✓	✓
Manager HR			✓	✓
Manager Information Services			✓	✓
Finance Coordinator	✓	✓		
Accountant	✓	✓	✓	✓
Assistant Accountant		✓		
Payroll Officer		✓		
Accounts Payable Officer		✓		
Rates Officer		✓		

EFT Authorised Officers shall each be assigned a personal identification number and password. This number shall act as the signature to authorise EFT payments. The personal identification number and password is the responsibility of the EFT Authorised Officer and shall not be distributed, or accessible, to any other person.

iii) Payments by Petty Cash

CUSTODIANSHIP A	Petty Cash funds shall be maintained on an imprest system
Reason:	<ul style="list-style-type: none"> Places a limit on amounts held. Keeps records up to date Is easily surprise checked as vouchers equal imprest amount at all times.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP B	Delegated Petty Cash Officer
Reason:	Single responsibility essential to custodianship.
Responsible Officer:	Eaton – Reception
Date Due:	Daily

CUSTODIANSHIP C	Petty Cash funds shall be separated from other cash by an exclusive use securable “Petty Cash Tin”
Reason:	Prevents funds being used to cover deficiencies in Petty Cash.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP D	“Petty Cash Tin” to be secured and locked when not being accessed.
Reason:	To prevent unauthorised access
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

(Appendix ORD: 12.4.3B)

CUSTODIANSHIP E	Petty Cash limit for purchase to any one supplier shall be \$50 (Fifty Dollars)
Reason:	Ensures cash payments are kept to minimal amounts.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP F	IOU's Prohibited
Reason:	Ensures payments are supported by receipts
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

APPROVAL A	All payments shall be supported by a Receipt
Reason:	Prevents fraudulent claims
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

APPROVAL B	All vouchers shall be prepared in Ink
Reason:	Prevents amounts being fraudulently increased
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

APPROVAL C	Payment shall be approved by an authorised Cheque / EFT signatory or Line Director in absence
Reason:	Petty Cash Officers are often not senior employees hence approval of expenditure is necessary to control disbursements
Responsible Officer:	Petty Cash Officers
Date Due:	Prior to supply of Cash

ACCOUNTING A	Vouchers (with attached receipts) to be attached to the "Petty Cash Reimbursement" Purchase Order
Reason:	<ul style="list-style-type: none">To ensure vouchers are Bona Fide. For authorisation by purchasing officer
Responsible Officer:	Petty Cash Officers
Date Due:	As required

ACCOUNTING B	Reimbursement cheques shall be made payable to "Shire of Dardanup" NEVER TO "cash"
Reason:	Helps prevent loss if cheque is accidentally lost
Responsible Officer:	Accounts Payable Officer
Date Due:	As required

INTERNAL AUDITING	Surprise counts & reconciliations of funds are carried out periodically
Reason:	Deterrent against IOU's and irregularities
Responsible Officer:	Internal Auditor
Date Due:	Periodically



POLICY NO:

CnG CP036 – INVESTMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:	1	CORP10	OCM:	22/08/01	Res:	388/01	Synopsis:	Policy created.
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	4		OCM:	30/08/17	Res:	237/17	Synopsis:	Revised Policy Adopted
Version:	5		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
	6	CP036	OCM:	06/11/19	Res:	315-19	Synopsis:	Amended and Adopted by Council
Version:	7	CnG CP036	OCM	30/09/20	Res:	270-20	Synopsis:	Reviewed and Adopted by Council
Version:	8	CnG CP036	OCM	28/09/22	Res:	243-22	Synopsis:	Reviewed and Adopted by Council
Version:	8	CnG CP036	OCM	23/10/24	Res:	XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Part III of the *Trustees Act 1962* (as amended).

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards should at all times be complied with.

The Policy Objectives are:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognized rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

3. REFERENCE DOCUMENTS

All investments are to comply with the following legislative requirements:

- Local Government Act 1995 - s6.14
- Local Government (Financial Management) Regulations 1996 – r19, r19C, r28 and r49
- The Trustees Amendment Act 1997 - Part III Investments
- Australian Accounting Standards

4. DEFINITIONS

In the context of this Policy, the following terms shall be used.

TERM	DEFINED AS
Authorised Deposit Taking Institution	Means a body corporate in relation to which an authority under Subsection 9(3) of the Banking Act 1959, is in force. This definition is also consistent with the definition of 'Authorised Institution' under Regulation 19C (1) of the <i>Local Government (Financial Management) Regulations 1996</i> as amended.
Counterparty	Means the other party that participates in a financial transaction.

(Appendix ORD: 12.4.3B)

TERM	DEFINED AS
Credit Rating	An estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.
Grandfathering Clause	Is an exemption that allows persons or entities to continue with activities or operations that were approved before the implementation of new rules, regulations, or laws.
Major Banks	For the purpose of this policy, 'Major Banks' can be defined as: <ul style="list-style-type: none"> - Australia and New Zealand Banking Group Limited (ANZ); - Commonwealth Bank of Australia (CBA); - National Australia Bank Limited (NAB); and - Westpac Banking Corporation (Westpac).
Short Term	In relation to investments means it matures in 12 months or less.
Long Term	In relation to investments means it matures in excess of 12 months.

5. DELEGATION OF AUTHORITY TO INVEST

Authority is delegated to the Chief Executive Officer to implement this policy. The Chief Executive Officer may in turn delegate the day-to-day management of the Council's investments in accordance with the provisions of the *Local Government Act 1995*.

6. POLICY

6.1 Prudent Person Standard

- (a) Investments will be managed with the care, diligence, and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (b) Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short term.
- (c) While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
 - Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest risk within identified thresholds and parameters.
 - The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
 - The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.
- (d) The Chief Executive Officer, Deputy CEO and Manager Financial Services, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.
- (e) Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the *Local Government Act 1995* and therefore risks must be kept to a minimum, particularly credit risk.
- (f) The investment will be managed with the care, diligence, and skill that a prudent person would exercise. Officers are to

(Appendix ORD: 12.4.3B)

manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

- (g) Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

6.2 Approved Investments

Council funds may be invested in one or more of the following financial products:

- Interest bearing Deposits with Authorised Deposit Taking Institutions as defined in the *Banking Act 1959* (Commonwealth) (ie: Australian banks, building societies and credit unions) or the Western Australian Treasury Corporation, for a maximum term of 3 years.
- Commercial Bank Bills; or
- Bonds guaranteed by the Commonwealth Government, or a State or Territory Government with a maturity of less than 3 years.; or
- Fixed and Floating Rate Notes (FRNs) issued by an Authorised Deposit Taking Institution.

6.3 Investment Portfolio Risk Guidelines

- (a) Officers delegated with the authority to invest must diversify the investment portfolio and avoid excessive risk concentration with any single counterparty. The approach to diversification must be balanced with the need to seek an adequate rate of return for the Council, given that higher rates of return are usually associated with higher credit risk.
- (b) Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations. Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations. In the event that an investment or issuer is not rated by S&P, this policy also includes a provision of credit ratings by Moody's and Fitch, both held in similar high regard to S&P.
- (c) This investment policy prohibits any investment carried out for speculative purposes including:
- i) Derivative or derivative based instruments and/or Structured Products.
 - ii) Principal only investments or securities that provide potentially nil or negative cash flow.
 - iii) Standalone securities issued that have underlying futures, options, forward contracts, and swaps of any kind; and
 - iv) Any form of investment that risks the loss of the initial capital outlay in anticipation of significant gain that may arise from expected changes in future economic conditions.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

- (d) Investments entered into must comply with four key criteria relating to:
- i) **Portfolio Credit Framework:** limit overall credit exposure of the portfolio.
 - ii) **Counterparty Credit Framework:** limit exposure to individual counterparts/institutions.
 - iii) **Term of Maturity Framework:** limits based on maturity of securities.
 - iv) **Liquidity:** maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Portfolio Credit Framework

To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category.

For Bonds guaranteed by the Commonwealth Government, or a State or Territory Government, the credit rating allowable will be that of the guaranteeing government.

(Appendix ORD: 12.4.3B)

For Authorised Deposit Taking Institutions investments:

Maximum Exposure as a % of Total Investment Portfolio	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
100%	AAA	Aaa	AAA
100%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
60%	A + A A -	A1 A2 A3	A+ A A-
20%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

Counterparty Credit Framework

Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Direct Investment Maximum % with any one institution	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
50%	AAA	Aaa	AAA
50%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
40%	A + A A -	A1 A2 A3	A+ A A-
10%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

Term of Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity		
Portfolio % <= 1 year	Min 40%	Max 100%
Portfolio % > 1 year or <= 3 years	Min 0%	Max 60%

Liquidity

Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Officers delegated to invest must take into account ongoing liquidity requirements when placing investments to ensure availability of funds to meet the Council's payment obligations as and when they fall due.

Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution.

6.4 Policy Breaches, Rectifications and Grandfathering

Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best dependent on the individual circumstances, so long as that the risk management strategy is in accordance with the principles of the Investment Portfolio Risk Guidelines as above, the prevailing legislation and the Prudent Person Standard applies.

A Grandfathering Clause provision is included in this policy which protects Council against policy breaches of its investment policy whereby that breach is outside the control of Council. Specifically, a Grandfathering Clause will apply to any investment that:

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- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering.
- Is made ineligible as a result of a change to this investment policy.
- Is in breach of the investment policy due to a change in circumstances (e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase).
- Is in breach due to a change of portfolio size or composition (e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach).

6.5 Reporting and Review

- (a) Investment performance will be reported to the Ordinary Meeting of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.
- (b) Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
- (c) An Investment Strategy will run in conjunction with the Investment Policy. The Investment Strategy will be reviewed with an independent investment advisor at least once every four (4) years. The Strategy will outline:
 1. Council's cash flow expectations.
 2. Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure; and
 3. Appropriateness of overall investment types for Council's portfolio.
- (d) The Council's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the Investment Policy.



POLICY NO:

CnG CP042 – COUNCILLOR FEES POLICY**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	CP042	OCM:	30/08/17	Res:	238/17	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	CnG CP042	OCM	30/09/20	Res:	270-20	Synopsis	Reviewed and Adopted by Council
Version	4	CnG CP042	OCM	25/08/21	Res:	266-21	Synopsis	Reviewed and Adopted by Council
Version	5	CnG CP042	OCM	28/09/22	Res:	243-22	Synopsis	Reviewed and Adopted by Council
Version	6	CnG CP042	OCM	23/10/24	Res:	XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the payment of elected members fees and allowances.

The *Local Government Act 1995* - Section 5.98 and the *Local Government (Administration) Regulations 1996* permits a payment to Councillors for attending Council and committee meetings and the reimbursement of prescribed expenses. The Salaries and Allowances Tribunal (SAT) determines minimum and maximum fees.

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). Shire of Dardanup has been categorised as Band 3.

The Policy Objectives are:

- To outline the support that will be provided to Councillors through the payment of allowances and reimbursement of expenses incurred in accordance with the Local Government Act 1995 while performing the official duties of office; and
- Ensure legislative requirements are adhered to.

The Council shall meet entitlements and reimburse out of pocket expenses that are reasonably incurred as a Councillor and in accordance with the Policy.

3. REFERENCE DOCUMENTS

All payments are to comply with the following legislative requirements:

- Local Government Act 1995 – s5.98, s5.98A, s5.99, s5.99A, s5.101A, s5.102AA
- Local Government (Administration) Regulations 1996 – r30, r31, r32

4. POLICY**4.1 Eligibility to Fees and Allowances whilst a Councillor**

The Act provides for the payment of sitting fees, allowances and reimbursement of specific expenses related to or incurred in performing the role of Councillor for the Shire of Dardanup. These are processed each financial year following the adoption of the budget.

Councillors' fees and allowances shall generally be payable monthly in arrears. Where a Councillor does not hold office throughout the payment period, an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the member held office.

4.2 Fees for Attending Meetings

All Councillors who attend Council or committee meetings are entitled to be paid a sitting fee. The fees can be paid based on individual meetings or as an annual fee, in accordance with Section 5.99 of the Act and Regulation 30 of the Administration Regulations.

The Shire of Dardanup's policy is for an annual meeting fee to be paid in lieu of Council and Committee meeting attendance fees, which shall be within the prescribed range set by the AT, regardless of the meeting structure in place, or the number of meetings attended by a particular Councillor. The annual meeting fee, set within this SAT prescribed payment band, shall be determined by Council as part of the annual budget adoption and is based on 80% of the maximum band value.

4.3 President Local Government Allowance

The prescribed range for the payment of the annual Local Government allowance for the President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 80% of the maximum band value. The President's allowance shall generally be payable monthly in arrears.

Where the President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the President held office.

The expenditure of the allowance is at the discretion of the President.

4.4 Deputy President Local Government Allowance

The prescribed range for the payment of the annual Local Government allowance for the Deputy President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 30 of the Administration Regulations and is based on 80% of the maximum band value. The Deputy President's allowance shall generally be payable monthly in arrears.

Where the Deputy President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the Deputy President held office.

The expenditure of the allowance is at the discretion of the Deputy President.

4.5 Reimbursement of ICT Expenses

All Councillors are entitled to be paid an annual allowance in lieu of telecommunications expenses within the prescribed range determined by the SAT and shall be set by Council as part of the annual budget adoption process, with the allowance based on 80% of the maximum band value.

The annual Information & Communications Technology (ICT) allowance shall be in accordance with Section 5.99A of the Act instead of reimbursement under section 5.98(2) for the actual cost related to Information and Communications Technology that might otherwise have been approved for the reimbursement under Regulation 31 and 32 of the Administration Regulations.

The allowance is for costs relating to telephone usage including plans/contracts, rentals, mobile phones, mobile devices, extra telephone lines, call cost, internet service provider fees and consumables incurred while performing the functions of the Councillor. Councillors allowance shall generally be payable monthly in arrears.

4.6 Authorised Functions

For the purpose of Regulation 32(1)(a) of the Administration Regulations, express authority of the Council is given to Councillors to attend the following functions:

- a) Attendance by a Councillor at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer.
- b) Attendance by a Councillor at any meeting or anybody to which the Councillor has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional Local Government).
- c) Attendance by a Councillor at any annual or special electors' meeting.

(Appendix ORD: 12.4.3B)

- d) Attendance by a Councillor at a Shire of Dardanup civic function to which all Councillors are invited.
- e) Attendance by a Councillor at a citizenship ceremony conducted by the Council.
- f) Attendance by a Councillor at any ceremony for the presentation by the Council of awards to school students by any Councillor responsible for presentation of the awards.
- g) Attendance by a Councillor at any site where:
 - The site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and
 - The attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting.
- h) Attendance by a Councillor at a meeting with the Chief Executive Officer or a Director of the Council at the request of the Chief Executive Officer or a Director.
- i) Attendance by the President at a meeting or function of anybody including any State Government body, in their capacity as the President, including attendance by the Deputy President or a Councillor in place of the President; and
- j) Any other function, meeting, or event in their role as a Councillor that is supported by a written invitation.

4.7 Reimbursement of Expenses

Councillor reimbursement of expenses shall generally be payable quarterly in arrears and on receipt of evidenced expenditure incurred (i.e. logbook / receipts).

4.7.1 Reimbursement of Childcare Expenses as a Result of Attendance at an Authorised Function, Meeting of Council or Committee

In accordance with Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulations, a Councillor who incurs child care costs (where they are a parent or legal guardian) because of the Councillor's attendance at a Council meeting or meeting of a committee (of which he or she is a member), is entitled to be reimbursed the actual cost per hour or the prescribed amount as determined by the Salaries and Allowances Tribunal whichever is the lesser amount.

Childcare costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council member.

Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.

4.7.2 Reimbursement of Travel and Parking Expenses Because of Attendance at an Authorised Function, Meeting of Council or Committee

It is noted that under Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulation, a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, or authorised function is entitled to be reimbursed for travel from the person's place of residence or work to the meeting and back.

If transportation is provided by another Councillor, then only that Councillor is entitled to claim the actual cost applicable.

Claims for travel must be made on the claim form provided and be accompanied by a receipt or invoice for the actual cost detailing the date, function attended, and the expense incurred. In accordance with Clause 8.2(5) of the *Salaries and Allowance Tribunal Determination* dated 8 April 2021, a claim for travel using the Councillor's own vehicle may be made based on the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* (currently \$0.6866 per kilometre for a vehicle with an engine displacement of between 1600 to 2600cc in the South West Land Division), to which the person would be entitled for that expense in the same circumstances.

Parking costs are to be reimbursed at the actual cost upon production of a receipt.

4.8 Claim for Reimbursement

Councillor reimbursement of expenses shall generally be payable monthly in arrears and on receipt of evidenced expenditure incurred (i.e. logbook / receipts).

In submitting claims for reimbursement, the Councillor shall detail the date of the claim, particulars of the claim and nature of business, e.g. the amount paid for childcare costs, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.

Parking fees will only be reimbursed if receipts accompany claim. This should be accompanied by supporting documentation where applicable.

Expenses for the quarter ended or month of June are to be submitted by 15 July.

Failure to present claims within identified time periods will be considered by the Chief Executive Officer and may result in the non-payment of the claim particularly if the claim relates to a former financial period. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Councillor.



POLICY NO:

CnG CP098 –FINANCIAL HARDSHIP POLICY FOR RATES AND SUNDRY DEBTORS**GOVERNANCE INFORMATION**

Procedure Link:	PR120 – Financial Hardship Procedure for Rates and Sundry Debtors	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:						
Version:	1	CnG CP098	OCM	27/05/20	Res: 126-20	Synopsis: Policy Created
Version:	2	CnG CP098	OCM	30/09/20	Res: 270-20	Synopsis: Reviewed and Adopted by Council
Version:	3	CnG CP098	OCM	30/06/21	Res: 203-21	Synopsis: Amended and Adopted by Council
Version:	4	CnG CP098	OCM	28/09/22	Res: 243-22	Synopsis: Reviewed and Adopted by Council
Version:	6	CnG CP098	OCM	23/10/24	Res: XXX-24	Synopsis: Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges, the Shire of Dardanup recognises that these challenges will result in financial hardship for our ratepayers and sundry debtors.

The Financial Hardship Policy outlines how the Shire will assist residential ratepayers and sundry debtors experiencing financial hardship. The Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers and sundry debtors suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

The purpose of this policy is to:

- a. Enable a ratepayer liable for rates and service charges, who is experiencing financial hardship, to make application for assistance relating to any unpaid rates or service charges levied on their residential property under the *Local Government Act 1995*.
- b. Enable a person liable for outstanding sundry debtor charges, who are experiencing financial hardship, to make application for assistance relating to any unpaid charged billed through the Shire's sundry debtor system; and
- c. Ensure all rates and sundry debtors are treated fairly and consistently with respect and compassion when the Shire is considering their circumstances in recognising financial hardship.

3. DEFINITIONS

In the context of this Policy, the following terms shall be used.

TERM	DEFINITION
Financial Hardship	Where a change in a person's circumstances results in them being unable to pay rates and service charges, or a sundry debtor account, and if paying their rates or debtors account will affect their ability to meet their basic living needs - in short, if the debtor has the intention but not the financial capacity to pay.
Outstanding Rates and Service Charges	A rate or service charge that becomes due and payable as determined by the Local Government, but not earlier than 35 days after the date noted on the rates notice as the date the rates notice was issued.
Overdue Rates	Rates that remain unpaid after they are due and payable are referred to as 'overdue rates' in this policy.
Payment Difficulties, Hardship and Vulnerability	Adapted from the Ombudsman Western Australia publication Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance (ombudsman.wa.gov.au)

(Appendix ORD: 12.4.3B)

TERM	DEFINITION
Rates Debtor	A rates debtor is defined as a ratepayer of the Shire.
Sundry Debtor	A sundry debtor is a person, corporation, business, or other entity owing money to the Shire.

4. POLICY

This policy applies to:

- a. Outstanding rates and service charges (overdue rates) as at the date of adoption of this policy.
- b. Rates and service charges levied each financial year; and
- c. Outstanding sundry debtor accounts as at the date of adoption of this policy.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers or sundry debtors 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 apply.

4.1 Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

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. This policy is intended to apply to all ratepayers and sundry debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

4.2 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; and
- Unanticipated circumstances such as caring for and supporting extended family.

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

4.3 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; and
- The ratepayer will be responsible for informing the Shire of Dardanup of any change in circumstance that jeopardises the agreed payment schedule.

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

4.4 Interest Charges

(Appendix ORD: 12.4.3B)

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

4.5 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; eligible pensioners must hold 100% equity in the property as per the *Rates and Charges (Rebates and Deferments) Act 1992*. The deferred rates balance:

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

4.6 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 3rd due payment, then we will continue to suspend debt recovery processes.

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, we will offer the ratepayer further opportunity of adhering to a payment plan that will clear the total debt by the end of the following financial year.

Rates and service charge debts that remain outstanding at the end of the above financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

4.7 Review

The Shire 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.

4.8 Communication and Confidentiality

The Shire will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

The Shire 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.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

5. REFERENCE DOCUMENTS

Local Government Act 1995 – s6.44

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

Ombudsman WA Report – Local Government Collection of Overdue Rates for People in Situations of Vulnerability: Good Practice Guide.

(Appendix ORD: 12.4.3B)



POLICY NO:

CnG CP112 – COUNCILLORS’ INDUCTION TRAINING AND PROFESSIONAL DEVELOPMENT

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	CP112	SCM	26/07/18	Res: 251-18	Synopsis:	Created and Adopted by Council
	2	CP112	OCM	25/03/20	Res: 47-20	Synopsis:	Updated and Adopted by Council
Version	3	CnG CP112	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	4	CnG CP112	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	5	CnG CP112	OCM	28/02/24	Res: 31-24	Synopsis	Reviewed and Adopted by Council
Version	6	CnG CP112	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This policy is to provide a framework within which Elected Members can have access to a range of professional development opportunities that will assist them to undertake their role, including but not limited to pre-election information sessions, induction programs, training programs, attendance at conferences & seminars and other development opportunities throughout the elected term of office.

The Shire of Dardanup has a budget allocation for the purpose of enabling Elected Members to participate in development opportunities that will assist them to undertake their role and/or develop skills and competencies.

The policy encourages Elected Members to participate in professional development and training opportunities during their elected term of office, noting that where a term of office is less than the usual four-year term, access to a full range of opportunities may not be available within the term.

3. POLICY

3.1 Pre-Election

The Chief Executive Officer or his delegate, in conjunction with the Western Australian Electoral Commission, will conduct a seminar for aspiring Elected Members to be held prior to a Local Government election. The aim of this seminar would be to provide aspirants with an insight to the role of an Elected Member and better prepare them for what lays ahead.

All candidates for Council will be required to declare that they have completed the candidate induction at the time of nomination. There are penalties under the *Local Government Act 1995* for making false or misleading statements on the nomination form.

3.2 Induction

Upon election to Council, the Shire will provide an induction, training and development program for Elected Members modelled on the Department of Local Government Elected Member Induction Checklist, to provide them with all the information relevant to commencing their role as an Elected Member. Attendance at in-house information and training sessions is also encouraged after the completion of the induction program.

The induction program contributes to the corporate objectives by:

- Assisting new Elected Members to assimilate into the role.
- Assisting Elected Members meet the demands upon them by developing the necessary skills through recognised training.
- Assisting Elected Members achieve excellence in performance; and
- Ensuring Elected Members work professionally in a team environment for the betterment of their constituents.

3.3 Council Member Training

Upon election to Council, the Shire of Dardanup will facilitate the conducting and participation by Councillors at the Councillor Member Essential training. This will comprise of five foundational competencies that will need to be completed within 12 months of being elected. The five units include:

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

All council members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

This training will generally be delivered face to face but may be completed on-line where required. The training is valid for five (5) years, requiring a Council member to undertake the training again every second election. The training undertaken by Councillors is required to be reported annually and published on the Council's website.

This policy is required under Regulations to be reviewed after each election, which provides an opportunity to consider the needs and skill sets of new and returning Councillors.

3.4 Annual Allocation for Training and Development

Elected Members are encouraged to attend various programs during their term of office, to assist their professional development and to provide them with enhanced skills to effectively maximise the benefits of the commitment they have given to their elected position.

Each Elected Member is equally allocated an annual sum as specified in each annual budget for attendance at training and development programs and courses. The amount should not, in normal circumstances be exceeded and registration will not be affected if there are insufficient funds available to be used. The Chief Executive Officer shall monitor the budget to appropriately manage the allocation.

If the annual allocation is exceeded, subject to approval from the Chief Executive Officer/Council, the value in excess of the amount allowed may be reduced from the following year's allocation. Any surplus funds in an Elected Members allocation may be carried forward to the next financial year but will not be carried forward to subsequent years.

3.5 Conferences & Training Courses

The annual budget allocation may be used for any of the following:

- a) Councillor Member Essentials training required under the Act.
- b) Western Australian Local Government Association (WALGA) Training Program - WALGA offers a module-based training program that is standardised for WA Local Governments. Progressive participation in this program is encouraged and is considered to be the best opportunity outside of the organisation to develop relevant local government knowledge, including the opportunity to obtain a Diploma in Local Government by the completion of the course modules. Elected Members are encouraged to support this training particularly when held in South West venues.
- c) Local Government Week - Local Government Week (Convention) is an annual networking and development opportunity provided by WALGA. This is undertaken in conjunction with the Association's Annual General Meeting at which the Shire of Dardanup is entitled to have two delegates. It is usual that this will be the President and Deputy President, however this may be passed to another Elected Member (by resolution of Council) when one or both of the President and Deputy President are not in attendance.

In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.

- d) Examples of other conferences include:
 - National General Assembly of Local Government (Shire President and Chief Executive Officer).

(Appendix ORD: 12.4.3B)

- Annual Road Conference.
- Special “one off” conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries.

e) Other training and development - Other training and development opportunities are identified from time to time by either an individual Elected Member or the organisation, attendance at which may be approved where:

- The course or development opportunity is relevant to the functions of an Elected Member.
- The course or development opportunity is relevant to an Elected Member’s role or as a member of a Council approved representative on a Council Committee or external body.
- There is scope for the attendee to acquire skills beneficial to the Shire; and
- The budget remains available to cover the associated costs.

3.6 Restrictions and Exclusion on Travel

No more than two Elected Members may attend the same Interstate event and no more than three Elected Members exclusive of the President and Deputy President may attend the same intrastate event (authorised training and development courses excluded).

Travel Interstate is not permitted without the prior approval of Council; and within three months of being elected as an Elected Member and is not permitted within six months of the date of expiry of office, unless approved in advance by a resolution of Council. Attendance at any overseas conference, seminar or other development event requires the specific approval of Council.

3.7 Accommodation and Valet Parking

Council staff will arrange and make payment for reasonable accommodation, including valet parking, for the Councillor for a room at or in close proximity to the event venue.

3.8 Elected Representatives/Delegate Accompanying Person

Where an Elected Member or Officer is accompanied at a conference or training event, all costs for, or incurred by, the accompanying person are to be borne by the Elected Member, Officer, or accompanying person and not by the Shire. The exception being the cost of attending an official event dinner where partners would normally attend. An example of an official event is the Annual Local Government Week Gala Dinner or “sundowner drinks” at the event.

3.9 Out of Pocket Expenses

a) Meals and incidental expenses – An allowance maximum of \$250 is provided for the full duration of the training or conference event. This expense would generally include breakfast, lunch, dinner, incidentals, and transport (taxi, bus, train). This allowance cannot be used when the costs of meals etc. are included in the registration fee and the elected member chooses to eat elsewhere.

This allowance will be increased by the Consumer Price Index in the annual budget and rounded to the nearest \$10.

b) Travel by car – Where it is available and convenient Elected Members will be encouraged to use one of the Council’s fleet vehicles for intrastate travel. Where an Elected Member uses their own vehicle, they shall be reimbursed for fuel costs by providing the Chief Executive Officer with a reimbursement of expenses claim and the receipt. Elected Members are encouraged to “carpool”.

c) All out of pocket expenses claimed shall be supported by applicable receipts and provided to the Chief Executive Officer for reimbursement.

3.10 Reporting Requirements

When considered appropriate, on return from attending an Interstate training & development opportunity attendees shall provide either a written report to the Shire or a verbal presentation to an Elected Members Briefing Session within 21 days to facilitate knowledge sharing. The report should detail skills and competencies gained, benefits for the Shire, Council and community and relevant recommendations.

(Appendix ORD: 12.4.3B)

The President or Chief Executive Officer may approve an extension in circumstances deemed appropriate. Regard may be given to the technicality of the information to be prepared into a report, workloads or other factors.

Failure to provide a report or presentation within the approved timeframe may result in the Elected Member being required to reimburse costs associated with attendance to the Shire.

3.11 Approval Process

Applications from Elected Members for attendance at interstate training, seminars and conferences will be considered by the President and Deputy President in consultation with the Chief Executive Officer with regard to applicability of the development opportunity to the Councillor's role and budget availability, and a report to Council to seek approval.

The application can only be approved where the costs including registration fees, travel, accommodation, and an estimation of other expenses can be accommodated within the approved allowance allocated to the Elected Representative for this purpose in accordance with the annual budget provision. The annual training budget determined by the Council will be equally allocated to each Elected Representative on a pro-rata basis in accordance with election dates. An individual's unspent funds can be carried forward for use within the biennial election cycle.

The Chief Executive Officer is authorised to approve requests from Elected Members for professional development training and conferences without referral to Council provided that:

- a) The event is within the state
- b) The cost does not exceed the annual allowance; and
- c) The course of conference is organised by an identified, industry recognised training provider.

The Chief Executive Officer is to maintain a register of each Elected Members' training and professional development expenses.

Nothing in this policy provision prevents the Council from approving additional funds to be accessible or the Council from approving a specific application that is outside of the existing budget.

This Policy does not apply to meetings or workshops attended by an Elected Member, where they are the approved Council delegate or representative.

4. REFERENCE DOCUMENTS

Local Government Act 1995 5.36 and 5.42, 5.126, 5.127 and 5.128.

Local Government (Administration) Regulations 1996.

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

CnG CP124 – SUPERANNUATION

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	New	OCM	26/07/2018	Res: 251-18	Synopsis:	Policy created.
Version:	2	CP124	OCM	14/08/2019	Res: 244-19	Synopsis:	Reviewed and Adopted by Council
Version:	3	CnG CP124	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	CnG CP124	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	CnG CP124	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This Policy has been created to establish Council's criteria for the payment of additional superannuation to staff.

This policy aims to:

- Provide a clear and consistent approach to the payment of the Superannuation Guarantee Charge (SGC) and voluntary Council superannuation payments.
- Ensure compliance with the SGC Act; and
- Provide employment remuneration benefits that assist in the attraction and retention of staff.

3. POLICY

3.1 Background

The Shire of Dardanup is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Charge (SGC). The percentage payment may be adjusted by legislation from time to time.

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

3.2 Policy Statement

- Where an employee makes a voluntary superannuation contribution, Council will contribute a matching amount into the Local Government Superannuation Scheme (or equivalent complying Superannuation Fund) as outlined below.
- The Council contribution will be paid in addition to the statutory SGC and is subject to the following conditions:
 - Existing employees contributing 3% voluntary contribution will receive a matching Council contribution of 3%.
 - Any employee employed prior to July 2018 will retain the previous superannuation benefit.
- Council shall permit employees to salary sacrifice or make non-concessional superannuation contributions as part of structured salary agreements and will contribute based on the gross salary prior to the sacrifice.
- Council will include the payment of Annual Leave Loading as annual "Ordinary Time Earnings" and subject to the payment of the Superannuation Guarantee Charge from 1 July 2019.
- The application of this Policy is to be considered in conjunction with the associated legislation, employment contracts, awards, and agreements, and applies to all current and future Council employees.
- Variations within individual contracts of employment may be negotiated on a case-by-case basis.

4. REFERENCE DOCUMENTS

Superannuation Guarantee Charge Act 1992

Superannuation Guarantee (Administration) Act 1992.



COUNCIL POLICY NO:

CnG CP126 – CYBER SECURITY**GOVERNANCE INFORMATION****Procedure Link:** NA**Administrative Policy Link:** NA**ADMINISTRATION INFORMATION**

Version:	1	New	OCM	26/06/19	Res: 187-19	Synopsis:	Policy created
Version	2	CnG CP126	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	3	CnG CP126	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	4	CnG CP126	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Cyber Security is about defending Information Communication Technology (ICT) facilities and services and stored data from unauthorised access, use, disclosure, disruption, modification, and destruction. It is concerned with ensuring integrity, availability, confidentiality and safety of data and services; and ensures controls are proportionate to risk.

The Shire of Dardanup recognises the importance of cyber security and is committed to ensuring all Shire activities involving information technology are appropriately defended against cyber security threats and recognises that successful implementation of cyber security relies on having a well-informed user community combined with effective management procedures.

This overarching policy is supported by a cyber-security framework which includes supplementary policies and guidelines on specific topics; operational practices; action plans; technology controls; education programs and monitoring and assurance activities.

The Shire of Dardanup is committed to the appropriate use of Information Technology and services to support administrative and service functions. The ICT acceptable use policy defines acceptable behaviour expected of users of the Shire of Dardanup ICT facilities and services.

1. This policy represents the Shire of Dardanup's institutional position and takes precedence over other relevant policies which may be developed at a local level.
2. All employees should be aware of this policy, their responsibilities, and legal obligations. All employees are required to comply with this policy and are bound by law to observe applicable statutory legislation.

3. DEFINITIONS

Critical Security Controls	Refers to the Australian Signals Directorate 'Essential Eight Maturity Model - Level 3' security controls recommended for organisations.
Cyber Security	The practice of defending computing devices, networks and stored data from unauthorised access, use, disclosure, disruption, modification, or destruction.

4. POLICY

- 4.1 The Shire of Dardanup's ICT facilities and services will be protected by effective management of cyber security risks at all levels of the organisation as laid down in the Council's IT policies and procedures.
- 4.2 Use of ICT facilities and services must comply with the Council's policies and relevant legislation. Examples of legal regulation include privacy, copyright, government information (public access), equal employment opportunity, intellectual property and workplace health and safety.
- 4.3 The ICT facilities and services will be provided, managed, and operated such that:

(Appendix ORD: 12.4.3B)

- 4.3.1 The 'Critical Security Controls' maintained by the Shire of Dardanup are adopted to establish a broad and effective defensive base. This is an evidence based, pragmatic and practical approach that recognises an expert consensus agreement on priority controls.
- 4.3.2 Security critical infrastructure, application services and data are individually identified and are subject to risk-based management and additional controls as appropriate.
- 4.3.3 A monitoring program is approved annually to ensure ongoing effectiveness of cyber security that includes activities such as auditing, log and event analysis, vulnerability scanning and penetration testing.
 - i. Disaster recovery plans for security critical applications and foundational IT infrastructure are developed and maintained and an associated testing program is approved annually.
 - ii. Staff will receive cyber awareness training and, from time-to-time testing may be undertaken eg: Phishing simulation, to gauge the effectiveness of the training and assist with staff education.

5. REFERENCE DOCUMENTS

Essential Eight Maturity Model | Cyber.gov.au. (2019, April). from <https://www.cyber.gov.au/publications/essential-eight-maturity-model>

Shire of Dardanup Cyber Security Strategy

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

CnG CP308 –RECORDING & LIVESTREAMING OF COUNCIL MEETINGS

GOVERNANCE INFORMATION

Procedure Link: PRO?? – or NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

DRAFT		New	EMT	17/09/24	Synopsis:	Policy created and recommended by EMT for Council Adoption
Version:	1	CPXXX	OCM	23/10/24	Res: ??-24	Synopsis: Policy Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Section 5.23A of the *Local Government Act 1995* allows for Regulations to be made that make provision for the following:

- Electronic broadcasting of Council meetings
- Making or retaining recordings of Council meetings
- Making recordings of Council meetings publicly available

Part 2A of the *Local Government (Administration) Regulations 1996*, titled electronic broadcasting and video or audio recording of Council meetings, will apply to meetings of Council held on or after 1 January 2025.

The objective of this Policy is to ensure that there is a true and accurate account of debate, discussions, questions, answers and proceedings for meetings of Council through the recording of Council meetings. This will ensure a process is in place to record, store, retrieve and manage Council meeting recordings and outline the access to recorded Council meetings.

3. DEFINITIONS

Council meeting: means all Ordinary and Special meetings of Council.

Recording: means a video recording or an audio recording.

Meetings Closed: meetings closed for consideration of matters under section 5.23 of the *Local Government Act 1995*

4. POLICY

Proceedings of Council meetings will be audio/video recorded for the following purposes:

- To comply with Part 2A of the *Local Government (Administration) Regulations 1996*.
- To provide accurate recording of Council meetings.
- To ensure decisions and discussions are accurately recorded and assist with the accuracy of the minutes prior to confirmation.
- To provide an accurate record of all meeting discussions and proceedings.

4.1 Recording of Proceedings

4.1.1 All Council meeting proceedings will be audio/video recorded by the Shire of Dardanup, including all Behind Closed Door and Confidential discussions in accordance with section 5.23 of the *Local Government Act 1995*.

4.1.2 Recordings made for Behind Closed Door and Confidential discussions will not be made available to the public.

4.1.2 The recording of Council Meetings will be conducted by Shire officers, and members of the public or elected members are not to record Council meetings unless authorised by the Chief Executive Officer.

(Appendix ORD: 12.4.3B)

4.1.3 Following any meeting, the Chief Executive Officer has discretion to direct the exclusion of all or part of any meeting recording considered inappropriate to be published. Material considered to be inappropriate may include, but is not limited to material that may:

- Be defamatory;
- Infringe copyright;
- Breach the privacy of an individual;
- Be offensive, abusive or discriminatory;
- Constitute hatred or vilification of another person; or
- Disclose confidential or privileged information.

4.1.4 Recordings of the meeting will be retained by the Shire for a period of 5 years.

4.2 Public Notice

Members of the public attending Council Meetings will be advised that an audio/video recording of the meeting will be made. Notice will be provided:

- By display in the public gallery area of Council Chambers;
- Presiding Member will provide advice at the commencement of the meeting; and
- Notice will be given in the Council meeting agenda.

4.3 Recording Keeping

The official record of the meeting will be the adopted minutes of the meeting kept in accordance with the *Local Government Act 1995* and any relevant Regulations.

Recordings of Council meetings will be provided on the Shire's website for personal and non-commercial use, and will not be copied for individuals. The Shire of Dardanup retains copyright over its recordings of Council Meetings. Video images and audio contained in a recording must not be altered, reproduced or republished without the express written permission of the Shire of Dardanup.

In the event of technical issues whilst recording, a notice will be published on the Shire of Dardanup website. Recordings will be published on the website within 14 days of the meeting.

All recordings will be retained in accordance with *State Records Act 2000*, *Local Government (Administration) Regulations 1996* and the Shire's Record Keeping Plan.

4.4 Live Streaming

As the Shire of Dardanup is determined to be a Band 3 Council, livestreaming of Council meetings is not required under the *Local Government Act 1995* and Regulations.

5. REFERENCE DOCUMENTS

Local Government Act 1995

Code of Conduct Councillors

Code of Conduct Employees

State Records Act 2000

Local Government (Administration) Regulation 1996

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

CnG CP309 –CARETAKERS POLICY

GOVERNANCE INFORMATION

Procedure Link:	PRO?? – or NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

DRAFT		New	EMT	17/09/2024	Synopsis:	Policy created and recommended by EMT for Council Adoption
Version:	1	CPXXX	OCM	23/10/2024	Synopsis:	Policy Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

This Policy establishes protocols for the purpose of avoiding actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Dardanup during the period immediately prior to an election.

The Caretaker Policy will ensure compliance with the caretaker election period and applies to Councillors, electoral candidates and employees of the Shire of Dardanup and will address the following:

- a) Decisions made by Council;
- b) Decisions made under delegated authority;
- c) Decision made administratively;
- c) Promotional materials published by the Shire;
- d) Attendance and participation at events and functions held by the Shire or other organisations;
- e) Use of the Shires resources; and
- f) Access to information held by the Shire.

While local government election candidates, that are not sitting Elected Members, cannot be compelled to comply with this policy, such candidates will be made aware of it and encouraged to cooperate with its implementation.

3. DEFINITIONS

Caretaker Period: means the period of time prior to an Election Day, specifically being the period from close of nominations (4.00pm on the 37th day before election day in accordance with s4.49(a) of the Local Government Act 1995) until the day after the day the returning officer declares the result of the relevant election under section 4.77 of the Local Government Act 1995.

‘CEO: means the Chief Executive Officer of the Shire of Dardanup.

Election Day: means the day fixed under this Local Government Act 1995 for the holding of any poll needed for election.

Electoral Material: means any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the Local Government Act 1995.
- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the Shire of Dardanup relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Events and Functions: includes gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration, or promotion, of any matter relevant to the

(Appendix ORD: 12.4.3B)

Shire of Dardanup and/or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including gatherings coordinated or facilitated by the Shire of Dardanup or an external entity.

‘Extraordinary Circumstances’

including a circumstance that requires the Council to make or announce a Significant Local Government Decision during the Caretaker Period because, in the CEO’s opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) incur or increase legal, financial and/or reputational risk; or
- (b) cause detriment to the strategic objectives of the Shire of Dardanup.

Significant Local Government Decisions:

- a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- b) Relating to the Shire of Dardanup entering into a sponsorship arrangement with a total Shire of Dardanup contribution that would constitute Significant Expenditure, unless the Council resolved “in principle” support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- c) Relating to the Shire of Dardanup entering into a commercial enterprise as defined by Section 3.59 of the Local Government Act 1995;
- d) That would commit the Shire of Dardanup to Significant Expenditure or actions that, in the CEO’s opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
- e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO’s opinion, may be perceived as or is actually an election campaign issue;
- f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO’s opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.
- g) That adopts a new, or significantly changes an existing, policy, service or service level that incurs Significant Expenditure, unless the decision is necessary to comply with legislation.
- h) That initiates or adopts a new Local Planning Scheme, amendment
- i) **Significant Local Government Decision does NOT include any decision necessary** in response to an Emergency, either declared by the State or Federal Government or by the Shire President in accordance with s.6.8(1)(c) of the Local Government Act 1995.

‘Caretaker Protocol:

means the practices or procedures prescribed in this Policy.

‘Public Consultation:

includes a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue but does not include statutory consultation / submission periods prescribed in a written law.

(Appendix ORD: 12.4.3B)

4. CARETAKE PERIOD PROTOCOLS – DECISION MAKING

4.1 The CEO will ensure that:

- a) Elected Members and employees are advised in writing of the impending Caretaker Period and policy requirements at least 30 days prior to the commencement of the Caretaker period.
- b) Candidates are provided with a copy of this policy following their nomination for election, to ensure their awareness and the equitable access requirements that apply during a Caretaker Period.

5. SCHEDULING SIGNIFICANT LOCAL GOVERNMENT DECISIONS:

5.1 During the Caretaker Period, unless Extraordinary Circumstances apply the CEO will reasonably ensure that:

- a) a Council Agenda, Committee Agenda or Briefing Session does not include a report that constitutes Significant Acts; and
- b) Elected Member forums or workshops does not list for discussion matters that relate to Significant Local Government Decisions.

5.2 The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Significant Local Government Decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

5.3 The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Significant Local Government Decision or an election campaign issue.

6. COUNCIL REPORTS ELECTORAL CARETAKER PERIOD POLICY STATEMENT

6.1.1 Council Reports

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Significant Local Government Decision for Council's consideration, subject to the report including:

- a) Details, if applicable, of options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
- b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.

6.1.2 Council Forums, Workshops or Briefings

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Significant Local Government Decision for Council Member discussion at Council Forums, Workshops or Briefings.

6.1.3. Managing CEO Employment

This Policy, prohibits Significant Local Government Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

- i) The Council may consider and determine:
 - (a) CEO's leave applications;
 - (b) appoint an Acting CEO, where necessary;
 - (c) suspend the current CEO, where appropriate and in accordance with the terms of their contract.
- ii). The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period

6.1.4. Delegated Authority Decision Making in Extraordinary Circumstances

(Appendix ORD: 12.4.3B)

During a Caretaker Period, Employees who have Delegated Authority are required to consider if a proposed delegated authority decision may relate, or be subsidiary, to a Significant Local Government Decision or election campaign issue and if so, refer the matter to the CEO for review and consideration in accordance with clause 2.1(3) above.

7. CARETAKER PERIOD PROTOCOLS - CANDIDATES

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the Shire of Dardanup's public information in accordance with s.5.94 of the Local Government Act 1995.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire of Dardanup's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire of Dardanup [refer s.5.92 of the Local Government Act 1995].

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

7.1 Candidate Requests on behalf of Electors, Residents or Ratepayers.

Candidates, including Council Members who have nominated for re-election, relevant to an Election Day or Extraordinary Election Day, shall be provided with equitable access to the Shire of Dardanup's public information in accordance with s.5.94 of the Local Government Act 1995.

7.2 Candidate Campaign Electoral Materials.

Candidates, including Council Members who have nominated for re-election, should note that the Shire of Dardanup's official crest or logo may not be used in campaign Electoral Materials without the express permission of the Shire of Dardanup.

7.3 Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

8. COUNCIL MEMBER CARETAKE PERIOD PROTOCOLS

8.1 Access to Information and Advice

During a Caretaker Period all Council Members will scrupulously avoid using or accessing Shire of Dardanup information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy [refer s.5.93 of the Local Government Act 1995].

During a Caretaker Period, all Council Member requests for information and advice from the Shire of Dardanup will be reviewed by the CEO and where the subject of the information or advice is considered as relating to an election campaign issue, the CEO will either make a determination, or refer the request for Council's determination, as to if the information or advice is / is not to be provided, including if information is provided to one candidate, or if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

8.2 Media and Publicity

(Appendix ORD: 12.4.3B)

During a Caretaker Period, all Council Member requests for media advice or assistance, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire of Dardanup's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

8.3 Council Member Business Cards, Shire of Dardanup Printed Materials.

Council Members must ensure that Shire of Dardanup business cards and Local Government printed materials are only used for purposes associated with their role as a Councillor, in accordance with section 2.10 of the Local Government Act 1995.

Council Members are prohibited from using Shire of Dardanup business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

8.4 Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

8.5 Council Member Delegates to External Organisations.

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

8.6 Council Member Addresses / Speeches

Excluding the Shire President and Deputy Shire President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the Local Government Act 1995, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire of Dardanup, unless expressly authorised by the CEO.

In any case, the Shire President, Deputy Shire President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

8.7 Council Member Misuse of Local Government Resources

A Council Member who uses Shire of Dardanup resources for the purpose of persuading electors to vote in a particular way is in breach of clause 17, Schedule 2 of the Local Government (Model Code of Conduct) Regulations 2021, adopted as the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Shire of Dardanup provided equipment, information and communication technologies, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Shire of Dardanup.

(Appendix ORD: 12.4.3B)

9. SHIRE OF DARDANUP PUBLICITY, PROMOTIONAL AND CIVIC ACTIVITIES

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting Shire of Dardanup services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election.

All other, publicity and promotional activities of Shire of Dardanup initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Significant Local Government Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Significant Local Government Decision announcement is necessary during a Caretaker Period.

9.1 Civic Events and Functions

The Shire of Dardanup will avoid the scheduling of Civic Events and Functions during a Caretaker Period, which may give rise to any actual or perceived electoral advantage to Council Members who have nominated for re-election.

Where the Shire of Dardanup is required to schedule a Civic Event or Function during a Caretaker Period at which Council Members would usually be invited, then all Candidates will also be invited to attend and will be acknowledged as candidates immediately following any acknowledgement provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

9.2 Shire of Dardanup Publications and Communications

All Shire of Dardanup publications and communications distributed during a Caretaker Period must not include content that:

- (a) may actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) draws focus to or promotes a matter which is a Significant Local Government Decision or which is an electoral campaign issue.

All Shire of Dardanup publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

9.3 Shire of Dardanup Website and Social Media Content

9.3.1 During the Caretaker Period, this Policy applies to content proposed for publication on the Shire of Dardanup's website and social media channels.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire of Dardanup Delegates on external committees and organisations however, all other biographical information related to a sitting Council Member who is also a candidate will be removed from public access for the duration of the Caretaker Period.

The Candidate Election Profiles prescribed in s.4.49(b) of the Local Government Act 1995, may also be published on the Shire of Dardanup's website and social media.

9.3.2. Website and social media content, published prior to a Caretaker Period, will not be subject to this Policy.

9.3.3. New website or social media content which relates to Significant Local Government Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.

9.3.4. Content posted by the public, candidates or Council Members on the Shire of Dardanup's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

9.4 Community Consultation

The Shire of Dardanup will undertake planned community consultation (discretionary and legislative) during a Caretaker Period, unless the consultation relates to a Significant Local Government Decision or potentially contentious election campaign issue

5. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Local Government (Elections) Regulations 1997

Local Government (Model Code of Conduct) Regulation

Code of Conduct for Elected Members

Code of Conduct for Employees

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:

CnG CP310 –PURCHASING CARD POLICY

GOVERNANCE INFORMATION

Procedure Link:	PRO?? – or NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History			OCM	28/09/2022	Res: 243-22	Synopsis:	Formerly CP023 Use of Corporate Credit Card
History			OCM	22/02/2023	Res: 23-23	Synopsis:	Formerly CP307 Use of Corporate Debit Card
DRAFT		New	EMT	17/09/24		Synopsis:	New Policy created to consolidate existing policies (above), and include fuel card consolidated into new Purchasing Card Policy and recommended by EMT for Council Adoption
Version:	1	CPXXX	OCM	23/10/24	Res: ???/??	Synopsis:	Policy Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate and Governance

2. PURPOSE OR OBJECTIVE

Policy Objective:

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Purchasing 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 allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

This policy provides guidance to staff on Council issued Purchasing Cards including:

- **Corporate Credit Cards;**
- **Corporate Debit Cards; and**
- **Fuel Cards.**

Scope:

This policy provides an in-principal framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Purchasing Cards.

3. DEFINITIONS

Cardholder	an <u>employee</u> who has been authorised by the CEO to incur expenditure by means of a Purchasing Card.
Purchasing Card	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 Dardanup business activities only in accordance with relevant Shire of Dardanup Policies.
Approved Purchasing Cards	Corporate Credit Card Corporate Debit Card Fuel Card.

(Appendix ORD: 12.4.3B)

4. POLICY

Purchasing Cards are being used within Local Governments as a purchasing resource. They can, however, expose Council to significant risk if not properly managed and controlled. This policy establishes rules for the use and responsibilities of corporate purchasing cards by ensuring that operational and administrative costs and the risks associated with purchasing card use are minimised.

Notwithstanding Council Policy *CnG CP035 Payment of Accounts Policy*, this policy provides cardholders with a convenient method of purchasing goods and services on behalf of the Shire of Dardanup.

The below table summarises the Responsible Council Officer/s, Limit and Restrictions on each Purchasing Card. Further information can be found in section 4.6 Principles for Purchasing Card Usage of this policy.

Card Type	Council Officer/s	Approval Officer	Limit	Restrictions
Corporate Credit Card	Deputy CEO Manager Financial Services	Elected Member>CEO	\$10,000 (Primary) \$ 5,000 (Secondary)	Facility Limit \$15,000
Corporate Debit Card	Manager Governance Manager Recreation Centre	Deputy CEO	\$ 500 \$ 500	Refer Section 4.6 Refer Section 4.6
Fuel Card	Council Vehicles Bushfire Brigade Vehicles	Procurement Officer	Fuel Only Fuel / Sundry*	Refer Section 4.6 Refer Section 4.6 *Purchase Order required for Sundry items (eg drinking water during fire/emergency)

The *Local Government Act 1995* does not allow for the issue of purchasing cards to elected members of Local Governments. Elected Members are entitled to allowances, or the reimbursement of expenses incurred on Council business.

A “non-reward” scheme card shall be applied. Should a reward scheme exist, the benefits of a “reward scheme” shall be the property of the Shire of Dardanup.

All expenditure incurred on a Purchasing Card shall be in accordance with Council Policy *CnG CP034 Procurement Policy*.

Corporate Credit Card

Corporate Credit Cards may be issued to the Chief Executive Officer and authorised officers where it is inappropriate or inconvenient to use the Shire’s normal payment systems through Electronic Funds Transfer (EFT) or by Cheque.

The Council must approve the issue of a credit card to the Chief Executive Officer and any change to the credit card limit. The Chief Executive Officer may approve the issue of a corporate credit card and any change to credit card limits for any credit cards issued to other Shire of Dardanup staff.

The limit facility will be \$15,000. The Primary card holder will have a \$10,000 limit with Secondary card holder having a \$5,000 limit (eg 2 x cards).

Corporate Debit Card

Corporate Debit Cards may be issued to authorised Council Officers where it is considered to be low risk and more efficient than the Shire’s normal payment systems through Electronic Funds Transfer (EFT), Credit Card or by Cheque.

The Council must approve the issue of a Debit Card to authorised Council Officers and any change to the debit card limit. The Deputy CEO may approve the issue of a corporate debit card and any change to the debit cards limits for any debit cards issued to other Shire of Dardanup staff.

The Corporate Debit Card Authorised Council Officers are:

1. Manager Governance
2. Manager Recreation Centre

The limit facility will be \$500.00 per card.

(Appendix ORD: 12.4.3B)

Fuel Card

A fuel card is provided to the employee for a Council provided vehicle and the employee is responsible for the security and correct use of the assigned fuel card.

The Procurement Officer issues a fuel card for each new vehicle purchased for the Shire of Dardanup's Fleet.

The employee is responsible for the security and correct use of any assigned fuel card. The employee is to utilise the assigned fuel card provided only for the purchase of fuel for vehicle business use and for approved private use/times.

All fuel purchased for the vehicle during any period of annual, long service, and other leave (excluding sick/personal leave), and also for private weekend use is to be the employee's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips to be at the employee's cost.)

If the fuel card is unable to be used for business use due to the unavailability of the relevant service station, then the employee is able to be reimbursed for the cost of fuel purchased, subject to the production of a receipt or tax invoice.

Management Oversight and Reporting

4.1 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) of the 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.

4.2 Determining When Purchasing Card Facilities are Appropriate

- (1) Purchasing Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Dardanup 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 Dardanup;
 - b. financial management and accounting standards are met; and
 - c. purchasing and payment functions are secure, efficient and effective.
- (2) Purchasing 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 Dardanup to sufficiently administer the facility; and
 - b. Provide the Shire of Dardanup with protection and indemnification from fraudulent unauthorised transactions.

4.3 Management Oversight

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

- a. Assessment and selection of Purchasing Card facilities suitable to the efficient and effective operations of the Shire of Dardanup;
- 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 Purchasing Card activities is planned and reported.

4.4 Reporting

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

(Appendix ORD: 12.4.3B)

4.5 Misuse, Misconduct and Fraudulent Use

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

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Purchasing 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*.

4.6 Principles for Purchasing Card Usage

4.6.1 Purchasing Responsibilities – Credit Card

- a. The use of the Credit Card is in conjunction with this policy and *Administration Procedure PR045 Use of Corporate Credit Cards*.
- b. The use of the Credit Card is at the discretion of the Chief Executive Officer (or any other officers approved for credit card use) and shall not supersede Councils ordinary purchasing system and procedures.
- c. The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup in the performance of official duties for which there is a budget provision.
- d. Personal expenditure is prohibited.
- e. The Credit Card Credit shall not be used for cash withdrawals.
- f. Expenditure shall comply with the officers delegated purchasing authority.
- g. All expenditure shall have a Purchase Order raised.
- h. The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Manager Financial Services.
- i. Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.
- j. The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.
- k. Issue of New Credit Card - the cardholder must complete *Form 177 Approval Form – Corporate Credit Card*, which is subject to Approval by CEO or Shire President* (*in the case of CEO issued Corporate Credit Card).

4.6.2 Purchasing Responsibilities – Debit Card

- a. The Debit Card shall only be used for purchasing low value (less than \$50) goods or services on behalf of the Shire of Dardanup in the performance of official duties for which there is a budget provision;
- b. The use of the Debit Card by the authorised Council Officer shall be in accordance with Council Policy and Procedures;
- c. The authorised Council Officer shall only use the Debit Card to purchase goods or services in their respective work area (ie: Manager Recreation Centre must only use the Debit Card to purchase items for the Eaton Recreation Centre) and shall not be used to supersede or bypass Council's ordinary purchasing system and procedures, other than removing the requirement to raise a Purchase Order;
- d. Personal expenditure is strictly prohibited;
- e. The Debit Card Credit shall not be used for cash withdrawals;
- f. The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed, and an Invoice/Receipt for any other purchases;
- g. Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the running balance sheet to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office;
- h. The cardholder is responsible for the accuracy of the Debit Card running balance sheet. Once the balance is getting low a Debit Card Recoup Form must be completed and forwarded to Accounts Payable for processing;
- i. Issue of Debit Card – the cardholder must complete *Form 236 Approval Form – Corporate Debit Card*, which is subject to Approval by Deputy CEO.

4.6.3 Purchasing Responsibilities – Fuel Card

- a. The fuel card is only to be used for the purchase of fuel and/or lubricants and oils, with an exception to emergency expenditure eg in the event of a bushfire, a brigade may purchase supplies relevant to the Brigade, covered under DFES LGGS scheme expenditure.
- b. That they have read and understand *CP203 Light Vehicle Fleet* and *PR117 Fuel Card Procedure*. It is essential that each cardholder understands their responsibilities in relation to the correct usage of the fuel card issued to them.
- c. The cardholder must not divulge the PIN to non-Shire staff, and that the fuel card is kept in a safe and secure location and guarded against improper use at all times.

(Appendix ORD: 12.4.3B)

- d. Fuel cards are issued for use on official Shire business, and authorised private usage as per offers of employment, letters of offer and in accordance with Administration Policy *AP009 Light Vehicle Fleet – All Employees* and Council Policy *CnG CP203 Vehicle Light Policy*.
- e. Fuel cards are returned to the Procurement Officer upon termination or resignation of the Officer, or when the Officer has exercised the right to a novated lease or allowance in accordance with *CnG CP203 Vehicle Light Policy*.
- f. Where a fuel card is lost, stolen or damaged, then the Officer must notify the Procurement Officer immediately. The card will be cancelled and re-issued.
- g. Issue of Fuel Card – the cardholder must complete *Form 216 Approval Form – Use of Fuel* which is subject to Approval by Procurement Officer.

4.6.4 Allowable Transactions

- (1) Purchasing Card facilities may only be used where:
 - a. The expenditure is directly arising from a Shire of Dardanup operational business activity for which there is an Annual Budget provision;
 - b. The expenditure is in accordance with legislation, the Shire of Dardanup 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 Purchasing 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. Refreshments expenditure may only occur when it is in accordance with *Council Policy CnG CP002 Refreshments Policy* or is undertaken with the express written permission of the CEO.
 - f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Dardanup policies and procedures (refer *Council Policy CnG CP112 Councillors' Induction Training and Professional Development*; and *CnG CP042 Councillor Fees Policy*;
 - g. Accounts payable payments are made in accordance with *CnG CP034 Payment of Accounts Policy*, under the direction of the Manager Finance;
 - h. A sufficient record of each transaction (ie Tax Invoice/Receipt) 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 purchasing;
 - c. Mail order purchasing and subscriptions; or
 - d. Internet purchasing.

However, using Purchasing Cards transactions should not over-ride Council's policies and procedures whereby preference is under a separate policy.

4.6.5 Prohibited Transactions

- (1) The Shire of Dardanup prohibits the use of Purchasing Card facilities for:
 - a. Cash advances;
 - b. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
 - c. Making deposits onto the Card, whether to offset misuse or otherwise;
 - d. Incurring Capital expenditure;
 - e. Incurring expenditure for goods or services which are subject to a current supplier contract;
 - f. Incurring expenses which are not in accordance with legislation, the Shire of Dardanup Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual Cardholder;
 - g. Expenses for which another Purchasing 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);
 - h. Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
 - i. 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 Dardanup Purchasing 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.

(3) Debit Card Restrictions

- a. It is the responsibility of the Debit Card holder to authorise and approve all transactions on the Debit Card.
- b. Use of the Debit Card should be restricted to purchases within the Debit Cardholder's (ie Manager) responsibilities, and **within their own Department**. The Debit Cardholder is not to permit expenditure on the Card from other Departments.
- c. Use of the Debit Card should be restricted as follows:

Manager Recreation Centre -

- ERC Facebook Advertising (replacing the need for a Council issued Credit Card to be attached to a Facebook profile) and minor ad hoc administrative items (ie: staff leaving cards/small gifts, one-off purchases).

Manager Governance –

- Refreshments/Catering/Sundry Purchases including Milk, ad hoc grocery item/s, staff leaving cards/small gifts (ie Woolworths and Coles, one-off purchase on ad hoc basis).

Restrictions for Debit Cards

- Where Council has an account with a Supplier - ie Bunnings, Kmart – a Purchase Order should be used and an tax invoice paid by EFT on receipt of an invoice. That is, the payment should be made by Accounts Payable process (payment not to be made on the Debit Card).

4.6.6 Cardholder duty of care and responsible use obligations

- (1) A Cardholder is required to:
 - a. Keep the Purchasing Card and access information in a safe manner; protected from improper use or loss.
 - b. Only use the Purchasing Card for allowable purposes and not for prohibited purposes.
 - c. Obtain, create and retain Local Government records that evidence transactions.
 - d. Acquit the reconciliation of Purchasing Card usage in the required format and within required timeframes. 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.
 - e. Return the Purchasing Card to the Shire of Dardanup before termination of employment, inclusive of reconciliation records.
 - f. Reimburse the Shire of Dardanup the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- (2) Benefits obtained through use of a Purchasing Card (i.e. membership or loyalty rewards) are the property of the Shire of Dardanup and may only be used for Shire of Dardanup business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Dardanup. Under no circumstances may such benefits be retained as a personal benefit.

4.6.7 Use of Corporate Purchasing Card by other Shire of Dardanup Staff

A Under no circumstance shall another Shire of Dardanup staff member use a Purchasing Card without the verbal or written approval of the authorised Purchasing Card holder.

Credit Card Purchase

For the purchase of goods or services on behalf of the Shire of Dardanup on a Corporate Credit Card, the following application process is required:

1. Complete a purchase order adhering to Council's procurement policy.
2. Complete a Form 100 Use of Corporate Credit Card and forward to Chief Executive Officer or other approved officer.
3. Provide a quote for the goods/services being purchased.
4. The relevant Card holder (or officer as approved, either verbal or written, by the Authorised Purchasing Card holder) will then complete the purchase transaction either over the phone with the supplier or online.
5. Once the purchase has been transacted, a tax invoice must be issued.
6. The authorising officer (who issued the purchase order) must authorise the tax invoice for payment and confirmation that the goods/services have been received.
7. All documentation must then be forwarded to the Accounts Payable Officer for payment processing.
8. When the Credit Statements are received for payment, the relevant Card Holder shall sign the statement to verify the validity of each transaction, with this signed statement countersigned by the Deputy CEO.

(Appendix ORD: 12.4.3B)

Debit Card Purchase

For the purchase of goods or services on behalf of the Shire of Dardanup on a Corporate Debit Card, the following application process is required:

1. Ensure you have a quote/estimation for the goods/services being purchased.
2. Request Approval from Debit Card holder. *The relevant card holder (or officer as approved, either verbal or written, by the Authorised Purchasing Card holder) will then complete the purchase transaction either over the phone with the supplier or online.*
3. Once the purchase has been transacted, a tax invoice must be issued.
4. Provide Tax Invoice/Receipt to the Authorising Officer (ie Debit Card holder).
5. Authorising Officer (ie Debit Card holder) to complete Form xx – Debit Card Recoup.
6. Authorising Officer (ie Debit Card holder) to complete Purchase Order (Creditor #97985 Shire of Dardanup Debit Card).
7. Authorising Officer (ie Debit Card holder) to forward all documentation to the Accounts Payable Officer.
8. Accounts Payable Officer to verify Debit Card Recoup and forward to MFS for Approval.
9. Post Approval, Accounts Payable Officer to process batch for Accountant and DCEO to authorise/approve and bank transfer to the debit card.

4.6.8 Transaction evidence

- (1) 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.
- (2) Where a Purchasing Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
 - a. the number of persons entertained;
 - b. the names of any employees in that number; and
 - c. the purpose of providing the entertainment or hospitality.

4.6.9 Security

The cardholder is responsible for the physical and information security of the card in their possession.

In the case of a lost or stolen card, the cardholder shall notify the issuing bank immediately by telephone. At the earliest opportunity, written notification must also be given to the Finance Department so that the cancellation of the card may be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

4.6.10 Non Compliance of Use of Corporate Purchasing Card Policy

Failure to comply with this policy may incur disciplinary action at the discretion of the Chief Executive Officer.

Any incidents of non-compliance by staff will be reported to the Deputy CEO and Chief Executive Officer.

The use of a Shire of Dardanup Corporate Debit Card is subject to the provisions of the Shire of Dardanup's Code of Conduct. Serious breaches of the Purchasing Responsibilities or Code of Conduct may result in a referral under the Corruption and Crime Commission Act and/or termination of employment.

In the event of loss or theft through negligence or failure to comply with the Shire of Dardanup's Purchasing Card Policy, any liability arising from the use of the card may be passed to the cardholder.

4.7 Finance Department Responsibilities

The Deputy CEO is responsible for arranging the issue or cancellation of Corporate Purchasing Card on advice from the Chief Executive Officer.

The Finance Departments responsibilities in relation to the Corporate Credit Cards include:

1. Maintain a Card Register of all cardholders ie Credit Card Register, Debit Card Register, Fuel Card Register.

(Appendix ORD: 12.4.3B)

2. Arrange for all cardholders to sign *Form 177 Approval Form Corporate Credit Card, Form 236 Approval Form Corporate Debit Card, or Form 216 Approval Form – Use of Fuel* on receipt of the new card and ensure the signed agreement is electronically stored in TARDIS.
3. Process payment of card expenditure in the Accounts Payable module of SynergySoft upon receipt of the card statement from the Bank.
4. Include in the Monthly Schedule of Accounts Paid for each Council meeting a list of all Purchasing Card transactions.
5. Arrange for the replenishment of Debit Card account funds once reconciliation of recoup has been completed and authorised by the Manager Financial Services and Deputy CEO.
6. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

5. REFERENCE DOCUMENTS

Local Government Act 1995, Section 2.7(2)(a) & (b) and Section 6.5(a).

Local Government (Financial Management) Regulations 11(1)(a) & Regulation 13A

Shire of Dardanup Code of Conduct.

Council Policy CnG CP035 Payment of Accounts Policy

Council Policy CnG CP034 Procurement Policy

Council Policy CnG CP002 Refreshments Policy

Council Policy CnG CP042 Councillor Fees Policy

Council Policy CnG CP112 Councillors' Induction Training and Professional Development

Council Policy CnG CP203 Vehicle Light Policy

Administration Policy AP009 Light Vehicle Fleet – All Employees

Administration Procedure PR039 Use of Corporate Credit Cards

Administration Procedure PR045 Procurement Procedure

Administration Procedure PR117 Fuel Card Procedure



POLICY NO:

Infr CP017 – PROJECT DEVELOPMENT**GOVERNANCE INFORMATION****Procedure Link:** [PR032 - Project Development](#)**Administrative Policy Link:** NA**ADMINISTRATION INFORMATION**

History:		EXEC39	OCM	14/06/12	Res: 186/12	Synopsis:	Policy created.
Version:	1	CP017	OCM	25/01/17	Res: 02/17	Synopsis:	New Council Policy Document endorsed
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP017	SCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP017	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	Infr CP017	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup continues to grow, with the growth in population and the desire of Council to provide quality services and infrastructure for a diverse Shire creates an environment where many activities are progressed simultaneously.

The aim of this policy is to make projects happen.

The purpose of this policy is to set guidelines for elected members and staff to adhere to in order to concentrate resources on the projects that have been given the support of the Council. It is necessary for projects to be given approval for the initial planning stage, with a condition that the project is referred to Council or the Strategic Planning Committee for final consideration before being referred to the Strategic Community Plan, Corporate Business Plan, and then the annual budget.

The *Local Government (Administration) Regulations 1996* requires Council to have a Strategic Community Plan that is developed through a community planning process, (Integrated Planning) involving a period of community consultation.

This policy is considered to be an imperative for staff and Council to use the Shires resources more effectively by setting a procedure in place that brings in the projects that are prioritized by Council through the Strategic Community Plan against those that originate from elected members, staff, or community groups.

It is recommended that any projects that originate from Council and not the community be included in the community consultation process as a part of the draft Strategic Community Plan to make sure that the Council is being transparent with the community. If the project is introduced mid the planning review process, then the Council has the opportunity to authorise the development of the proposal to the stage where estimate costs are identified, and the project can be referred to the Strategic Community Plan.

3. POLICY

The Shire of Dardanup has the responsibility to respond to community requirements for new facilities and infrastructure by prioritising projects against those existing in the Strategic Community Plan and other proposals under consideration.

Only having followed the process where the project development is endorsed by Council are staff to invest resources as approved by Council to develop a project through the planning stage to an approved project.

This policy is to incorporate and acknowledge the requirements of funding agencies, including but not limited to the Department of Sport and Recreation, LotteryWest and the Department of Regional Development and Lands.

(Appendix ORD: 12.4.3B)



POLICY NO:

Infr CP049 - ROAD SAFETY AUDIT

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG9	OCM	12/03/08	Res: 96/11	Synopsis:	Policy created. 12/03/2008
	1		OCM:	10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP049	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP049	SCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP049	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	Infr CP049	OCM	25/09/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To identify potential safety risks for road users and to ensure that measures to eliminate or reduce the risks are fully considered.

3. POLICY

A Road Safety Audit shall be undertaken for the following:

- All road safety projects in excess of \$250,000.
- On projects where the project funding conditions require a road safety audit.
- On projects consisting of a significant change in road geometry, intersection changes or changes in traffic flow behaviour (vehicular, cyclist and/or pedestrian).
- On sections of existing Shire road networks where there is a recognised level of conflict between vehicular traffic and vulnerable road users or traffic management/safety concerns.
- As part of the Development conditions for new subdivisions over 100 lots, and where developments adjoin or are serviced by roads of hierarchy levels above local distributor level – except that where Council exempts this condition.
- As part of any planning application for new or redeveloped commercial developments greater than 20,000m² floor area or as requested by Council – except that where this condition is exempted by Council. A Traffic Impact Assessment Report shall also be submitted.
- Any new schools, from the structure planning stage through to ultimate construction.

Road Safety Audits shall be undertaken by appropriately trained, experienced and independent road safety auditors.

Road Safety Audits shall be in accordance with Austroads Road Safety Audit Manual and Checklists, and Main Roads Western Australia and IPWEA (WA Division) checklists and procedures.

Technical staff, that meet the necessary pre-requisites for accreditation, shall be given the opportunity to fulfil the training and experience requirements to achieve and maintain Road Safety Auditor accreditation.

(Appendix ORD: 12.4.3B)

Consideration shall be given to negotiating reciprocal partnership agreements with other local governments to assist each other in undertaking Road Safety Audits by sharing qualified independent road safety auditors between partnering Local Governments.



POLICY NO:

Infr CP055 – EXTRACTIVE INDUSTRIES - SITE REHABILITATION**GOVERNANCE INFORMATION****Procedure Link:** NA**Administrative Policy Link:** NA**ADMINISTRATION INFORMATION**

History:		ENG15	OCM:	Res:	Synopsis:	Policy created.
	1		OCM:	10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP055	SCM	26/07/18	Res:	251-18
	3	Infr CP055	SCM	30/09/20	Res:	270-20
Version:	4	Infr CP055	OCM	28/09/22	Res:	243-22
	5	Infr CP055	OCM	25/09/24	Res:	XXX-24
Version					Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to:

- Specify the rehabilitation requirements for extraction sites with the Shire of Dardanup.
- Provide guidance on the payment of a rehabilitation bond for all extractive industries licences approved under the Shire of Dardanup Extractive Industries Local Law.

3. DEFINITIONS

An extractive industry is as defined in the Shire of Dardanup Extractive Industries Local Law and is defined as an operation involved in the quarrying and excavating for stone, gravel, sand, and other material.

4. POLICY

The Shire recognises and accepts that the rehabilitation of extractive industry sites is necessary to avoid soil compaction, increased surface drainage, erosion and visual pollution and will work to include progressive rehabilitation in the management of all abandoned and current sites within the Shire.

The requirements of this policy shall be applied to all extractive industry applications made under the Shire of Dardanup Extractive Industries Local Law and to Shire operated sites.

On completion and rehabilitation of an extractive site, the Director Infrastructure is to report to Council in the Information Bulletin that the matter has been dealt with and the outcome.

The following requirements are relevant to all sites and shall form the basis for conditions of approval, where applicable, on extractive industry licence applications:

4.1 General Conditions

- 4.1.1. Extractive Industry Licence applicants are required to submit a management plan for the site which will include a plan for rehabilitation and monitoring. The management plan must be approved by the Chief Executive Officer prior to commencing operations on site.
- 4.1.2. To assist rehabilitation and wherever possible, new pits will be established on cleared land, not existing bushland. Clearing permits are required where native vegetation is required to be cleared.
- 4.1.3. Throughout the life of the pit, topsoil, overburden, and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.

(Appendix ORD: 12.4.3B)

- 4.1.4. If weeds have developed on the topsoil mounds these should be removed prior to resspreading the topsoil.
- 4.1.5. If necessary, drainage structures will be established within the pit, to alleviate any ponding and surface erosion.
- 4.1.6. Rehabilitation will be done progressively throughout the life of the pit.
- 4.1.7. The site will be monitored every year and for three years after closure of the pit. If rehabilitation is inadequate, appropriate measures will be taken by the pit operator to ensure success.
- 4.1.8. Any topsoil or other materials imported to the site shall be tested and certified so as not to introduce weeds or disease (e.g. die-back).

4.2 Specific Conditions for Bush Sites

- 4.2.1. Prior to opening a pit, seed from local endemic species will be collected from the site and stored for use in the revegetation phase of rehabilitation.
- 4.2.2. The general process of rehabilitation will be to first rip the floor of the pit at 1m intervals across the contour. Following ripping the pit needs to be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape. The batter slopes should be no steeper than 4H:1V. Next, the overburden, and then topsoil should be returned to the pit. The site should then be cross ripped at 1m intervals on the contour to encourage plant growth. Finally, the vegetation and debris should be returned to the pit.
- 4.2.3. Seeds collected prior to pit establishment should be scattered on the site at the time of year suited for germination (varies with location) if establishment from resspreading vegetation has been inadequate. If a store of seeds is not available, seed from local endemic species should be collected from surrounding areas.

4.3 Specific Policy for Pastured Sites

- 4.3.1. Pits located on farmland shall be fenced to exclude stock to help ensure adequate regeneration.
- 4.3.2. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
- 4.3.3. For sites to be rehabilitated back to pasture the general process of rehabilitation will be in the following sequence:
 - i. The floor of the pit shall be ripped to a depth of at least 500mm along the contour.
 - ii. Following ripping, the pit shall be shaped so that the surfaces are as smooth as possible, and the edges are battered down to blend in with the landscape.
 - iii. The overburden and then topsoil should be returned to the pit.

4.4 Abandoned Pits

- 4.4.1. The method for rehabilitation is the same as in the section for current pits.
- 4.4.2. If fill is no longer available, spoil from roadworks etc will be used. Topsoil, if no longer on site, will be carted to the area to ensure regeneration will be satisfactory. All material introduced to the site shall be tested and certified so as not to introduce weeds or disease.
- 4.4.3. The site will be monitored every year for three years after rehabilitation works. If rehabilitation is inadequate, appropriate measures will be taken to ensure success.

4.5 Rehabilitation Bond to be Held

(Appendix ORD: 12.4.3B)

- 4.5.1. A bond shall be paid to the Shire by the applicant in accordance with the Shire of Dardanup Extractive Industries Local Law.
- 4.5.2. The bond is calculated using a unit rate per hectare of extraction site. The unit rate is as per the Shire of Dardanup's Fees and Charges adopted annually as part of the Shire's Budget process.
- 4.5.3. A bond agreement shall be established using the Shire of Dardanup's standard bond agreement form to record particulars of the bond, including the amount, time limits and other terms and conditions for the bond.
- 4.5.4. The bond shall be refundable on completion and rehabilitation of the site in accordance with the endorsed rehabilitation plan and to the satisfaction of the Shire of Dardanup.

4.6 Application

- 4.6.1. The requirements of this policy shall be applied to all extractive industry applications made under the Shire of Dardanup Extractive Industries Local Law and to Shire operated sites.
- 4.6.2. On completion and rehabilitation of an extractive site, the Director Infrastructure is to report to Council in the Information Bulletin that the matter has been dealt with and the outcome.

(Appendix ORD: 12.4.3B)



POLICY NO:

Infr CP057 –NON-STANDARD VERGE TREATMENT

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:		New	OCM: 28/04/10	Res: 115/10	Synopsis:	Policy created.
	1	ENG17	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP057	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP057	SCM 30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version	4	Infr CP057	OCM 28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	5	Infr CP057	OCM 23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy complements the Activities in Thoroughfares and Public Places and Trading Local Law by:

- Serving to control, manage and permit non-standard verge treatments (i.e. those other than grass);
 - Providing a mechanism for the assessment and approval of Applications for non-standard street verge landscaping treatments by the adjacent property owner or occupier; and
- Ensuring treatments are aesthetic, safe, water wise and have a positive impact on others.

3. POLICY

Council delegates its authority to the Chief Executive Officer to approve the installation of any gardens, reticulation, landscaping or treatments other than grass to the verge between the front property line and the kerb.

Applications for non-standard street verge landscaping treatments may only be lodged for consideration by the landowner(s) directly adjacent the affected verge and must be submitted in the approved Form (Shire of Dardanup Form 147).

Where a proposed non-standard street verge landscaping treatment extends beyond the Lot boundaries of the directly adjacent property, separate applications must be submitted by each of the landowner(s) of all Lots impacted by the proposed treatment.

All proposed non-standard street verge landscaping treatments are to be in accordance with this Policy and the Conditions of Approval and Design Considerations as laid out in the Shire of Dardanup Non-Standard Verge Treatments – [Conditions and Guidelines Information Sheet](#). (Appendix 1)

Installation of an Approved non-standard street verge landscaping treatment may only take place after formal written notice from the Chief Executive Officer or their delegated officer.

All costs for maintenance of the non-standard street verge landscaping treatment (including reinstatement in the event of works carried out by the Shire of Dardanup) are the responsibility of the landowner(s) directly adjacent to the affected verge.

4. REFERENCE DOCUMENTS

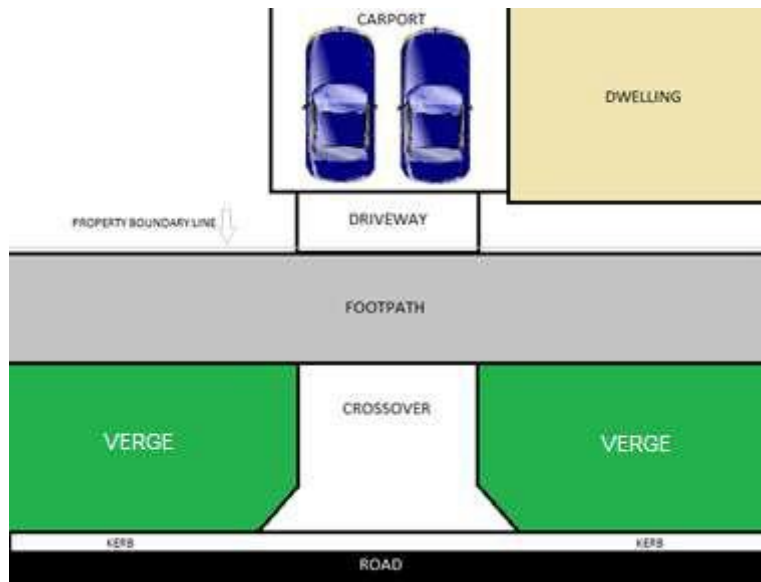
- Shire of Dardanup Appendix 1 -Non-Standard Verge Treatment - [Conditions and Guidelines Information Sheet](#)
- CP121 Tree Management Policy
- Shire of Dardanup Form 147



Appendix 1

Non-Standard Verge Treatments – Conditions and Guidelines Information Sheet

For queries relating to the following information please contact the Shire of Dardanup Infrastructure Compliance department on 9724 0000, or email records@dardanup.wa.gov.au



What part of the 'Verge' can be considered for treatment?

The verge is the area of a property that exists between the road and the property's boundary line.

Any part of the crossover (driveway) and any footpath that may be within the area of the verge will reduce the total verge area available for treatment.

Who is responsible for the verge?

Verges are part of the road reserve and are classified as 'Crown Land', meaning that the area is owned by the Government.

However, ongoing maintenance of the verge is the responsibility of the adjacent property owner. (see Shire of Dardanup Activities In Thoroughfares And Public Places And Trading Local Law Clause 2.10).

Can I make changes to my verge?

Section 2.2 of the Shire of Dardanup 'Activities in Thoroughfares and Public Places' local law requires that all developments or changes to the verge (**other than the installation of grass**) require prior Council approval.

To obtain approval, the property owner is required to submit a completed 'Form 147 – Application Form Verge Treatment', available from the Shire's website or administration building. Along with this completed form, the property owner will also need to provide a plan showing the proposed verge treatment, including dimensions and all materials to be used. For the purposes of this requirement, an occupier can act on behalf of the property owner, but must have their written permission to do so.

Proposed verge treatments will be assessed on an individual basis against the following criteria:

- **Safety** – No part of the verge treatment shall present a hazard that is assessed as being of a medium risk or greater to a pedestrian, cyclist, motorist or other user of the road environment.

(Appendix ORD: 12.4.3B)

Hazards include but are not limited to the following examples:

- Trip Hazards - sudden depressions, protruding (ie. Not flush) garden edging, kerbing, etc.
- Slip Hazards - loose aggregate and stones on hard surfaces etc.
- Obstructions - stakes, pickets, walls, etc.

Designs shall take into account the sight lines of vehicles using nearby intersections, crossovers, road geometry and driveways.

Consideration shall be made for pedestrians, gophers, bikes, etc. A clear zone of 2m wide from behind kerb shall be maintained where no footpath is provided.

Where no kerb is present to provide delineation of the verge, materials used shall be a different colour to the existing road surface to provide definition and reduce the chance of the verge being confused as part of the road.

Planting within 6m of an intersection is restricted to grass, ground covers, low shrubs or similar plant; and no plants may be planted between 6m and 10m of an intersection that exceeds or may exceed 750mm in height.

- **Drainage** – Stormwater run-off must not affect any other property, roadway or adjoining verge. If non-permeable materials are used on any part of the verge treatment, no more than 50% (fifty percent) of the total surface area of the verge affected by the treatment (excluding the crossover) shall be made of such impervious materials.
- **Water Conservation** – Council encourages the use of drought tolerant and water sensitive plants and ground covers. Visit watercorporation.com.au/waterwise for a list of recommended plants.
- **Ongoing Maintenance** – The ongoing maintenance requirements will form an important part of Council's assessment. The assessment will consider the overall maintenance requirements of the treatment as a whole, including pruning, stabilisation of hardstand areas, etc.

All verge treatments must be maintained by the adjoining property owner/ occupier to ensure that any approved non-standard verge treatments do not degrade over time. Where there is a change in ownership the new owner will become responsible for any ongoing maintenance.

Important Note: Applicants are advised to give careful consideration to the potential cost of reinstatement or replacement of the verge treatment in the event that the Shire must remove portions of the verge during roadworks/drainage work etc. The Shire **will not** reinstate any verge treatment removed in such a case, and the costs of reinstatement will fall to the property owner.

- **Appearance** – Proposed works will be assessed on their aesthetic qualities and should be designed with the local streetscape in mind.
- **Impact on others (including public services)** – Treatments must not impact on your neighbours or service providers. For example, they must not restrict access to your water meter or mailbox, and only low growing plants to be planted under power lines.

Permitted Materials

Permitted verge surface treatments include:

- Turf (grass)
- Shredded organic mulch (e.g. woodchips). These must be easy to walk on and must not present a trip hazard to pedestrians. Mulch and woodchips must be retained so as not to wash onto the footpath or into the Shire's drainage system.
- Waterwise plants/landscaping/gardens



Hardstand Materials

Hardstand treatments are areas with a hard/impermeable surface. For drainage and safety reasons, hardstand treatments must not exceed 50% of the total verge area (excluding crossovers) and must be constructed by competent tradespeople.

Selection of hardstand materials must take into consideration the probability that the Shire (or Utility companies such as power/gas suppliers) will be required to carry out works in the verge at some future time. Therefore, only materials that can be easily removed and reinstated will be considered acceptable (such as):

- Concrete;
- Asphalt;
- Brick Paving;
- Synthetic turf (green only); or
- (in Rural areas) Crushed rock, crushed limestone, or compacted road base



What treatments are NOT permitted?

- Any materials which may create trip hazards for pedestrians such as loose decorative stones and rocks;
- Any permanent structural features such as kerbing (other than flush kerb), walls, and fencing;
- (In Urban areas) crushed rock, crushed limestone or compacted roadbase ie gravel/bluemetal.

(Appendix ORD: 12.4.3B)

- Materials which are likely to wash onto the road or into the Shire's drainage system such as Blue metal dust (a.k.a cracker dust).



If non-compliant materials have been installed on the verge the Shire of Dardanup may require that the property owner remove and replace them with an approved treatment, as per Section 2.11 of the *Activities in Thoroughfares and Public Places and Trading Local Law*.

This work will be carried out by the property owner/ occupier at their cost.

Other Considerations

Other requirements to be considered by the applicant include:

- Access to the water meter; and
- The requirements of the Shire's Tree Management Policy.

Can I park on my verge?

Parking on the verge of a registered vehicle that belongs to the owner or tenant of the adjoining Lot is generally allowed.

However, commercial vehicles; trailers; boats and caravans that are not attached to a motor vehicle are not permitted to remain on the verge (unless being loaded/unloaded within a reasonable timeframe).

Parking these non-permitted vehicles on your verge may result in daily fines, or potential impoundment or disposal of the offending vehicle or trailer.

Please note that this information sheet does not contain an exhaustive list of all potential conditions and requirements for verge treatments within the Shire of Dardanup. Any additional requirements will be advised to you during processing of your application.

For further information please contact Shire officers or request a copy of the Council's Residential Verge policy (CP057).



POLICY NO:

Infr CP063 - ROADSIDE MARKERS**GOVERNANCE INFORMATION****Procedure Link:** NA**Administrative Policy Link:** NA**ADMINISTRATION INFORMATION**

History:			OCM: 22/09/99	Res: 539/99	Synopsis:	Policy created. 22/09/1999
	1	ENG23	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP063	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP063	SCM 30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP063	OCM 28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	5	Infr CP063	OCM 25/09/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure a consistent approach and the suitable control and management of roadside markers.

3. POLICY

Family and friends may wish to place roadside makers in the location to commemorate where a family member or a friend who has died in a car accident.

The following is applicable to the placement of roadside markers:

- 1) Council has no objections to the placing of small white timber crosses on the verge area at the scene of major road accidents providing that the applicant indemnifies Council against any action or damage claim arising from the installation of the markers.
- 2) Crosses to be no more than 400 mm in width and to be less than 850 long (600 mm out of the ground), built from 40mm x 18mm wood, painted white (non-reflective).
- 3) Crosses shall not be located:
 - i. Closer than 3 metres from the edge of any bitumen/road seal.
 - ii. Closer than 1 metre from behind the line of guideposts.
 - iii. Closer than 1 metre from the edge of any shared path.
 - iv. Where they may interfere with the role of any traffic control item; or
 - v. In close proximity to residential dwellings where they may cause concern to the occupants.
- 4) Applicant to agree that whilst the crosses remain in existence, they are to be properly maintained by the Applicant.
- 5) Derelict crosses littering the verge area will be removed by the Shire.
- 6) In urban areas no crosses shall be erected without the consent of the residents of the street.
- 7) Council reserves the right to reject installations if procedures are not followed.
- 8) Installation of the roadside marker shall not occur without the prior approval from the Chief Executive Officer.
- 9) Council can remove crosses at any time if they are causing a problem with pedestrians or traffic.



POLICY NO:

Infr CP066 - GUIDELINES FOR SUBDIVISIONAL DEVELOPMENT**GOVERNANCE INFORMATION**

Procedure Link:	PR027 - Subdivision Construction Guidelines PR043 - Variation to IPWEA Subdivisional Guidelines PR049 - Subdivision Application Engineering Review PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM: 20/04/11	Res: 96/11	Synopsis:	Policy created. 20/04/2011
	1	ENG27	OCM: 10/05/12	Res:	Reviewed Policy Adopted
Version:	2	CP066	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	3	Infr CP066	SCM 30/09/20	Res: 270-20	Synopsis: Reviewed and Adopted by Council
Version:	4	Infr CP066	OCM 28/09/22	Res: 243-22	Synopsis: Reviewed and Adopted by Council
Version:	5	Infr CP066	OCM 23/10/24	Res: XXX-24	Synopsis: Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The aim of the policy is to adopt a formal set of guidelines to be used as a minimum standard for the design, construction, and verification of subdivisional development. It also provides Council Officers with guidelines to follow during the assessment, inspection and supervision of subdivisional development works undertaken within the Shire:

- To achieve a high standard of subdivisional development throughout the Shire of Dardanup.
- To specify requirements for the subdivision of residential, rural (including small holdings), industrial and commercial lots, in a clear, transparent, and consistent manner.

3. POLICY

- All developers and/or their consultants are required to submit designs, drawings, and specifications for the subdivisional development of land within the Shire of Dardanup where it is required as a condition of WAPC subdivision approval and Addendum A (PRO62 – Subdivision Application Engineering Review) and Addendum B – (PRO49 – Subdivision Application Engineering Review).
- The Shire of Dardanup adopts the 'Institution of Public Works Engineering Australia (WA Division Inc) Local Government Guidelines for Subdivisional Development – Edition 2.3 -' (the "Guidelines") along with the attached Addendum C (PRO27 – Subdivision Construction Guidelines and Addendum D (PRO43 – Variation to IPWEA Subdivisional Guidelines) as the minimum requirements for the subdivisional development of land within the Shire of Dardanup.
- All designs, drawings and specifications prepared and submitted for the subdivisional development of land within the Shire will be assessed against the Guidelines and Addendum A – (PRO62 – Subdivision Engineering Drawing Review).
- Any variations to the Guidelines proposed by the developer and/or their consultant, which are not covered by the Addendum D (PRO43 – Variation to IPWEA Subdivisional Guidelines), will require approval by the Chief Executive Officer.
- All construction works associated with the subdivisional development will be subjected to an inspection, verification, and approval process to ensure that all works are executed to the true intent and meaning of the approved drawings and specifications as per Addendum E - (PRO57 – Subdivision Site Inspection Guidelines).

(Appendix ORD: 12.4.3B)

- f) Council may grant its consent for subdivisional development works within the Shire, taking into consideration the site requirements and development standards set out in the Guidelines and the Addendum D (PR043 – Variation to IPWEA Subdivisional Guidelines). Subdivisional works shall only commence once consent is granted.
- g) All inspections and verification of construction activities and materials shall be in accordance with the Guidelines and Addendum D (PR043 – Variation to IPWEA Subdivisional Guidelines) as a minimum requirement.
- h) Subdivision clearance shall only be granted if the subdivisional development is in accordance with the Guidelines and Addendum F –(PR063 – Subdivision Clearance of Engineering Conditions as a minimum requirement).

PROCEDURE

PROCEDURE NO & TITLE	PR062 SUBDIVISION ENGINEERING DRAWING REVIEW
Responsible Directorate	Infrastructure Directorate

1. PURPOSE OR OBJECTIVE

The IPWEA Subdivisional Guideline has been adopted for use *in its entirety* as the **minimum** level of requirements under the Shire of Dardanup Policy CP066 – Shire of Dardanup Guidelines for Subdivisional Development (Policy CP066).

In addition, Procedure PR043 – Variation to IPWEA Subdivisional Guidelines also includes supplementary technical information to support the Policy CP066

The purpose of this procedure is to provide guidance on specific subdivision issues that need to be considered during the review of engineering drawings submitted for approval to help provide consistent feedback and ultimately a consistent residential standard.

2. DEFINITIONS

Definitions are taken as those in the Local Government Act 1995 and associated legislations.

3. PROCEDURE

PRELIMINARY

- Ensure that WAPC Application Number is shown in titleblock of drawing set.
- Open up in TARDIS.
 - Use the WAPC number.
 - Search Approval with Conditions.
 - Search by date if known, check file if in doubt.
- Locate WAPC Subdivision Conditions/Approval document from WAPC and ensure they have not expired.
- Amongst the list of Conditions for authorities and service providers, highlight the Conditions pertaining to the Shire (Local Government), as well as consideration to the listed Conditions for others which may have an effect on Local Government.
- Retrieve a copy of the Approved Structure Plan and standard conditions of the scheme amendment.
- Ensure the drawings are supported by Specifications and Geotechnical Investigations.

PRECALCULATION PLAN

- Check that Precal Plan is in accordance with the Approved Structure Plan.
- Check truncations against the WAPC Approved Plan.
- Ensure road intersection truncations are 8.5m.



PROCEDURE


EXISTING SURVEY & DEMOLITION PLAN

- Ensure that existing trees are either marked for retention, removal or investigation by a certified professional.
- Refer to SPECIFICATION to ensure compliance with any conditions on vegetation clearing.
- Refer to WAPC Approval Conditions to ensure compliance with any conditions on vegetation clearing.

EARTHWORKS PLAN

- Check against IPWEA Guidelines for Subdivisional Development – Site Preparation Guidelines.
- Check all SHEET NOTES (General, Vegetation, Topsoil, Earthworks, Existing Infrastructure, Dust Management Bond) and refer against SPECIFICATION, WAPC Conditions, IPWEA guidelines, and against the drawing.
- Lot gradient shall not exceed 1:8 (12%).
- Lot gradient shall not exceed 1:14 for accessibility between lot boundary and setback for building envelope.
- 500mm height difference between the centreline of adjoining lots may/will require retaining especially if the build is close to the side boundaries. Small lots should have level pads with pad height difference larger than 200mm will require retaining.
- Check verge has 2% crossfall.
- Check overland stormwater flowpaths to ensure no low points that do not drain if all pits are blocked.
- Ensure drawing notes details of how the topsoil and excess spoil is to be dealt with.
- Ensure drawing notes that all disturbed areas will be hydromulched at completion.
- Consider acid sulfate soil risk and reference known Average Annual Maximum Groundwater Level (AAMGL) data. 'Acid sulfate soils assessment form' from www.der.wa.gov.au

ROADS PLAN

- Ensure intersection alignments are as per Approved Structure Plan.
 - Ensure the road widths and intersection treatments are consistent with the structure plan and associated Traffic Impact Assessments.
 - Check suitability for crossovers against Side Entry Pit (SEP) locations, street lighting and pram ramps. If conflicts occur consider relocating drainage or converting to grated gully pits.
 - Ensure any new intersections with bitumen roads have complete intersection asphalted.
 - Semi mountable kerbing to be used for residential frontages with semi mountable on corner radius's and sections of road with no driveway frontage.
 - Barrier kerb at road curves to reduce vehicle kerb-hopping when a DUP is close to back of kerb.
 - Remove flush concrete kerbs and red asphalt/paving from roadway where not required, ie. Embayed parking is okay but T junctions and roundabouts are unnecessary as they serve little purpose in clarifying the road edgeline while introducing potential maintenance concerns.
 - In staged subdivisions ensure that any dead-ends of the constructed road have chevron boards and provision is made for vehicles to turn around.
 - Ensure road subgrade is a minimum 300mm above AAMGL.
- 

PROCEDURE

DRAINAGE & SUBSOIL DRAINAGE PLAN

- Ensure stormwater retention at source for 1:1 rain event.
- Try to retain stormwater as high in the catchment as possible.
- Ensure connection to a conveyance system for anything in excess of 1:1 and up to 1:5 ARI for residential and 1:10 ARI for commercial land uses.
- Ensure side entry pits are not positioned on inside curves to prevent damage.
- Pipework to be minimum 300mm dia. concrete, class 4 (or class 2 when sufficient depth).
- Drainage details to be consistent with Urban Water Management Plan if available and IPWEA Subdivisional Guidelines.
- Check that there is sufficient clearance between drainage pipe inverts and sewer inverts to ensure the pipes have a minimum clearance of 150mm. Check that drainage pits are not positioned too close to sewer alignments or service trench alignments where the pit diameter will conflict with the other services.
- Ensure the Maximum Groundwater Level (MGL) is determined and that a minimum of 500mm is provided between the MGL and any infiltration device.
- Ensure that subsoil drainage is provided where the separation between lot levels and the MGL is less than 1500mm.
- Ensure subsoil outlets are free flowing.
- Ensure drainage pipelines are aligned outside of the road pavement as much as possible.
- Maximum 100m between manholes.
- Check depth of cover especially under roads.
- Check entry points have been allowed for at low points.
- Check pits in new intersections are on gutterline.
- Any areas >1,000m² should have double SEPs.
- Easements shown and satisfactory for pipe diameter and depth.
- Check *PR043 – Variation to IPWEA Subdivisional Guidelines* for detailed specs on pipe velocities and grades.

INTERSECTION PLAN

- Intersection corner sweeps should be 12m radius in residential areas.
- Check kerbside levels around corner radius to ensure no ponding – should be minimum 0.5% grade.

ROADS LONGSECTIONS

- Ensure that the minimum and maximum grades are consistent with the Procedure PR043 – Variation to IPWEA Subdivisional Guidelines.

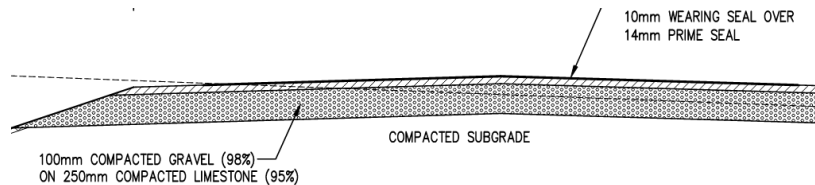
ROADS DETAILS

- Ensure battleaxe blocks have hardstand access in accordance with Subdivision Battleaxe Driveway Guidelines.
- Ensure cross section shows all pavement layers and widths.



PROCEDURE

- Ensure any roads proposed to be unkerbed with roadside drains have sub base and base course extend out to batter as shown below.



TYPICAL ROAD PAVEMENT CROSS SECTION

TWO COAT BITUMEN SEAL & TABLE DRAIN

SCALE 1:50

- Ensure pavement layer thicknesses have been determined using the geotechnical results with Engineering Road Note 9 (MRWA) or the IPWEA Subdivisional Guidelines in sandy areas.
- Ensure all kerb details including keying at radius under 40m, expansion joints and contraction joints are shown.

DRAINAGE DETAILS

- Ensure Junction Pits have a central slot type concrete lid.
- Ensure grated pits have a bicycle safe wave grate lid.
- Check all required mortar fillets are shown.

FOOTPATH & FENCING PLAN

- Ensure paths shown are consistent with structure plan or Traffic Impact Assessment. Liveable neighbourhoods indicates that all roads within residential areas should have a minimum of one path on each road.
- Check that paths link to existing network.
- Footpaths minimum 1.5m wide, 1.8m wide against boundary or kerb.
- Footpaths should have 300mm offset from property boundary.
- Ensure plan shows details of pram ramps, contraction and expansion joints as well as typical section.
- Safety fencing shown on all retaining walls higher than 1.5m.

POWER PLAN

- Ensure a light pole is located at intersections to allow street name plates to be attached.

GENERAL NOTES

- Ensure that all drawing notation is relevant to the drawings and not an oversight of cutting and pasting from a previous job.
- Ensure services provision is made for future stages that will not require future excavation of built infrastructure – especially where developers land adjoins another developer's land. I.e. if road is built, ensure future lots on other side of road have services available without having to disturb road again.
- Check retaining wall footings are not visible from the verge.

SPECIFICATION

PROCEDURE

- Dust suppression/Soil stabilisation. Ensure that the dust management plan is consistent with IPWEA Guidelines, as well as “A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other activities” published by the Department of Environment and Conservation in January 2011.
- Ensure specification on pavement materials is consistent with IPWEA Guidelines.

4. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Manager/Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR027 - Subdivision Construction Guidelines PR043 - Variation to IPWEA Subdivisional Guidelines PR049 - Subdivision Application Engineering Review PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001639801
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Details	PR062 Created & endorsed by Director	

PROCEDURE

PROCEDURE NO & TITLE	PR049 SUBDIVISION APPLICATION ENGINEERING REVIEW
Responsible Directorate	Infrastructure Directorate

5. PURPOSE OR OBJECTIVE

Subdivision applications are referred to the Shire from the Western Australian Planning Commission (WAPC). The applications are then referred to various directorates from planning for review and recommendation of conditions. The purpose of this procedure is to provide guidance on specific subdivision issues that need to be considered during the engineering review of subdivision applications.

6. DEFINITIONS

Definitions are taken as those in the *Local Government Act 1995* and associated legislations.

7. PROCEDURE

All subdivision applications should be cross referenced with any structure plans or scheme amendments that are relevant for the relevant parcel of land as well as any provisions shown in TPS 3. The road and lot layout should be consistent with that shown on the previous approvals.


The previous structure plan or scheme amendment documents such as drainage management plans and traffic impact statements should be reviewed to gain a good understanding of the objectives and concerns around the proposed development. Any conditions listed to be implemented at subdivision stage should be captured on the *Internal Referral*. Any engineering conflicts identified between the subdivision application and the previous planning framework should be brought to the attention of planning on the *Internal Referral*.

The subdivision application must also be reviewed against the existing built and natural environment to ensure that the development fits in and does not either impact on the existing status quo of the area, nor compromise the future development or environmental values of the area. Any concerns that are identified should be raised on the *Internal Referral*.

The WAPC have a published document Model Subdivision Conditions Schedule which at the time of preparing this procedure was dated June 2021. These model subdivision conditions are the preferred conditions which should be applied to subdivision approvals to ensure consistency with development standards. The conditions that engineering should be concerned about are:

- Part 4 Drainage and site works conditions;
- Part 10 Reserves conditions; and
- Part 12 Transport roads and access conditions.

The schedule includes good detail on which situation warrants the differing conditions and should be followed as best as possible.



PROCEDURE

Ideally, the conditions imposed on a subdivision approval should ensure that all required infrastructure is designed, constructed and handed to the Shire to satisfy the management of an urban environment once houses are built, and the community moves in.

The suitable conditions should be listed in the *Internal Referral*. If conditions are required which do not have a model condition, then non standard conditions can be listed as required. Non standard conditions will need justification for WAPC to accept them otherwise they will most likely be overlooked.

8. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Manager/Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR027 - Subdivision Construction Guidelines PR043 - Variation to IPWEA Subdivisional Guidelines PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions Model Subdivision Conditions Schedule		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001639765
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Details	PR049 Created & endorsed by Director	

PROCEDURE

PROCEDURE NO & TITLE	PR027 SUBDIVISION CONSTRUCTION GUIDELINES
Responsible Directorate	Infrastructure Directorate

9. PURPOSE OR OBJECTIVE

This guideline is based upon the *'Institution of Public Works Engineering Australasia Western Australia Incorporated (IPWEA) Local Government Guidelines for Subdivisional Development – as amended*, (referred in this document as the IPWEA Subdivisional Guideline).

The IPWEA Subdivisional Guideline has been adopted for use *in its entirety* as the **minimum** level of requirements under the Shire of Dardanup Policy CP066 – Shire of Dardanup Guidelines for Subdivisional Development (Policy CP066).

In addition, Procedure PR043 – Variation to IPWEA Subdivisional Guidelines also includes supplementary technical information to support the Policy CP066

The sole purpose of this Guideline is to provide supplemental information in relation to Construction Works in cases where the Policy CP066 either does not address an issue directly, or requires the Shire to formally state its preferred outcomes. **This Guideline will be distributed to Consulting Engineers and Contractors at the commencement of any Subdivision works within the Shire.**

Order of Precedence of documentation:

- This Guideline is supplemental to and intended to be read in conjunction with the Policy CP066 and PR043 – Variation to IPWEA Subdivisional Guidelines.
- Where this Guideline is silent on any matter outlined in the Policy CP066, then the Policy CP066 shall be considered to take precedence.

10. DEFINITIONS

This Guideline adopts the definition and meaning for all terminology as defined in the Policy CP066.

11. PROCEDURE

DOCUMENTS REQUIRED FOR SHIRE APPROVAL OF DESIGN DRAWINGS AND SPECIFICATIONS

- Design drawings;
- Specifications; and
- Geotechnical investigation reports.

DOCUMENTS REQUIRED BY THE SHIRE PRIOR TO COMMENCEMENT OF CONSTRUCTION WORKS

1. Issued for Construction Drawings in A1 hardcopy and pdf format;
2. Transport route submission for approval by the Shire of bulk materials;



PROCEDURE

3. Soil stabilisation Strategy for the project including Dust management Plan submission for approval by the Shire;
4. Noise Management Plan submission for approval by the Shire;
5. Vibration management Plan submission for approval by the Shire. Note If there are existing residences in close proximity to the proposed works, the requirement for dilapidation surveys should be raised with the consulting engineer with trigger points documented in the Vibration Management Plan;
6. Traffic Management Plan submission for approval by the Shire;
7. Contract Advice including:
 - a) name and address of the contractor;
 - b) name of the contractor's representative;
 - c) name of the consulting engineer's representative or superintendent;
 - d) timetable for construction in the form of a bar chart, indicating the starting and finishing dates for each stage of the works; and
 - e) contract price of the works.

Along with evidence that:

1. Residents who may be affected, (either directly or indirectly), by the proposed subdivisional works have been notified in writing of these works in accordance with the requirements of Clause 1.17.1 of the IPWEA Subdivisional Guideline;
2. Project Signage for subdivisional works requiring earthworks has been erected at a suitable location within the site to advise the public of:
 - a) The project details;
 - b) Names of Developer, Contractor, Consulting Engineer and Licensed Surveyor;
 - c) Contact details for Consulting Engineer and Contractor; and
 - d) Expected completion date of the project.
3. The developer has obtained insurance cover with a reputable insurer, for public liability, contractors' works and workers compensation risks, to a level of liability approved by the local government, and thereafter provide copies of all current certificates of insurance to the local government upon renewal.

SHIRE REPRESENTATIVE INSPECTIONS DURING CONSTRUCTION WORKS

A minimum of 7 days' notice is required for a start-up meeting or clearing or burning any section of the work.

A minimum of 48 hours' notice is required to enable arrangements to be made for an inspection.



PROCEDURE

Each stage shall be inspected prior to the next or following stage of construction being commenced.

The Shire shall carry out the inspection to the best its ability within 48 hours of the notification of an inspection being required.

The inspection and meeting phases that are recommended in approving subdivision construction are:

1. start-up meeting prior to any works commencing;
2. regular site meetings every two weeks;
3. demarcation of clearing limits prior to clearing activities;
4. inspection after completion of earthworks;
5. roads construction phases as per section 1.17.4.1 of the IPWEA Subdivisional Guideline;
6. drainage phases as per section 1.17.4.2 of the IPWEA Subdivisional Guideline;
7. at Practical Completion of civil components of works;
8. completion of landscaping and irrigation processes; and
9. prior to completion of defects liability period.

Inspections for road and drainage works shall conform to the requirements of Clauses 1.17.4.1 and 1.17.4.2, (respectively), of the IPWEA Subdivisional Guideline.

Inspections for road works

The minimum inspection and regular site meetings regime for the construction of road works is:

1. when the road has been boxed out and the sub-grade shaped and compacted;
2. when the sub-base has been placed, graded and compacted to shape, level and specifications;
3. when the base course has been placed, graded, compacted and water bound to correct shape and level before priming or where asphalt is used as a base course medium this surface has been laid and compacted;
4. immediately before and after kerbing. Check that within two hours of surface finishing, all exposed faces of the completed kerb are protected from moisture loss for a period of not less than four days after extrusion by covering with plastic sheeting or spraying with an approved curing compound;
5. before the placement of asphalt or sprayed surface wearing course; and
6. prior to construction of pathways.

Subgrade, subbase and pavement inspections will require the installation of survey pegs every 20m along the road alignment, offset 750mm from the face of kerb, with finished levels to allow stringing of the road section to be undertaken. The contractor is to provide stringlines, tape measures and adequate workers to conduct the stringline test.



PROCEDURE

The allowable tolerances are as below:

	Allowable Tolerances from Design		
	Width	Finished Level	Thickness
Sub-grade	-0mm to +200mm	-30mm to +0mm	N/A
Sub-base	-0mm to +200mm	-20mm to +10mm	-10mm to +5mm
Base Course	-0mm to +200mm	-10mm to +10mm	-0mm to +10mm
Finished Sealed Surface		-10mm to +10mm	+5mm to -2mm

Pavement material shall not be placed on the sub-grade or previous layers of pavement until the Shire representative has given their approval. Approval for the continuation of road construction will be based on the:

- Satisfactory stringing of the road at 20m intervals witnessed by the Shire representative;
- Sighting of satisfactory compaction results; and
- Material test results that meet the required specifications.

Subgrade inspections will also require Perth Sand Penetrometer (PSP) testing every 20m and adjacent to pits and road crossings as directed by the Shire representative. The contractor to provide the PSP and worker to conduct the tests. All stringline inspections will be recorded on a Shire Standard String Sheet and once approved, distributed to the consulting engineer and contractor.

Inspections for drainage works

The minimum inspection and regular site meetings regime for the construction of drainage works is:

1. when the trenches have been excavated and the pipes laid true to line and level but prior to backfilling;
2. when using sub-soil drainage pipes, after the aggregate has been placed but prior to backfilling; and
3. after junction pits, gullies and other structures have been constructed but prior to backfilling.

Where water sensitive urban design criteria have been used and much of the drainage system includes overland flows, inspections need to be carried out:

1. after earthworks completion;
2. after appropriate drainage structures have been completed but prior to backfilling; and
3. after plantings are completed.

Specific requirements for sealing of roads

Dryback

Moisture test results demonstrating that the field moisture content is no higher than 85% of the optimum moisture content of the pavement will be required to be accepted by the Shire prior to primer sealing commencing.

PROCEDURE

Primer seal spray rate

The minimum spray rate that will be accepted is 1.3l/m² unless authorised in writing from the Shire. The Shire will not authorise reduction of the minimum spray rate to account for poor weather conditions or wet surfaces. Reductions in spray rates will only be considered in rare extreme conditions.

Asphalt Placement

Asphalt shall only be placed in dry weather and approval to place asphalt is to be gained from the Shire prior to any placement of asphalt. The minimum characteristic marshall density that will be accepted is 95.0% for 35 blow or 94.5% for 50 blow mixes.

Sighting of test results

Where test results have not been sighted by the Shire representative for a stage of construction, the next stage can proceed on the proviso that the contractor provides written acceptance of full liability for the previous stage. Should remedial works be required they shall be at the contractor's expense.

PRACTICAL COMPLETION

Upon the satisfactory completion of all subdivisional work and soil stabilisation, the consulting engineer shall submit a Request for Practical Completion form confirming that the works have been inspected and are in accordance with the approved drawings and specifications and also confirming the completed value of the works.

Upon receipt of this notification, (which is to include all quality assurance certification as described below), the local government shall arrange a practical completion inspection of the completed works at a mutually convenient time.

The inspection shall require the presence of the Shire of Dardanup's representative, the developer or their representing consulting engineer and the contractor. The contractor's consulting engineer is to arrange for all road pavements to be swept, the drainage system cleaned out and gully and manhole covers temporarily opened for inspection. All drainage infrastructure needs to be accessible at the time of inspection.

Once practical completion has been achieved to the Shire's satisfaction, written confirmation will be forwarded to the Consulting Engineer detailing any defects or outstanding works.

QUALITY ASSURANCE CERTIFICATION

The contractor shall certify in writing that all relevant engineering designs have been constructed as per the specifications.

The developer, or their representing consulting engineer shall provide confirmation that the works have been completed in accordance with the approved drawings and specifications.

The developer, or their representing consulting engineer shall provide copies of all certifications to the local government. The certification documentation shall include:



PROCEDURE

- **Subgrade**
 - Compaction results under road pavements, drainage structures, retaining walls and footpaths.
- **Sub Base**
 - Material used;
 - Material test certificates attached; and
 - Compaction results attached.
- **Basecourse**
 - Material used;
 - Material test certificates attached; and
 - Compaction results attached.
- **Primerseal**
 - Bitumen/emulsion test report;
 - Spraysheet record.
- **Asphalt**
 - Material sample tests results attached;
 - Core tests results attached; and
 - Confirmation that Ponding has been checked.
- **As Constructed Information**

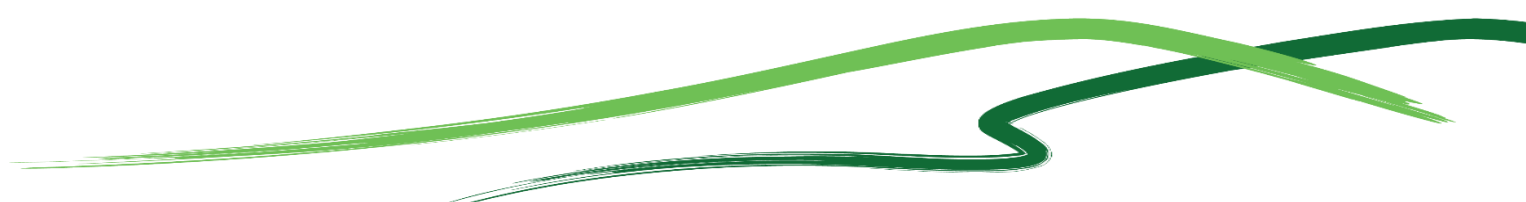
‘As Constructed’ information detailing the variations and amendments from the approved engineering drawings shall be provided to the Shire prior to clearance of the Diagram of Survey.

All ‘As Constructed’ information must be certified as a true and accurate record by a suitably qualified professional.

Information provided in ‘As Constructed’ form will include drainage construction details, earthworks levels and road levels and alignments. The information shall be provided to the Shire in **ESRI (.SHP) digital format** by disc or emailing.

Data is to be provided in accordance with the following A-Spec specifications (see www.a-specstandards.com.au for details):

- Drainage: **D-Spec** format;
- Roads: **R-Spec** format;
- For all other asset classes: Pending the future adoption by the Shire of Dardanup of the relevant A-Spec specification(s), annotation of the original Approved Design Drawings (to be submitted in .PDF/A format) showing changes made during construction is acceptable.



PROCEDURE

Digital annotation of the original drawings is the Shire of Dardanup's preferred outcome, however hand annotation may be accepted in limited circumstances upon notification to and approval from the Shire e.g. should the Developer not have access to the necessary drafting resources.

The Shire requires spatial data to be provided in GDA 94 / MGA Zone 50 (horizontal) and Australian Height Datum (vertical) format.

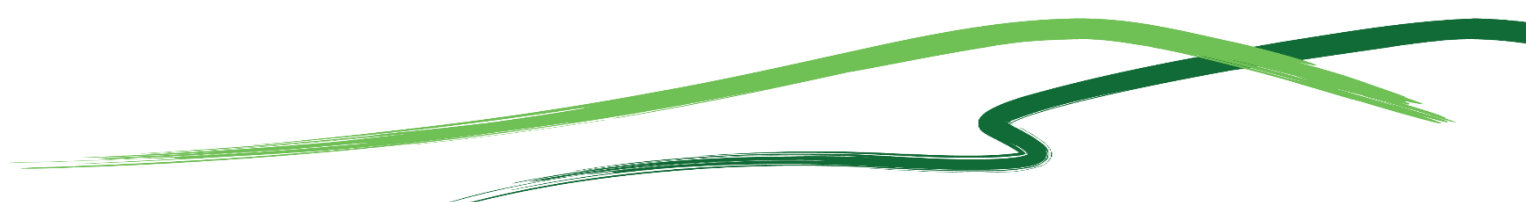
In particular, information provided on as constructed plans shall include:

- **For All Constructed Assets**
 - The 'fully installed' cost of each constructed element (i.e. pavement/seal centreline, pit, pipe etc.) shown in the as constructed plan for which the relevant A-Spec specification includes a 'Unit Cost' field.
- **Drainage Construction Details**
 - Manhole Surface Levels;
 - Pipe Inverts at manholes and gully pits;
 - Structure details/dimensions; and
 - Alignments and locations of all Drainage.
- **Lot Earthwork**
 - Lot fill levels where required to satisfy flood conditions;
 - Design finished floor level (FFL), where required;
- **Road Details**
 - Road levels along the centre-line of roads at intersections and at distances of no greater than 60m along straights (rural) or 30m (urban), low and high points on the longitudinal profile;
 - Alignment of centre-line;
 - Any variations to the original approved plan in excess of original design standards to be shown;
 - Kerb types and positions;
 - Road pavement widths; and
 - Cross-sections, typical details (pavement design and surface type.)

Note: As constructed data missing any or all of the above critical values will not be accepted by the Shire of Dardanup.

CLEARANCE OF CONDITIONS

In addition to any specific Subdivision Approval Conditions imposed on the subdivision by the WAPC, the following Shire of Dardanup requirements must be completed by the developer prior to approval of survey release of a subdivision:



PROCEDURE

- creation of the Diagram of Survey showing full details of all lots, road reserves, easements (temporary and permanent) and reserves;
*Note: Where a site classification other than 'A' (i.e. 'S', 'M' or 'P') is determined for any Lot shown on the Diagram of Survey, a Section 70(a) notification is to appear on the title for that Lot. This is to provide advice to purchasers of the land that **additional site costs will be incurred at time of building where the classification is other than "A"**.*
- Shire of Dardanup acceptance of Practical Completion, or the payment of an appropriate bond to cover outstanding works (see 'Early Clearance Bonds for Uncompleted Works' below);
- payment of the appropriate engineering supervision fees;
- payment of a defects liability bond;
- payment of all or any monies required for works to be undertaken by the local government on the developer's behalf at some future date e.g. construction of roads, footpaths or development of public open space; and
- payment of any other specific monies relevant to the subdivision.

Defects liability bonds shall be determined in accordance with Clause 1.21.2 of the IPWEA Guideline in an amount equal to five per cent of the works as calculated on the total contractual cost of the subdivision being the subject of the clearance.

Early Clearance Bonds for Uncompleted Works

On application to and approval from the Shire of Dardanup, the Shire may accept payment from the Developer of a cash bond or bank guarantee (with no expiry date) *in lieu* of completion of the works in accordance with Council Policy CP404-Shire Acceptance of Bonds.

Applications for bonding outstanding works shall be in writing from the Consulting Engineer to the Director Infrastructure and shall include the following information:

- Full design drawings prepared by a Consulting Engineer for all works to be bonded including the concise extent, nature and location for the work to be bonded, including lot numbers, road names and WAPC subdivision reference.
- A timetable and arrangements for completion of the bonded work.
- An itemised estimate and the name and address of the Contractors responsible for the bonded works. The estimate will be checked by the Shire and the figure approved will be 30% loaded to account for time delay, cost increase, small job lots etc.
- *Note: In addition to allowance for the increased costs of delay, the loading level has been established in order to incentivise completion of the works by the Developer*
- Reasons for requesting the bonding of the incomplete works.
- A written undertaking to advise affected parties of incomplete works (i.e. Owners, Developers, Contractors, Consultants, and including new purchasers. Lot purchasers are also to be notified that Building Licence applications must be accompanied by a plan/diagram indicating Office of Titles approval.

PROCEDURE

- Any other relevant information which will assist the Director Infrastructure to assess the request.

In accepting a bond to secure clearance of conditions of subdivision approval, the Shire of Dardanup will apply at minimum the following conditions:

- Works must be substantially commenced (e.g. to the extent of road primer sealed and drainage pipes installed);
- Payment of the bond will be required prior to clearance of a Diagram or Plan of Survey;
- A bond may take the form of cash or the lodgement of a bank guarantee to be redeemed upon completion of the development;
- All outstanding works bonds must be accompanied by a specific Bond Agreement; and
- In the event that any outstanding work is not completed within 15 months, Council will give consideration to using the bond to appoint a consulting engineer to call tenders and supervise the completion of the work.

12. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Manager/Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR043 - Variation to IPWEA Subdivisional Guidelines PR049 - Subdivision Application Engineering Review PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001621693
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Details	PR07 Created & endorsed by Director	

PROCEDURE

PROCEDURE NO & TITLE	PR043 VARIATION TO IPWEA SUBDIVISIONAL GUIDELINES
Responsible Directorate	Infrastructure Directorate

13. PURPOSE OR OBJECTIVE

The IPWEA Subdivisional Guideline has been adopted for use *in its entirety* as the **minimum** level of requirements under the Shire of Dardanup Policy CP066 – Shire of Dardanup Guidelines for Subdivisional Development (Policy CP066).

The following supplementary technical variations to the adopted guideline have been identified as areas where the Shire considers additional detail is required to guide subdivisional developments to maintain Shire engineering standards. These variations shall apply to all subdivisional developments within the Shire of Dardanup and is in addition to the specifications and requirements of the *IPWEA Local Government Guidelines for Subdivisional Development – Edition 2.3* document (the “Guidelines”).

14. DEFINITIONS

Definitions are taken as those in the *Local Government Act 1995* and associated legislations.

15. PROCEDURE

3.1 Site Stabilisation

3.1.1 Dust and Sand Drift

Developers or landowners shall develop and implement a dust management plan for land development and subdivision projects. The plan is to identify contingency measures that will be implemented to prevent any adverse impacts from arising from the development site.

The Shire requires the Developer to provide a dust management plan a minimum of seven (7) working days prior to any ground disturbing activities. Developers remain liable for pollution or dust nuisance from their sites, regardless of any contractual arrangement that imposes similar obligations on their Engineers and Contractors.

The Developer is also responsible to ensure that all works conducted by utility providers are monitored and measures are taken to minimise dust and sand drift.

In addition to meeting contractual obligations, Engineers and Contractors shall not cause dust nuisance or pollution in breach of relevant Acts, Regulations and Local Laws.

Stabilisation bonds are normally required by the Shire as a condition of approval, to be used as security against the performance of dust control and stabilisation measures. The bond amount is calculated as per section 2.2.1.5.5 of Institute of Public Works Engineering Australia (WA Division Inc) Subdivisional

PROCEDURE

Guidelines Edition No.2 – 2009. The Shire may take action where a Contractor fails to act appropriately, and recover any costs incurred.

3.1.2 Hydro Mulching

Hydro mulching shall consist of the application of a mixture of water, seed, fertiliser, binding agent and bio-degradable filler to the surface of the ground. Hydro mulch which does not incorporate seed and fertiliser will not be accepted as a permanent soil stabilisation measure.

The designated areas shall be hydro mulched with seed approved by the Shire, which will be specified according to site requirements. The fertiliser, mulch and stabiliser shall be applied by mechanical spray, by an approved operator. Proposed seed mix shall be submitted to the Shire for approval seven (7) working days prior to works.

Generally, seed shall consist of Cereal Rye, Wimmera Rye and Harbinga Medic, sown at the rate of 320kg/ha. Nitrogen applied as “Urea” or “Agran” at the rate of 75kg/ha is to be included with the fertiliser. Stabiliser shall be “Ecogel 42” or “Curasol AG 45”, or equivalent product, applied at 250 ℓ/ha. Other mixes may be submitted for Shire consideration and approval.

Mulch shall be of a paper-mache type.

Prior to hydro mulching, all areas to be treated shall be graded to present a smooth, even surface on completion of the hydro mulch application.

Hydro mulching shall take place between the months of April and August, inclusive to ensure the seed is given a greater opportunity to germinate. Hydro mulching beyond these dates will require approval from the Shire’s Representative.

Where germination is deemed unsatisfactory by the Shire’s Representative, re-seeding may be requested; if germination is still deemed unsatisfactory at the end of the Maintenance period, re-seeding may be required before the Stabilisation Bond is released.

3.2 Road Grades (*Section 3.3.2 Guidelines*)

The desired minimum longitudinal grade on all roads is 1% (1 in 100).

The minimum and maximum allowable longitudinal grades are indicated below.

Table 3.2 Allowable longitudinal grades in roads.

		Sealed Roads	Unsealed Roads
Desirable maximum %		8	6
Absolute maximum %		10	8
Desirable minimum %		1	1
Absolute minimum %	Straight Alignment	0.30	0.60
	Up to 60m radius curve	0.40	0.50
	Less than 60m radius curve	0.75	0.75

PROCEDURE

3.3 Kerbing (Section 3.3.5 Guidelines)

All kerbing is to be constructed with crack control joints every 1.5m and expansion joints every 6m. Along any radius, expansion joints must be every 3.0m.

3.4 Battleaxe Access Legs (Section 3.3.17.3 Guidelines)

Minimum battleaxe leg widths should be calculated as per Table 3.4:

Table 3.4 Minimum battle-axe leg widths.

Lot Size	1000m ² – 2 ha	2 ha – 5 ha	> 5 ha
	Min width		
Min. access leg width for a single lot	5m	6m	7m
Min. access leg width for two or more lots	8m	10m	12m
Min. pavement width for a single lot	4m	4m	4m
Min. pavement width for two or more lots	6m	6m	6m
Width of shoulders	500mm	500mm	500mm

3.5 Road Sealing Aggregates (Section 3.4.11.9 Guidelines)

The average least dimension requirements should comply with Table 3.5:

Table 3.5 Allowable ALD for aggregates used in road seals.

SIZE No.	1	2	3
Nominal Size	14mm	10mm	7mm
ALD	8-13mm	5-9mm	4-6mm

3.6 Clay Paving Units (Section 3.4.13 Guidelines)

The following requirements shall apply where brick or concrete block paving is approved:

1. The sub-grade, sub base and base course shall be prepared as specified for flexible pavements;
2. Bricks or blocks shall be bedded on a layer of clean, coarse sand free of any clay, stone or deleterious matter. The sand bedding shall be 30mm (+5mm -0mm) thick after laying and compacting of bricks;
3. Bricks shall be laid in a herringbone pattern unless otherwise approved. After laying, the brick paving shall be thoroughly compacted and all joints filled;
4. Bricks and blocks shall be 'high performance' pavers or equivalent approved pavers;
5. The finished pavement surface shall be uniform, matching the horizontal and vertical design profiles and edge details. The finished surface shall not deviate by more than 10mm from the base of a 3m straight edge when placed in any direction; and
6. The finished surface shall be firm and even, and free of any looseness.

When brick or block paving is proposed, brick or block type and colour is to be previously approved by the Shire.

PROCEDURE

Bricks or blocks shall be guaranteed by the manufacturer for structural soundness and performance for a minimum of 10 years from the date of laying and a written guarantee shall be provided to the Shire prior to work commencing.

3.7 Tolerances

Table 3.7 Allowable construction tolerances at different road pavement layers.

	Allowable Tolerances from Design		
	<i>Width</i>	<i>Finished Level</i>	<i>Thickness</i>
Sub-grade	-0mm to +200mm	-30mm to +0mm	N/A
Sub-base	-0mm to +200mm	-20mm to +10mm	-10mm to +5mm
Base Course	-0mm to +200mm	-10mm to +10mm	-0mm to +10mm
Finished Sealed Surface		-10mm to +10mm	+5mm to -2mm

3.8 Contamination

Measures shall be taken during road construction to prevent contamination to any part of the base layers. The constructed edge of the base material shall be deemed the limit of non-contaminated material, and as such, measurements of the base width will be determined from the constructed edges. Care should therefore be taken during construction by pushing subgrade material well away from the new road pavement at box-out stage; and by ensuring water does not pond on the new base pavement during construction.

3.9 Surface Course

The surface course, regardless of material, shall be constructed so there is no ponding.

3.10 Stormwater Drainage

The minimum allowable diameter of pipework is 300mm.

The maximum allowable length of pipe between manholes is 100m.

The minimum allowable velocity of water flow in pipes is 0.75m/s and the maximum 4m/s.

The minimum cover for class 2 pipes is 800mm.

All manholes that receive stormwater run-off shall be either Universal Side Entry Pits or Universal Gully Pits.

Design grades shall meet the minimum requirements indicated in Table 3.10.

Table 3.10 Minimum allowable design grade for stormwater pipework.

Diameter (mm)	Minimum Design Grade
300	1:300

PROCEDURE

Diameter (mm)	Minimum Design Grade
375	1:370
450	1:470
525	1:580
600	1:690
675	1:800
750	1:930
900	1:1,200
1,050	1:1,450
1,200	1:1,500
>1,200	1:1,500

3.10.1 Construction Tolerances

Pipework shall be constructed within the following tolerances: for pipes with design grades <1:500, the constructed grade shall be within 10% of design; for pipes with design grades ≥1:500, the constructed grade shall be up to 10% steeper or up to 5% flatter than design; outlet and inlet levels at manholes shall be within 10mm of design.

All stormwater pits shall be designed to have a minimum 10mm fall between the inlet(s) and the outlet.

All drainage structures are to be within 50mm of the design location.

The first step iron within manholes must be ≤1m from the surface, and all subsequent step irons spaced 300mm.

The finished clear opening for access into a manhole must be bigger than a 500mm diameter circle.

3.11 Non-Conformance / Corrective Action

The Shire of Dardanup may issue a non-conformance / Corrective Action Request (CAR) to the contractor and/or project superintendent/consultant. A CAR may be issued for the following:

- Non-conforming works;
- Non-conforming materials;
- Defective works;
- Defective materials;
- Any activities requiring approval undertaken without prior approval;
- Any activities having the potential to cause or causing property damage, nuisance or disruption to the public or others external to the construction site; or
- Any activities or situations which may risk the safety of personnel and/or the public.

PROCEDURE

The Shire of Dardanup reserves its right to halt works on the project site until the non-conformance is rectified.

CARs will be issued in writing via a completed form, email, letter or other means of written communication. The CAR shall provide the details of the problem and the action required to rectify the situation and the required timeframe.

The CAR shall initiate the recipient company's own corrective action system which must document and deal with the non-conformance.

16. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Manager/Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR027 - Subdivision Construction Guidelines PR049 - Subdivision Application Engineering Review PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001622370
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Details	PR043 Created & endorsed by Director	

PROCEDURE

PROCEDURE NO & TITLE	PR057 SUBDIVISION SITE INSPECTION GUIDELINES
Responsible Directorate	Infrastructure Directorate

17. PURPOSE OR OBJECTIVE

The IPWEA Subdivisional Guideline has been adopted for use *in its entirety* as the **minimum** level of requirements under the Shire of Dardanup Policy CP066 – Shire of Dardanup Guidelines for Subdivisional Development (Policy CP066).

Procedure PR043 – Variation to IPWEA Subdivisional Guidelines also includes supplementary technical information to support the Policy CP066.

In addition, Procedure PR027 – Subdivision Construction Guidelines provides supplemental information in relation to construction works in cases where the Policy CP066 either does not address an issue directly or requires the Shire to formally state its preferred outcomes. This Guideline will be distributed to consulting engineers and contractors at the commencement of any subdivision works within the Shire.

The purpose of this procedure is to provide guidance on specific site inspection issues that need to be considered during the construction phase of subdivisions.

18. DEFINITIONS

Definitions are taken as those in the Local Government Act 1995 and associated legislations.

19. PROCEDURE

Documents required prior to construction works start up meeting

8. Issued for Construction Drawings in A1 hardcopy and pdf format;
9. Transport route of bulk materials submission for approval by the Shire;
10. Soil stabilisation Strategy for the project including Dust management Plan submission for approval by the Shire;
11. Noise Management Plan submission for approval by the Shire;
12. Vibration management Plan submission for approval by the Shire;
13. Traffic Management Plan submission for approval by the Shire;
14. Contract Advice including:
 - f) name and address of the contractor;
 - g) name of the contractor's representative;
 - h) name of the consulting engineer's representative or superintendent;

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- i) timetable for construction in the form of a bar chart, indicating the starting and finishing dates for each stage of the works; and
- j) contract price of the works.

Along with evidence that:

- 4. Residents, who may be affected, either directly or indirectly, by the proposed subdivisional works, have been notified in writing of these works in accordance with the requirements of Clause 1.17.1 of the IPWEA Subdivisional Guideline;
- 5. Project signage for subdivisional works requiring earthworks has been erected at a suitable location within the site to advise the public of:
 - e) The project details;
 - f) Names of Developer, Contractor, Consulting Engineer and Licensed Surveyor;
 - g) Contact details for Consulting Engineer and Contractor; and
 - h) Expected completion date of the project.
- 6. The developer has obtained insurance cover with a reputable insurer, for public liability, contractors' works and workers compensation risks, to a level of liability approved by the local government, and thereafter provide copies of all current certificates of insurance to the local government upon renewal.

The above information should be provided to the Shire prior to a start up meeting taking place. The management plans should be assessed for compliance with the Dust Guidelines and ensure they meet Shire standards.

If there are existing residences in close proximity to the proposed works, the requirement for dilapidation surveys should be raised with the consulting engineer/contractor with trigger points documented in the Vibration Management Plan.

Once satisfied, the various management plans must be approved by the Shire.

Upon receipt of the contract price, an invoice must be raised by the Shire for the Shire Supervision Fees in the name of the developer, based on the contract value for roads, drainage, paths and 15% of the earthworks. Where the developer has engaged a consulting engineer to design and supervise the works, the supervision fee charged is 1.5% of the contract value as above. Where no consulting engineer has been engaged, the supervision fee charged is 3% of the contract value as above. A *Form 30* should be used with a charge code of 0420 and General Ledger of 1424002. Supervision fees are exempt of GST in accordance with the Shire's Fees and Charges.

Upon receipt of the contract price, the *Subdivisions Non Cash Infrastructure Spreadsheet* needs to be updated to add the values for the stage of subdivision.

TARDIS CASE: [Subdivision Non Cash Infrastructure](#)
DOC: [Subdivisions Non Cash Infrastructure Spreadsheet](#)

PROCEDURE

Start-up meeting

A start-up meeting must be held onsite with the consulting engineer and contractor before any works commence onsite. The consulting engineer normally arranges the site meetings and takes and distributes minutes.

If any of the above items have not been finalised, they should be raised at the meeting to be completed before works commence.

The Shire representative should evaluate the site and raise matters of concern at the meeting in regard to:

- traffic management;
- site security;
- pedestrian safety;
- adjacent road sweeping; or
- any issues with works in the existing road reserve.

The frequency and preferred day/time of ongoing site meetings should be discussed and agreed.

A copy of the Shire's *PR027 - Subdivision Construction Guidelines* must be given to the consulting engineer and the contractor/site supervisor with an explanation that it sets out the expected inspection timetable and quality assurance documentation requirements. Special mention should be made of the requirements for D-Spec and R-Spec, as some consultants and contractors may not be familiar with the Shires standards in this matter.

Inspections during construction works


The contractor is required to advise when inspections are due for the drainage and roadworks in accordance with the *PR027 - Subdivision Construction Guidelines*.

Drainage

When attending the site to inspect drainage lines, the following items should be checked:

- The installed pipe diameters and class match those shown on the approved plans;
- The installed pit diameters match those shown on the approved plans;
- The pits have sand traps if noted on the approved plans;
- Step irons have been installed as shown on the approved drawings;
- The bases are in accordance with the approved drawings;
- The pipe sections are joined correctly with no rubber rings hanging down in the pipe;
- The pipes and pits are in new condition with no damage;
- The pits have mortar fillet around outside onto base; and
- The pipes have mortar fillet on outside to pits.

Once the Shire representative is satisfied that the pits and pipes have been installed correctly as above, the site supervisor should be advised of Shire acceptance so that the trenches can be backfilled.



PROCEDURE

Roads

When attending the site to inspect roadworks, the following items should be checked:

Subgrade inspection

- Check stringline dips at left side, centreline and right side every 20m along alignment;
- Check boxout is level and compacted a minimum 600mm behind face of kerb – ideally pegs should be located 750mm offset from face of kerb to avoid being run over by compaction equipment;
- Check compaction with Perth Sand Penetrometer (PSP) every 20m along alignment alternating between left side, centreline and right side. Minimum acceptable is 8 blows from 150 – 450mm depth;
- Check compaction around all drainage pits and all road crossings – check drawings for service road crossing trench locations. Minimum acceptable is 8 blows from 150 – 450mm depth;
- Ensure PSP is operated correctly to give accurate results;
- Finished surface should be smooth and firm underfoot;
- Contractor is responsible for providing pegs and workers to string and measure dips as well as operating PSP. Shire responsible to record findings on Shire standard string sheet and signoff when satisfied; and
- Request material test results for subbase and verify that it meets the specification prior to materials being delivered to site.

TARDIS CASE: [Subdivision Guidelines and Bond Registers](#)

DOC: [Blank Standard String Sheet](#)

Subbase inspection

- Check stringline dips at left side, centreline and right side every 20m along alignment;
- Check boxout is level and compacted a minimum 600mm behind face of kerb;
- Finished surface should be smooth and firm underfoot;
- Request compaction certificates and verify that it meets the specification;
- Record findings on Shire string sheet and signoff when satisfied; and
- Request material test results for basecourse and verify that it meets the specification prior to materials being delivered to site.

Basecourse Inspection

- Check stringline dips at left side, centreline and right side every 20m along alignment;
- Check boxout is level and compacted a minimum 600mm behind face of kerb;
- Finished surface should be smooth and water bound;
- Request compaction certificates and verify that it meets the specification; and
- Record findings on Shire string sheet and signoff when satisfied;



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Primer seal pre inspection

- Request dryback test results and verify that it meets 85% Optimum Moisture Content (OMC);
- Ensure pavement is broomed to remove all loose materials; and
- Ensure weather is fine and no rain is expected during works.

Kerbing inspection

- Check that curves under 40m radius are keyed into pavement in accordance with approved drawings and specifications;
- Ensure the kerb area of the pavement is broomed to remove all loose material;
- Check that any flush kerbs have steel reinforcing installed in accordance with approved drawings;
- Check that contraction joints are at 1.5m intervals;
- Check that flush kerbing has all dags removed from edges;
- Check that the kerb type for each section matches the approved drawings;
- Check that expansion joints are cut at 10mm thickness at 6.0m intervals to full depth within 48 hours of concrete pouring; and
- Check that the mastic sealing of the joint is smooth and uniform.
- Check that within two hours of surface finishing, all exposed faces of the completed kerb are protected from moisture loss for a period of not less than four days after extrusion by covering with plastic sheeting or spraying with an approved curing compound.

Asphalt pre inspection

- Ensure pavement is broomed to remove all loose materials;
- Check the primer seal surface is intact and not damaged; and
- Ensure weather is fine and no rain is expected during works.

Footpath inspection

- Check that the boxed out area is compacted and wet down;
- Check that the formwork is straight and uniform in height;
- Check that the depth of formwork is 100mm; and
- Check that the contraction and expansion joints are in accordance with the approved drawings.

Where testing of a stage of construction is requested, the next stage can proceed on the proviso that the Contractor accepts full liability for the previous stage.

Should remedial works be required they shall be at the Contractor's expense.

Upon the satisfactory completion of all subdivisional work and soil stabilisation, the consulting engineer shall submit a *Request for Practical Completion* form confirming that the works have been



PROCEDURE

inspected and are in accordance with the approved drawings and specifications and also confirming the completed value of the works.

TARDIS CASE: [Subdivision Guidelines and Bond Registers](#)

DOC: [Request for Practical Completion template](#)

Upon receipt of this notification, the *Subdivisions Non Cash Infrastructure Spreadsheet* needs to be updated with any variations in costs from the original contract advice.

TARDIS CASE: [Subdivision Non Cash Infrastructure](#)

DOC: [Subdivisions Non Cash Infrastructure Spreadsheet](#)

Upon receipt of this notification, which is to include quality assurance certification, the local government shall arrange a practical completion inspection of the completed works at a mutually convenient time.

The inspection shall require the presence of the Shire of Dardanup's representative, the developer or their representing consulting engineer and the contractor. The contractor is to arrange for all road pavements to be swept, the drainage system cleaned out and gully and manhole covers temporarily opened for inspection. All drainage infrastructure needs to be accessible at the time of inspection.

Practical Completion Inspection

Prior to conducting a practical completion inspection, the drawings should be scrutinised to ensure all items shown in the drawings are checked during the inspection. In addition, the following items should be confirmed:

- Drainage pit lids to be mortared to the top of the liners – check inside the pits using the inspection mirror;
- Soakholes in pit bases to be free of mortar to infiltrate and normally will require aggregate;
- Drainage pits to be clean;
- Footpaths to be swept and outside edges of footpath to be compacted in verge;
- Verge to be smooth and graded at 2% with service pits matching verge level;
- Kerb cracking should be grouted and if excessive replaced;
- Light poles should be vertical and clean;
- Street signs and chevrons should be installed;
- Completed disturbed areas should be hydromulched with seed and green dye; and
- Roads should be swept clean and linemarking installed.

R Spec and D Spec data must be verified by the Shire's Asset Information Officer as acceptable prior to issuing Practical Completion. The data is used to update the Shire's asset data bases following completion of subdivision.



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Once all of the quality assurance documentation has been received as detailed in the *PR027 - Subdivision Construction Guidelines* and verified as meeting the specifications, a letter of Practical Completion must be prepared and forwarded to the consulting engineer.

TARDIS CASE: [Subdivision Guidelines and Bond Registers](#)

DOC: [Practical Completion letter template](#)

Notification of the new infrastructure accepted by the Shire and the location of the documents as above must be sent to the officers responsible for programming maintenance activities via email.

20. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Manager/Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR027 - Subdivision Construction Guidelines PR043 - Variation to IPWEA Subdivisional Guidelines PR049 - Subdivision Application Engineering Review PR062 - Subdivision Engineering Drawing Review PR063 - Subdivision Clearance of Engineering Conditions		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001639785
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Details	PR057 Created & endorsed by Director	

PROCEDURE

PROCEDURE NO & TITLE	PR063 SUBDIVISION CLEARANCE OF ENGINEERING CONDITIONS
Responsible Directorate	Infrastructure Directorate

21. PURPOSE OR OBJECTIVE

The IPWEA Subdivisional Guideline has been adopted for use *in its entirety* as the **minimum** level of requirements under the Shire of Dardanup Policy CP066 – Shire of Dardanup Guidelines for Subdivisional Development (Policy CP066).

Procedure PR043 – Variation to IPWEA Subdivisional Guidelines also includes supplementary technical information to support the Policy CP066.

In addition, Procedure PR027 – Subdivision Construction Guidelines provides supplemental information in relation to Construction Works in cases where the Policy CP066 either does not address an issue directly or requires the Shire to formally state its preferred outcomes. This Guideline will be distributed to Consulting Engineers and Contractors at the commencement of any Subdivision works within the Shire.

The purpose of this procedure is to provide guidance on ensuring all aspects of the engineering conditions have been addressed prior to clearing of the conditions.

22. DEFINITIONS

Definitions are taken as those in the Local Government Act 1995 and associated legislations.

23. PROCEDURE

The developer or their agents may request clearance of subdivision conditions once the construction works are nearing completion.

The Procedure *PR027 – Subdivision Construction Guidelines* contain conditions required for clearances to be granted and requirements for gaining early clearances when works are yet to be completed.

Once a request for clearance of conditions has been accepted by the Shire, Planning will provide documents detailing each condition relevant to engineering and request comment on whether the developer has satisfied the condition.

Check the Deposited Plan to ensure the lots shown for creation align with those shown on the engineering drawings and show full details of all lots, road reserves, easements and reserves.

Check the Deposited Plan to ensure that where a site classification other than 'A' (i.e. 'S', 'M' or 'P') is determined for any Lot shown on the Diagram of Survey, a Section 70(a) notification is to appear on the title for that Lot. This is to provide advice to purchasers of the land that additional site costs will be incurred at time of building where the classification is other than "A".

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If Practical Completion has been reached, most of the engineering conditions will have been achieved with the possibility of some small outstanding items needing bonding such as path sections awaiting service link-ins. Invoices must be prepared for the outstanding works and the bonds need to be paid before clearance of the relevant condition is approved.

The condition requiring road frontage to be constructed also requires the Shire supervision fee and 12-month defect liability bond to be paid before the condition can be cleared.

Supervision Fees

Where the developer has engaged a consulting engineer to design and supervise the works, the supervision fee charged is 1.5% of the contract value. Where no consulting engineer has been engaged, the supervision fee charged is 3% of the contract value which is usually noted on the initial Contract Advice. A *Form 30* is usually completed to raise an invoice prior to the subdivision works commencing. Check in Synergy that the invoice has been paid through *Debtors Maintenance*.

12 Month Defect Liability Bond

The value of the 12 month defect liability bond is 5% of the contract value of roads, drainage and paths which also usually noted on the initial Contract Advice. A *Form 30* needs to be completed to raise an invoice. The debtor should normally be the developer and GST is not applicable to bonds.

Outstanding Works Bond

The Outstanding Works Bond must be assessed and approved in accordance with Council Policy *Infr CP404 – Shire Acceptance of Bonds*. A Bond agreement must be prepared and signed by both parties, prior to the raising of an invoice in accordance with Procedure *PR069 – Preparation of Bond Agreements*. A *Form 30* needs to be completed to raise an invoice. The debtor should normally be the developer and GST is not applicable to bonds.

When invoices are being prepared, a *Form 30* must be completed which will require Charge Codes and General Ledger numbers. The following table shows the codes to be used in completing the forms.

Invoice Type	Charge Code	General Ledger	GST status
Supervision Fees	0420	1424002	exempt
12-Month Defect Liability Bond	0110	4010308	exempt
Soil Stabilisation Bond	0110	4010308	exempt
Outstanding Works Bond	0110	4010308	exempt

Once the invoices have been raised and sent to the developer, checks must be made in synergy to determine when the invoices have been paid.

Bond Register

Once bonds have been paid, they need to be added to the Bond Register in TARDIS.

TARDIS CASE: [Subdivision Guidelines and Bond Registers](#)

DOC: [Bond Register](#)

PROCEDURE

The bond register contains a record of all engineering bonds paid to the Shire and when they are returned.

Geotechnical Report

There is usually a condition requiring a post geotechnical report to be submitted to demonstrate that the earthworks have been carried out correctly and report on the Site Classification. This report is usually one of the last documents sent to the Shire and if is yet to be submitted, advice to the developer is often useful in case it has been overlooked.

Clearance

Once all of the conditions of subdivision applicable to the stage of works seeking creation of lots have been satisfied, fees are paid, bonds are paid, and any bond agreements have been executed, signing off on the conditions can be carried out on the documents prepared by Planning and the documents returned to Planning.

Once all of the conditions are cleared by all departments, Planning will send a letter to WAPC confirming conditions have been met and the lots will be created.

24. DOCUMENT CONTROL

DOCUMENT RESPONSIBILITIES:			
Owner:	Development Engineer		
Reviewer:	Manager Infrastructure Planning & Design	Decision Maker:	Director
COMPLIANCE REQUIREMENTS:			
Legislation:	Local Government Act 1995		
Other (Plans, Strategies, Policies, Procedures, Standards, Promapp, Delegations):	Infr CP066 – Guidelines for Subdivisional Development PR027 - Subdivision Construction Guidelines PR043 - Variation to IPWEA Guidelines PR049 - Subdivision Application Engineering Review PR057 - Subdivision Site Inspection Guidelines PR062 - Subdivision Application Review		
DOCUMENT MANAGEMENT:			
Risk Rating:	Moderate	Records Ref:	R0001639805
Review Frequency	Biennial	Next Due:	11-09-2026
Version #	Date & Decision Reference:	Synopsis:	
1	11-09-2024 Endorsed	PR063 Created & endorsed by Director	

Note: Changes to Compliance Requirements may be made without the need to take the Procedure to Council or EMT/CEO for review.



POLICY NO:

Infr CP069 - WASTE MANAGEMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link:

Administrative Policy Link:

NA

ADMINISTRATION INFORMATION

History:	1	New	OCM	24/02/10	Res: 33/10	Synopsis:	Policy created.
Version:	2	ENG30	OCM	10/05/12	Res:	Synopsis:	Policy reviewed.
Version:	3	CP069	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP069	SCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	5	Infr CP069	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version:	6	Infr CP069	OCM	23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure that domestic waste is managed in a manner that minimises the risk to public health and follows the Waste Authority's Better Practice FOGO Kerbside Collection Guidelines.

To ensure properties within the appropriate prescribed areas are provided with an effective and timely 2 bin collection service (general waste and recycling), or 3 bin (general waste, recycling, and FOGO- food organics and garden organics) collection service respectively.

To provide clarification on the level of service available to areas outside of the prescribed areas.

3. POLICY

The Shire of Dardanup has a 3-bin kerbside waste services consisting of a weekly 240 litre FOGO kerbside collection, and a fortnightly 240 litre recycling and 140 litre general waste collection, alternating on opposite weeks, respectively.

The 3-bin (general waste, recycling, and FOGO) prescribed areas are listed in the *Shire of Dardanup Health Local Law 2000* as being the urban area town sites of Dardanup, Burekup, and Eaton and the 'smallholdings' areas of Dardanup West/Crooked Brook Rural Residential properties (also known as Coplestone and Padbury Fields). As the small holdings development area continues to extend south into Crooked Brook, these extensions are considered within the same collection precinct, as per the Shire of Dardanup Local Planning Strategy.

The Shire of Dardanup has prescribed the 2-bin (general waste and recycling) collection non residential and non residential rural areas as industrial, commercial and rural. This waste collection service consists of a weekly general waste collection and fortnightly recycling collection.

3.1 Residential and Rural Residential Properties

Residential and Rural Residential properties with approved habitable dwellings within the prescribed area are provided with a Compulsory 3-bin Waste Collection Service consisting of, a single 140 Litre general waste bin and a single 240 Litre recycling bin and a single 240 Litre FOGO bin. Grouped dwelling sites may be supplied with 140 Litre bin where space for storage is limited if requested.

3.1.1 Residential

Residential properties with the townsites of Dardanup, Burekup and Eaton with an approved habitable dwelling within the prescribed area.

3.1.2 Rural Residential

(Appendix ORD: 12.4.3B)

Properties within the smallholding zoning of Dardanup West/Crooked Brooke Rural Residential (also known as Padbury Fields and Copplestone) are within the prescribed area. This includes all extensions of the Dardanup West Rural residential south of Garvey Road, as per the indicative outline within the Local Planning Strategy.

3.2 Non- Residential and Non Rural Residential Properties (Optional)

3.2.1 Light Industrial

A waste collection service may be offered to the light industry lots bordered by Harris Road and Martin Pelusey Road, subject to approval by the Chief Executive Officer and the service provider. This service is a 2-bin waste collection service.

3.2.2 Commercial

A waste collection service may be offered to the commercial properties with the townsites of Dardanup, Burekup and Eaton. This service is a 2-bin waste collection service.

3.2.3 Rural Properties

Rural properties that are not included in the prescribed areas but are located on the waste collection route used by the service providers may request to access the Waste Collection Service.

The properties within these areas are not charged the Rubbish Collection Service Fee. If, however, the owners request the kerbside waste and recycling services and the service providers agree to provide the service, the service may be approved by the Chief Executive Officer and the appropriate fees will be charged.

Council and or its service providers reserve the right to refuse an optional service to any property not within the prescribed areas.

3.2.4 Non-Residential Areas – Ferguson Valley Rural Extension

Rural properties along selected roads within the Ferguson Valley can voluntarily apply for a 2-bin (general waste and recycling) waste collection service. These roads are selected by Council, or under Chief Executive Officer delegation.

3.2.5 Non-Residential Areas – General Rural

Rural properties and small holdings that are not included in the prescribed area or within the waste collection service areas are not charged the Compulsory Waste Service Fee.

The kerbside general waste, recycling and FOGO services are generally not provided to these areas.

3.3 Additional Bin Service

Additional general waste, recycling and FOGO bins are available to properties within the collection area on request. Additional services will be charged at a rate equal to the rate as defined in the Shire of Dardanup Fees and Charges – Rubbish Charge (Additional Service).

3.4 Tip Passes

Tip Passes for the Shire of Dardanup Banksia Road Waste Transfer Station are available for purchase from the Shires Eaton and Dardanup administration offices, and directly from the Waste Transfer Station. The passes may be used for the disposal of Domestic Waste and general household yard waste.

(Appendix ORD: 12.4.3B)



POLICY NO:

Infr CP073 – ROADSIDE FIRE HAZARD MANAGEMENT – RURAL AND SEMI RURAL AREAS

GOVERNANCE INFORMATION

Procedure Link:		Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM: 22/02/95		Synopsis:	Policy created. 25/01/2005
	1	A2.6	OCM: 21/10/03	Res: 410/03	Synopsis:	Reviewed Policy Adopted
		ENG35	OCM: 10/05/12	Res:		Reviewed Policy Adopted
Version:	2	CP073	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP073	SCM 30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version	4	Infr CP073	OCM 28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	5	Infr CP073	OCM 23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To reduce the risk of fire by undertaking fire hazard management on roadside verges.

3. POLICY

Council recognises the concerns of rural and semi-rural property owners regarding potential fire hazards on some roadsides and the need to manage fuel load and its associated risks.

Slashing

The burning of dry grass and material from sections of roadsides, for the purpose of removing fire hazards, are subject to:

- The adjoining property owner(s) supporting the burn. The Shire will assist in providing public notices to adjoining landowners.
- Burning is to be carried out by members of a registered Bushfire Brigade of the Shire under the supervision of the Fire Control Officer or Captain.
- Brigades are only authorised to burn by way of an approved Shire of Dardanup Prescribed Roadside Burn Application, issued with or without conditions as are considered appropriate for each section of roadside.
- All reasonable precautions are taken to protect flora and fauna during the course of roadside burning (pest plants and wild weeds excluded).
- Traffic Management is prepared and implemented by appropriately qualified and trained personnel.
- The Shire will provide assistance in arranging the traffic management plan and its implementation.



POLICY NO:

Infr CP074 – ASSET MANAGEMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM: 22/02/95	Synopsis:	Policy created. 22/01/1995
	1	ENG36	OCM: 17/04/13 Res: 106/13		Reviewed Policy Adopted
Version:	2	CP073	SCM 26/07/18 Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP074	SCM 30/09/20 Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version	4	Infr CP074	OCM 28/09/22 Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	5	Infr CP074	OCM 23/10/24 Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy aims to:

- Outline asset management objectives, targets and plans for the assets managed by the Shire of Dardanup.
- Establish a platform for service delivery associated with those assets.
- Provide the framework that enables the Asset Management Strategy and Plans to be produced; and
- Support a 'whole of life' and 'whole of organisation' approach to asset management.

3. DEFINITIONS**Asset Management** is defined as:

The systematic and coordinated activities and practices of an Organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of its assets.

Source: International Infrastructure Management Manual (V4.0 - 2011)

An asset, with respect to Local Government, is defined as a tangible physical item that is required to deliver services essential for the normal and proper functioning of a community.

The Shire recognises that it has a varied portfolio of assets under its control. The Department of Local Government (WA) defines these assets as follows:

(Appendix ORD: 12.4.3B)

Local Government Asset Classes	Sub-Class Examples
Land	Reserves, Botanical Garden, Parks, Sportsground and Playing Fields, Landfill Sites, Cemeteries and other land assets requiring management.
Buildings	Administration buildings, animal shelters, libraries, public toilets, halls, heritage listed sites and other building assets requiring management.
Infrastructure	Road networks (sealed, gravel, reseals, formed) including car parks, pavement, seal, kerb and channel, drainage, traffic management, furniture and signs, lighting and paths, drainage networks (including open channel storm water drains), flood mitigation networks, water supply network, sewerage networks (including waste treatment facilities), bridges airports, wharves, piers, jetties and pontoons, infrastructure on parks, gardens and reserves, tunnels, retaining walls, sea and river walls, canals as well as other infrastructure assets requiring management.
Information Technology	Hardware (including computers, monitors, servers, network hubs), software (including all operating software – excluding internally developed software, specialist software e.g. finance/GIS, customer service systems), communications (telephone systems, radio systems, fibre optics conduits/pipe), application specific technology (CCTV cameras/systems, CCTV monitoring room equipment, GIS recording units) as well as other information technology requiring management.
Plant and Equipment	Vehicles (including corporate fleet, service vehicles e.g. rubbish collection vehicles/ranger vehicles, works vehicles; heritage plant), equipment (including: fixtures and fittings, furniture, street cleaning equipment, roads/paving equipment, parks equipment, heritage equipment, library books) as well as other plant and equipment assets requiring management.
Other Assets	Off road paths, beaches, urban open space, street scapes and any other assets requiring management.

3. POLICY

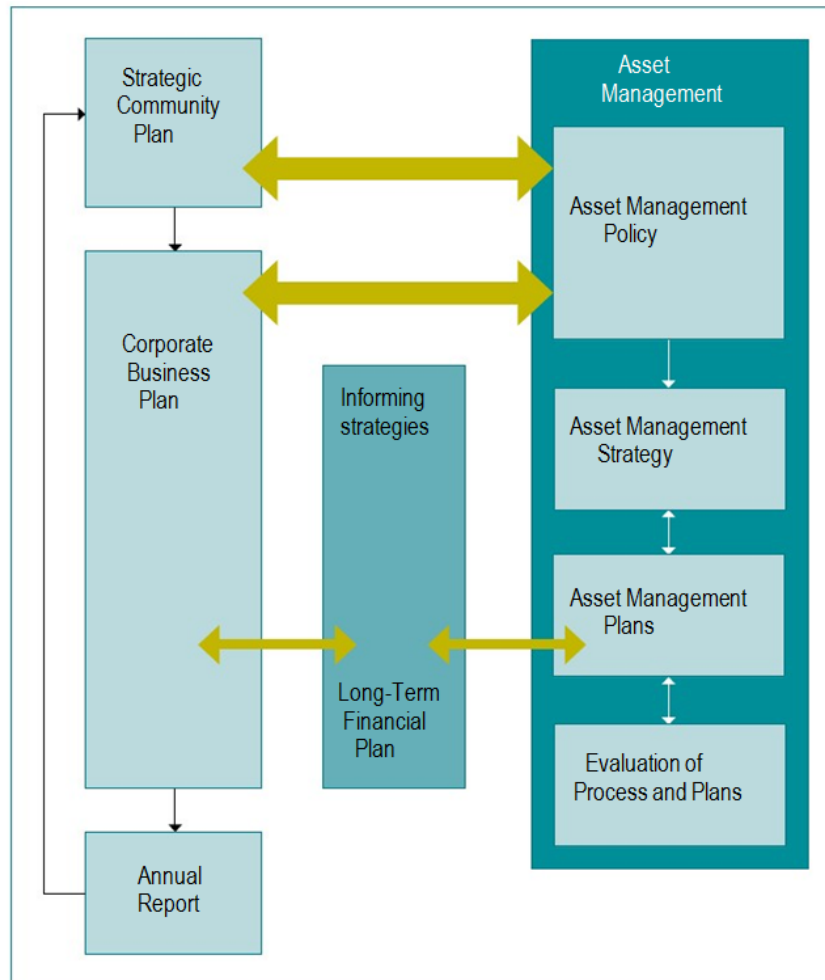
The Shire of Dardanup recognises the importance of Asset Management in its core duties as a local government.

The Shire of Dardanup shares the responsibility for the management of each Asset Class as follows:

Asset Class	Department Responsible
Land	Infrastructure
Buildings	Infrastructure
Infrastructure	Infrastructure
Plant and Equipment	Infrastructure Corporate & Governance
Information Technology	Corporate & Governance
Other Assets	Infrastructure

This Asset Management Policy forms part of the Integrated Planning process that has been adopted by the Shire of Dardanup, linking into the Shire's Strategic Community Plan, Corporate Business Plan and Strategic Financial Plan as shown below.

(Appendix ORD: 12.4.3B)



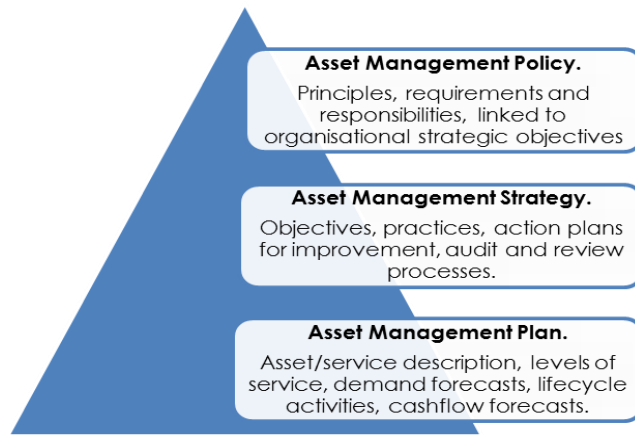
Source: Asset Management – Framework and Guidelines
Department of Local Government (WA) – May 2011

Council will ensure that its asset management practices and decisions:

- Provide effective and efficient management of assets owned and/or managed by the Shire of Dardanup.
- Provide transparency in the decision-making processes undertaken with respect to the management of assets.
- Comply with the requirements and intent of relevant legislation.
- Are consistent with Council's strategic, corporate, and financial directions; and
- Suited to the current and future community need and capacity.

Asset Management will be delivered in the Shire of Dardanup by Shire Officers following the procedures and guidelines outlined in the Asset Management Strategy and in the Asset Management Plans that have been developed for each Asset Class.

(Appendix ORD: 12.4.3B)



In the development of Asset Management documentation for use by the Shire of Dardanup, Shire Officers shall use the guiding principles outlined in the following documents:

- Asset Management – Framework and Guidelines
Department of Local Government (WA) – May 2011
- International Infrastructure Management Manual
- Institution of Public Works Engineers, Australia (IPWEA) V4.0 – 2011
- Risk Management – Principles and Guidelines
AS/NZS ISO 31000:2009
- Quality Management Systems (AS/NZS ISO 9001:2008)

Shire Officers shall ensure that the following areas are considered in the preparation of Asset Management documentation:

- Public Safety
- Sustainability
- Governance
- Financial Management
- Stakeholder Consultation
- Quality Management
- Risk Management
- Industry Best Practice

Asset Management documents will be “living documents” to be reviewed on a regular basis. This will ensure that the management of assets within the Shire remains current, relevant and in line with industry best practice.

A schedule for the review of these documents is outlined below:

Document	Review
Asset Management Policy	Every 2 years
Asset Management Plans	Every 4 years
Program of Works and Long-Term Financial Plan	Every 1 year

The International Infrastructure Management Manual (2011) describes a process for determining the “Maturity Level” of an organisation with respect to Asset Management. On a bi-annual basis, the Shire of Dardanup shall determine its “Asset Management Maturity Index” and report this in its Annual Report. The aim, to ensure the Shire is moving forwards with respect to Asset Management, management practices.

(Appendix ORD: 12.4.3B)



POLICY NO:

Infr CP076 - SHIRE RESOURCES FOR FIRE MANAGEMENT ACTIVITIES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM: 23/10/98	Res: 983/98	Synopsis:	Policy created. 23/10/1998
	1	DEV1	OCM: 10/05/12	Res:	Reviewed Policy Adopted
Version:	2	CP076	SCM 26/07/18	Res: 251-18	Reviewed and Adopted by Council
Version:	3	Infr CP076	SCM 30/09/20	Res: 270-20	Reviewed and Adopted by Council
Version	4	Infr CP076	OCM 28/09/22	Res: 243-22	Reviewed and Adopted by Council
Version	5	Infr CP076	OCM 23/10/24	Res: XXX-24	Amalgamation of Policy Infr CP076 and Infr CP056, to one Policy being Infr CP076. Infr CP056 revoked. Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The response to incidents needs to be managed as quickly as possible to get the incident under control, to protect life and property.

This policy enables the Chief Executive Officer, the Shire President, and the Chief Bush Fire Control Officer to expedite the use of Council owned plant and equipment, and/or hire plant and equipment, to protect life and/or property during a fire. It also enables the Director Infrastructure, the Manager Operations, and the Principal Works Supervisor to act quickly when requested to do so, where life and property is threatened.

3. POLICY

The Council authorises:

- The use of Council's Plant and Equipment, at the discretion of the Chief Executive Officer or the Shire President in the absence of the Chief Executive Officer.
- The Chief Bush Fire Control Officer to hire plant and equipment where it is considered necessary to engage additional resources to protect life and/or property, at the discretion of the Chief Executive Officer or the Shire President in the absence of the Chief Executive Officer.
- The Chief Executive Officer to allow Shire works staff and plant to attend incidents within the Shire, or in adjoining Shires when practical to do so, with no costs to be charged against the landowner for any assistance given. Noting that:
 - the Chief Executive Officer is given discretion to seek payment of costs in cases whereby the incident is demonstrated as being the result of negligence or an act committed in contravention to a notice or requirement of law.
 - Shire staff are under the control of the Chief Fire Control Officer or incident controller whilst in attendance at the fire.

This policy does not limit the Shire President's authority to authorise expenditure in an emergency under section 6.8 (1) (c) of the *Local Government Act 1995*.

4. REFERENCE DOCUMENTS

Local Government Act 1995 5.41 (CEO)

Local Government Act 1995 6.8 (1) (c) (President)

Bush Fires Act 1954 36 (Council expenditure)

Bush Fires Act 1954 39 (d) (g) (Bush Fire Control Officers)



POLICY NO:

Infr CP117 – MAINTENANCE OF VERGES BY THE SHIRE

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	CP117	SCM	26/07/18	Res: 251-18	Synopsis:	Created and Adopted by Council
Version:	2	Infr CP117	SCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version	3	Infr CP117	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	4	Infr CP117	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To define the circumstances and locations whereby the Shire will undertake the maintenance of road verges.

3. POLICY

This policy applies to road verges in both built up areas and outside built-up areas in the Shire of Dardanup.

3.1 Outside Built Up Areas

3.1.1 Rural Areas

Adjoining property owners are not permitted to maintain road verges in rural areas unless it is the portion of road reserve beyond the road maintenance zone (i.e. between the outside batter of the roadside drain or embankment and the property fence line. This area must only be accessed from within the area that is permitted to be maintained.

Any works or access to the verge between the roadside drain and the road pavement is considered a high risk due to the road and speed environment and therefore property owners are not permitted to work in this verge area without the necessary safety precautions (i.e. approved traffic management plan and traffic control) and approval from the Shire.

The Shire of Dardanup will undertake any maintenance works deemed necessary along rural roads subject to programming, resources and priorities.

3.1.2 Semi-rural Areas

Adjoining property owners are permitted to maintain road verges in semi-rural areas along roads that are classed as local access roads.

Any works or access to the verge on roads classed as a local distributor is subject to the same conditions as with rural roads.

The Shire of Dardanup will undertake any maintenance works deemed necessary along semi-rural roads subject to programming, resources and priorities.

3.2 Within Built Up Areas:

3.2.1 Residential Areas

The Shire of Dardanup will undertake the maintenance and upkeep of road verges in the following locations and circumstances:

- Road verges adjoining public open spaces and reserves.

(Appendix ORD: 12.4.3B)

- Road verges in front of community and public building owned by the Shire of Dardanup.
- Eaton Drive except for the sections where properties have direct frontage to the road.
- Ferguson Road (Dardanup townsite).
- Boyanup Picton Road (Dardanup townsite).
- Russell Road between Clarke Street and Rose Street (Burekup townsite).
- Road verges adjacent to undeveloped land.
- Entry statements and landscaped features in estates. These areas shall be mapped and identified in the Shire's GIS system.
- Those sections of the verge that contain drainage infrastructure including tree pits, vegetated swales and WSUD drainage gardens.

The Shire does not undertake the maintenance and upkeep of side verges at corner lots.

3.2.2 Industrial Areas

The Shire of Dardanup will undertake the maintenance and upkeep of road verges in the following locations and circumstances:

- Road verges adjoining public open spaces, and reserves.
- Road verges adjacent to undeveloped land.
- Undeveloped road verges adjacent to developed properties (slashing of long grass and periodic spraying if and when necessary)
- Entry statements and landscaped features in estates. These areas shall be mapped and identified in the Shire's GIS system.

3.2.3 Commercial Areas

The Shire of Dardanup will undertake the maintenance and upkeep of road verges in the following locations and circumstances:

- Road verges adjoining public open spaces, and reserves.
- Road verges adjacent to undeveloped land.
- Entry statements and landscaped features where agreed to. These areas shall be mapped and identified in the Shire's GIS system.
- Any other areas via agreement with local businesses.

3.2.4 Trees

Refer to Tree Management Policy Infr CP121.

4. **REFERENCE DOCUMENTS**

Infr CP121 Tree Management Policy



POLICY NO:

Infr CP403 – COMMEMORATIVE PLAQUES IN PUBLIC SPACES

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	Infr CP403	OCM:	22/03/23	Res:	49-23	Synopsis:	Policy created
Version	2	Infr CP403	OCM	23/10/24	Res:	XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup often receives requests from residents to install Commemorative Plaques within public spaces, to commemorate the lives of deceased prominent community members with a connection to the Shire.

The purpose of this policy is to establish the framework within which applications for Commemorative Plaques within the Shire of Dardanup will be assessed. This policy will:

- Provide Council with a consistent process for dealing with requests for the use of public space to allow for Commemorative Plaques.
- Establish criteria that defines which individuals will be eligible for a Commemorative Plaque.
- Provide a list of public spaces within the Shire of Dardanup where Commemorative Plaques may be erected.
- Provide a clear set of standards and design specifications for Commemorative Plaques.
- Outline the responsibilities of the applicant and Shire officers throughout the application and installation process.

3. POLICY

The Shire of Dardanup may, at its discretion, permit the installation of Commemorative Plaques recognising prominent community members based on the guidelines of this policy. The policy, however, does not extend to the following areas:

- Cemeteries or Niche Walls
- Roadside Commemorative Plaques near the location of a fatality. In these instances refer to Infr CP063 Roadside Markers..

3.1 Applications Process

Applicants must submit a completed application Form 237 to the Shire. Through this form, the applicant will provide the following information:

- Name of person to be commemorated.
- Details providing the justification for a Commemorative Plaque, and evidence to verify this.
- Type of Commemorative Plaque requested.
- Proposed location of the Commemorative Plaque.
- Name and contact details of the applicant.
- Any other relevant information.

The Chief Executive Officer has delegated authority to approve or reject any eligible request and will advise the applicants in writing as to the outcome of their application.

Any extraordinary requests will be taken to Council for consideration, and the applicants will be advised of their decision in writing.

Should an application be approved, the Shire of Dardanup will consult with the applicant to determine the exact location of the proposed Commemorative Plaque.

3.2 Eligibility

To be eligible for a Commemorative Plaque, the deceased person must have been a long-term resident within the Shire of Dardanup (10 years or greater). They must **also** meet one of the following criteria:

- Have strong historical links to the Shire of Dardanup, or links to a significant event in the Shire's past; and/or
- Have made a notable contribution to a particular community sector (e.g. cultural, political, economic, sporting, artistic, etc.)

In exceptional circumstances applications will be determined on a case-by-case basis by Council. Should the individual not meet the above criteria, Council may decide to approve the application.

Only one Commemorative Plaque per person shall be approved. Commemorative Plaque applications may be rejected if the person being commemorated has already been recognised within the Shire (for example, if a long-time volunteer for the lawn bowls committee already has a plaque erected at the bowls club, it is unlikely that they will receive a Commemorative Plaque recognising those same achievements within a public reserve). Applications for permanent Commemorative Plaques will only be considered where the person has been deceased for a minimum of 12 months.

Applications made by community members must be supported by the family of the deceased person, and the application form must contain the signature of the deceased person's spouse or children.

3.3 Type of Commemorative Plaque

The Shire of Dardanup may allow for either the installation of a plaque on an existing park bench, or the installation of a plaque on an existing structure such as a rock or wall.

Plaques are a flat piece of metal featuring an inscription, and must adhere to the following standards:

- Maximum size 100mm x 200mm
- To be constructed from either 3mm Marine Bronze, or 1.6mm Marine grade stainless steel
- Typeface and text must be clearly legible, and text to be approved by Shire staff.
- No more than 100 words.
- Only one plaque per bench permitted.

3.4 Location of Commemorative Plaque

The desired location must comply with existing Council policies and development plans for the upgrading of the area. The following locations may be considered for Commemorative Plaques:

- Eaton/Millbridge
 - o Eaton Foreshore
 - o Watson Reserve
 - o Cadell Park
 - o Glenhuon Oval Playground
 - o Peninsula Lakes Park
- Dardanup
 - o Carramar Park
 - o Wells Recreation Ground
- Burekup
 - o Burekup Oval

A particular location within these areas may be requested, however final approval will remain with Council. The exact location of the Commemorative Plaque will be confirmed on site by Shire staff.

3.5 Installation and Maintenance

(Appendix ORD: 12.4.3B)

The applicant will be responsible for all costs associated with the design, production, and installation of the Commemorative Plaque. Once an application has been approved Shire staff will provide the applicant with a written estimate of all costs. Payment must be provided in full prior to any works commencing.

The acquisition, production, and associated installation of plaques will be carried out by the Shire of Dardanup.

Once installed, all Commemorative Plaques will become the property of the Shire of Dardanup. Should the applicant want to carry out any maintenance or modification to the Commemorative Plaque, they must first obtain approval from Shire staff.

3.6 Removal of Commemorative Plaque

The Shire of Dardanup reserves the right to remove Commemorative Plaques should it receive information, which is subsequently confirmed, that indicates that the memorialised person was not of good character.

If it becomes necessary for the Shire to remove the Commemorative Plaque (for example due to damage, vandalism, or other operational reason) the Shire gives no guarantee that the Commemorative Plaque will be replaced.

If, for any reason, the applicant or family of the deceased person seeks to have the Commemorative Plaque removed, they must submit an application in writing to the Shire. The applicant will be responsible for any costs associated with removing the Commemorative Plaque and returning it to the applicant.

Commemorative Plaques will remain in place for a period no longer than 25 years, after which time they will be returned (if possible) to the original applicant.



POLICY NO:

SDev CP005 – KEEPING OF BEES**GOVERNANCE INFORMATION**

Procedure Link:

NA

Administrative Policy Link:

NA

ADMINISTRATION INFORMATION

Version:	1	New	OCM	26/06/19	Res: 181-19	Synopsis:	Policy created.
Version:	2	SDev CP005	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and adopted by Council.
Version:	3	SDev CP005	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version	4	SDev CP005	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The purpose of this Policy is to provide direction to Council in the processing of applications to keep bees in accordance with the Shire of Dardanup *Health Local Law 2000 (amended 2014)*.

The objectives of this Policy include:

- To provide an objective framework for the assessment and processing of applications to keep bees within the District.
- To require beekeepers to operate in compliance with specified industry codes.
- To permit the keeping of bees where this is consistent with public safety and social amenity.

3. DEFINITIONS

The terms used in this Policy are defined as follows, consistent with the Local Law.

Apiary	A place where honey bees are kept in hives
Bee Hive	Housing for a Bee Colony
Rural Beekeeping	Beekeeping on land that is not zoned Residential, Small Holding or Industry (Light/General)
Urban Beekeeping	Beekeeping on non-rural sites (Residential, Small Holding and Industry)

4. POLICY

This policy applies to the keeping of bees within the Shire of Dardanup. The Local Law prohibits the keeping of bees anywhere within the District unless approval to do so has been granted by the Council.

4.1 Rural Beekeeping

1. Applications to keep bees within rural areas (expected to be mainly rural sites in the General Farming zone under TPS3) are expected to comply with the *“National Best Management Practice for Beekeeping in the Australian Environment”*.
2. Applications shall be in writing (‘Form 204 – Application Form – Keeping of Bees’ or similar information), with plans and supporting information to show how the *“National Best Management Practice for Beekeeping in the Australian Environment”* will be met.
3. Applications from landowners to have less than 20 self-managed hives will not be notified to neighbours, provided the hives are located more than 50m from any neighbouring dwellings and *“National Best Management Practice for Beekeeping in the Australian Environment”* will be met.

(Appendix ORD: 12.4.3B)

4. Applications from landowners for 20 or more hives, and all situations where hives will be 50m or less from neighbouring dwellings will be notified to neighbours. Where Development Approval is required for the use or works associated with the keeping of bees, notification may be combined with Town Planning notification.
5. Applications under 3 above, or 4 above where no objections are received, and where the activity will be managed in accordance with the *“National Best Management Practice for Beekeeping in the Australian Environment”* may be granted approval by Environmental Health Officers under delegated authority.
6. Where objections have been received or the applicant has not demonstrated that the activity will be managed in accordance with the *“National Best Management Practice for Beekeeping in the Australian Environment”*, the application will be determined by Council. It is expected that these applications will not be supported unless the applicant is able to demonstrate that the activity will not result in adverse off-site impacts.
7. Applications from Registered Commercial beekeepers to temporarily locate hives on property within the Shire must contain beekeeper name and contact details, property address, number of hives and approximate dates that hives will be present on the property. Applications may be approved by Environmental Health Officers under delegated authority, and approvals will specify that all hives must be located a minimum of 50m from adjoining dwellings, and all DPIRD requirements including the display of signage at the entry to the property must be met.

4.2 Conditions of Approval - Rural Beekeeping

If Council (or staff under delegated authority) determines to approve an application to keep bees, conditions may be imposed on the approval including, but not limited to, the following:

1. Compliance with the *“National Best Management Practice for Beekeeping in the Australian Environment”*, including the provision of water close to the hive location.

4.3 Urban Beekeeping

This applies to applications for beekeeping on non-rural sites (expected to be mainly residential, small holding and industrial):

1. Hive density and location in urban areas are expected to meet the *“Western Australian Apiarists’ Society Best-Practice Guidelines for Urban Beekeeping (2020)”*.
2. All applications must be in writing (‘Form 204 – Application Form – Keeping of Bees’ or the equivalent information), with plans and supporting information to show how the application will meet the *“Western Australian Apiarists’ Society Best-Practice Guidelines for Urban Beekeeping (2020)”*.
3. Management of hives by the site occupier is encouraged. Applications where the hives be managed by a person not living on the property will still be accepted but are not able to be approved through staff delegated authority and must be considered by Council.
4. All applications will be assessed and the owners and occupiers of adjoining properties and any schools, childcare centres, or aged care facilities within 100m of the lot are to be notified. Where Development Approval is required for the use or works associated with the keeping of bees, notification may be combined with Town Planning notification.
5. Applications with no objections, a maximum hive density consistent with the *“Western Australian Apiarists’ Society Best-Practice Guidelines for Urban Beekeeping (2020)”* (the Guidelines), not within 100m of a Reserve, school, childcare centre, aged care facility, or other public space, and managed by the occupier with full compliance with the Guidelines are able to be approved by an Environmental Health Officer under delegated authority.
6. Council will determine applications that have one or more of the following elements:
 - Objections.
 - A greater hive density than specified in the Guidelines.
 - A hive placement other than as specified in the Guidelines.
 - Within 100m of a Reserve, or other public space.
 - Hives that will not be managed by the site occupier.
 - Do not comply with the *“Western Australian Apiarists’ Society Best-Practice Guidelines for Urban Beekeeping (2020)”*.

(Appendix ORD: 12.4.3B)

It is expected that these applications will not be supported unless the applicant is able to demonstrate that the activity will not result in off-site impacts.

4.4 Conditions of Approval (Urban Beekeeping)

If Council (or staff under delegated authority) determines to approve an application to keep bees, conditions may be imposed on the approval including, but not limited to, the following:

1. The maximum number of hives permitted.
2. The activity must comply with the “Western Australian Apiarists’ Society Best-Practice Guidelines for Urban Beekeeping (2020)” at all times.
3. Advice notes:
4. It is the responsibility of the operator to comply with the requirements of other legislation.
5. Where building work is carried out, or the use of a building changes, a Building Application or evidence of compliance with the Building Code of Australia may be required.
6. Processing of all bee or honey products intended to be sold for human consumption (honey, royal jelly and propolis) will require food business approval, in accordance with the *Food Act 2008*.
7. A Development Application approval under TPS3 will be required when building works are carried out in association with the beekeeping activity, or the processing or sale of bee products, or when the extraction, bottling or packaging of honey occurs for the purpose of sale.
8. Permission will not be granted for the keeping of hives on Shire reserves or other public places administered by the Shire unless a lease or similar agreement has been made with the Shire as the administrator of the land giving the legal right to use the land for beekeeping purposes.
9. All beekeepers in Western Australia are required to register with the Department of Primary Industries and Regional Development (DPIRD) and comply with all DPIRD requirements.

4.5 Revocation of Approval

- If it is the opinion of an Environmental Health Officer the approved beehives are causing a nuisance, the Council may direct any bees or approved beehives to be removed.
- If Council is notified of a new concern regarding the keeping of bees on a particular property, the application will be reconsidered by Council and approval may be revoked.

5. REFERENCE DOCUMENTS

The Shire of Dardanup Health Local Law 2000

“National Best Management Practice for Beekeeping in the Australian Environment”

“Western Australian Apiarists Society Best-Practice Guidelines for Urban Beekeeping (2020)”

Shire of Dardanup Town Planning Scheme No. 3 (TPS3).



POLICY NO:

SDev CP030 – LOCAL PLANNING POLICY -CONSTRUCTION OF OUTBUILDINGS IN THE ‘SMALL HOLDING’ ZONE PRIOR TO COMPLETION OF A DWELLING

GOVERNANCE INFORMATION

Procedure Link:

Administrative Policy Link:

ADMINISTRATION INFORMATION

History:	1	NEW	OCM	18/05/16	Res: 112/16	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP030	OCM	30/09/20	Res: 269-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	SDev CP030	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version:	5	SDev CP030	OCM	25/09/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of the policy is for Council to establish a clear position for the construction of outbuildings on lots zoned ‘Small Holding’, prior to the construction of an approved dwelling on the same lot.

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Div. 2 of the Planning and Development (Local Planning Scheme) Regulations 2015 and Part VIII of Town Planning Scheme No.3.

3. DEFINITIONS

All other words and expressions in this policy have their normal and common meaning, and as defined in Part 1, Clause 1.8 of the Shire of Dardanup Town Planning Scheme No.3, the *Planning and Development Act 2005*, the *Planning and Development (Local Planning Schemes) Regulations 2015* or State Planning Policy 7.3 - Residential Design Codes of WA.

4. POLICY

4.1 Unless otherwise exempt in TPS3, the Regulations, or ‘SDev CP091 – LPP - Exempted Development and Land Use Policy’, all outbuildings within the Small Holding zone require Development Approval prior to their construction.

4.2 All Development Approval applications under the scope of this policy will be assessed having regard to this policy, and may only be supported where the following conditions are met:

- Building permit for a dwelling on the lot has been issued.
- Only one (1) outbuilding prior to the completion of a dwelling may be supported.
- The proposed outbuilding shall not be used for human habitation purposes.
- The proposed outbuilding shall not be used for any commercial or industrial use.

4.3 Notwithstanding Part 4.2 above, if the Shire considers that the outbuilding proposed on the vacant lot has the potential to visually impact upon the amenity of the locality, the application will be refused.

Application

This policy applies to the development of all outbuildings in the ‘Small Holding’ zones under TPS3, where a proposed outbuilding will be constructed prior to completion of a dwelling on same lot.

This policy does not apply if there is an existing dwelling on the same lot.

5 REFERENCE DOCUMENTS

Planning and Development Act 2005

(Appendix ORD: 12.4.3B)

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)
Shire of Dardanup Town Planning Scheme No. 3 (TPS3).



POLICY NO:

SDev CP033 – TRADERS ON SHIRE RESERVES AND ROAD VERGES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	NEW	OCM	14/12/16	Res: 352/16	Synopsis:	Policy created.
Version:	2	CP033	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	CP033	OCM	29/08/18	Res: 277-18	Synopsis:	Amended by Council
Version:	4	CP033	OCM	27/03/19	Res: 49-19	Synopsis:	Revised Policy Adopted
Version:	5	SDev CP033	OCM	26/08/20	Res: 266-20	Synopsis:	Amended by Council
Version:	6	SDev CP033	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVE

The purpose of this Policy is to provide direction to the Shire of Dardanup Council in the processing of applications for Stallholder's and Trader's Permits to trade from public places within the Shire of Dardanup in accordance with the Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'.

The objectives of this Policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire's reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

3. DEFINITIONS

The terms used in this Policy and their definitions are as follows:

TERM	DEFINITION
Public Place, Stall, Stallholder, Stallholder's Permit, Trader's Permit, Trader, Trading	As per Local Law
Trading permit	A stallholder's or trader's permit
Mobile Trader	A trader selling goods and services in a public place whose vehicle / equipment can be completely removed from site at the end of each day.
Roaming Trade	Trading from a vehicle on the road reserve, with the trader remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
Local Law	Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law'

4. POLICY

This policy applies to mobile traders within the Shire of Dardanup and includes the following types of mobile traders:

1. **Type 'A'** — Mobile traders utilising a vehicle, caravan, trailer or stall for the purpose of trading in a public place;
2. **Type 'B'** — Mobile traders providing a service for which minimal equipment is required and which are flexible in terms of location (e.g. fitness, yoga, tai-chi classes etc.);

(Appendix ORD: 12.4.3B)

3. **Type 'C'** — Roaming Mobile traders utilising a vehicle, caravan or trailer for the purpose of trading utilising a public road reserve and remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
4. **Type 'D'** — Residents trading from a stand or stall on the road verge adjacent to their residential property within residential areas of town-sites.

This Policy provides specific application and operational requirements for all mobile trading occurring on the Eaton Foreshore Reserves and other public places within the Shire of Dardanup. Trade locations must be suitable for trader activity based on ease of access for traders, minimal disruption to services (water, electrical), pedestrian and public safety, and traffic flow and other relevant considerations.

'Type A or C' Traders – Application Process – Eaton Foreshore Only

- a) A maximum of three 'Type A or C' traders are permitted to operate, within an approved trade location, at Eaton Foreshore.
- b) Approved trade locations are available on a first-come-first-serve basis, to any 'Type A or C' trader that holds a valid Permit to Trade issued by the Shire of Dardanup.
- c) Approved trade locations are not exclusive to any particular trader and cannot be reserved.
- d) Approved trade location/s at Eaton Foreshore will be decided based on agreement with the applicant and the relevant departments of the Shire. Departments shall have regard to pedestrian safety, traffic safety, vehicular flow, compliance with traffic laws, impact on facilities and services in the Reserve (water, electricity, infrastructure and equipment), and potential nuisance issues.
- e) Traders must be engaged in an approved trade activity while occupying an approved trade location.
- f) When the trade activity has ended, the mobile trade vehicle/s and associated infrastructure must be removed from the Eaton Foreshore.
- g) Traders must carry suitable indemnity cover and must abide by the conditions of their Permit to Trade at all times.

Application Process

- 'Type A' Traders – Shire Reserves and Other Public Places
 - 'Type B' Traders – Any Public Place including Eaton Foreshore
 - 'Type C' Traders – Roaming Trade
 - 'Type D' Traders – Road Verge Trading adjacent to resident's home.
- a) Applications must be by 'Form 150 – Application Form – Trader's Permit – Food Vehicle' or 'Form 203 – Application Form – Trader's Permit – General'.
 - b) Applications can be submitted at any time throughout the year.
 - c) Applicants may specify only one vehicle / van / stall (including Type C) per application. Application fee and fee for trading duration apply.
 - d) Applications involving multiple vehicles / vans / stalls will be required to lodge a separate application for each vehicle, and pay a separate application fee and fee for trading duration for each vehicle / van / stall. Applicants will be issued with a separate permit for each vehicle / van / stall.
 - e) Applicants may specify one or more trading location per application.
 - f) Applications may be approved by staff under the delegated authority of Council.
 - g) Applications by Type B traders may be made for the Foreshore and other public places in the Shire, excluding Gnomesville.

(Appendix ORD: 12.4.3B)

- h) Applications by Type C traders may be approved for a town-site/s in the Shire.
- i) Limits may be imposed on the number of 'Type A and C' traders that are permitted to operate at a specific location any one time. When these limits are imposed, exercise of trading permits shall be on a "first come, first served" basis.
- j) 'Type A' permits may be restricted to specific locations or general trading areas within specific reserves or other public places.
- k) 'Type B' traders may be excluded from particular locations on a reserve or other public place.
- l) The existing operation of a similar business on a reserve or other public place will not be a means to refuse any application for a trading permit.
- m) Type C trade permits may not be issued for areas outside of town-sites due to higher speed limits, and potential traffic safety risks.
- n) Type C trade is not permitted at Gnomesville as this form of trade is not accommodated under the Gnomesville Masterplan.

General Matters (Applicable to 'Type A', 'Type B', 'Type C' and 'Type D'):

- a) Traders Permits will not be issued for Gnomesville unless permitted by the Gnomesville Masterplan and approved by Council.
- b) Traders activities are not to interfere with other users of the reserve or other public place.
- c) Traders whose trading involves the selling or distribution of food and/or drinks are to comply with the Food Act 2008 and the Food Standards Code.
- d) Traders shall ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.
- e) The Shire reserves the right to vary the conditions of a stallholder's or trader's permit at any time.
- f) The Shire may cancel a stallholder's or trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or provision of any written law which may relate to the activity regulated by the permit.
- g) All stallholder's and trader's permits will be issued for a maximum of 12 months and will be valid from 1 July to 30 June of the following year. If granted after 1 July, stallholder's and trader's permits will be valid from the date of issue to 30 June of the following year.
- h) Where an Organisation has an existing agreement with Council for the use of a reserve or other public place, written approval from that Organisation must be submitted with any trading permit application seeking approval to trade from the public place subject to an existing agreement.
- i) Where an Organisation or individual has a lease agreement giving them the exclusive right of access to an area of public land, trading activities on that portion of land to which they are granted exclusive rights of access will not be subject to the Local Law or this policy as the land subject to the lease is not within the definition of a public place.
- j) A trader shall not conduct trading at the Eaton Foreshore on the day of the Eaton Foreshore Festival, at the Dardanup Oval (Wells Park) or Dardanup Hall during the Dardanup Bull and Barrel Festival or while setup for the Dardanup Bull and Barrel Festival is occurring, or on any reserve or other public place while a Shire of Dardanup organised event is occurring, unless otherwise approved by the Shire event organiser.
- k) 'Type D' applications from property owners to have a stand or stall on the road verge adjacent to their property will be assessed to check that it is safe for customers to reverse onto the carriageway before approval will be granted. Approvals will be granted for Local Access Streets only. Applicants will be recommended to have adequate level on insurance/liability cover for the trade activity.
- l) 'Type D' applications may be approved under staff delegated authority provided all of the following are met:

(Appendix ORD: 12.4.3B)

- The primary purpose of the site must be residential.
 - Approval will be limited to the sale of produce grown on the property (fruit, vegetables, flowers, plants and other plant products).
 - Where produce is edible, approval will be limited those foods that are Very Low Risk (as determined by the Environmental Health Officer).
 - Stands and stalls will be limited to a maximum of 2m² excluding any umbrella used for shade and must be located on the road verge adjacent to the property boundary and close to the property driveway.
 - No intrusion is permitted onto any footpath.
 - The stand or stall is permitted to be in place on the road verge during daylight hours only and must be removed from the road verge and placed within the property boundary before sunset each day.
 - The driveway of the property must remain unobstructed to allow customers to park off the carriageway where they will not obstruct the footpath.
 - Where an application meets all of the above points, staff may request that the CEO consider a fee waiver of trading permit fees. **Note:** *where food is sold an application for registration of a food business is required, along with payment of the application fee.*
- m) 'Type D' applications that do not meet the above criteria must be considered by Council. Where applications involve the sale of items not produced on the applicant's place of residence, neighbour's approval will be required, and trading permit fees apply unless the items sold are for a not-for-profit or charitable organisation. Where an application is approved by Council, applications for Trade Permits in the years following may be issued under staff delegated authority with the same conditions.
- n) In determining applications for trading permits, Council will have regard to Clause 5.5 of the Local Law and the following criteria:
- Benefit to the community;
 - Experience of the trader;
 - Appearance and quality of the operation and equipment;
 - Safety management measures implemented by the trader;
 - Risk management measures implemented by the trader;
 - The appropriateness of the activity/ business having regard to pedestrian, patron and vehicular safety within the area;
 - The appropriateness of the activity/ business having regard to the purpose for which the land is reserved, used or zoned;
 - The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
 - The availability of ablution facilities if required for the trading activity: and
 - The extent to which previous trading permits have been utilised, if applicable.

Conditions of Approval (General)

If Council determines to approve an application for a stallholder's or trader's permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.2, 5.3 and 5.6 of the Local Law and the following:

- The trader shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
- The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
- The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.
- The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.
- The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.
- This permit cannot be transferred to another trader.
- This permit is valid for a maximum period of 12 months, expiring on 30 June.
- The trader shall cease trading upon notification from the Shire of any maintenance works or any other matter as determined by the Shire that may be required to be conducted on the reserve or other public place which shall not recommence until such time as the trader is further notified in writing by the Shire.

(Appendix ORD: 12.4.3B)

- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.
- Applicants wishing to install signs are to comply with the requirements of the Town Planning Scheme, and the Shire's Infrastructure Services. And are to complete any necessary applications (prior to the installation of the sign).

Revocation of Stallholder's or Trader's Permit

Council may revoke a trading permit for the following reasons:

- a) The nature of the trade is different to that approved;
- b) Vehicles and/or equipment are not as described in the application;
- c) Conditions of approval are not being adhered to;
- d) The activity is causing a nuisance to other users of the public place or nearby residences/landowner.

5. REFERENCE DOCUMENTS

The Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'

(Appendix ORD: 12.4.3B)



POLICY NO:

SDev CP038 – EDUCATIONAL DONATIONS & PERSONAL DEVELOPMENT GRANTS

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	Policy created.		
	1	DEV10	OCM:	10/05/12	Res:	Synopsis:	Reviewed Policy Adopted	
Version:	2	CP044	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
	3	CP044	OCM:	14/08/19	Res:	243-19	Synopsis:	Reviewed and Adopted by Council
	4	CP038	OCM:	29/07/20	Res:	208-20	Synopsis:	Amended and adopted by Council
	5	SDev CP038	OCM:	30/09/20	Res:	270-20	Synopsis:	Reviewed and Adopted by Council
	6	SDev CP038	OCM:	28/09/22	Res:	243-22	Synopsis:	Reviewed and Adopted by Council
	7	SDev CP038	OCM	25/01/23	Res:	04-23	Synopsis:	Reviewed and Adopted by Council
Version	8	SDev CP038	OCM	23/10/24	Res:	XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide positive financial support to not-for-profit community groups/organisations, educational institutions, and individuals to assist with the development of their chosen interest within the Shire of Dardanup.

To provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive, and caring community organisation.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are two (2) categories that financial support can fall into.

- Educational Grants
- Personal Development Grants

3.1 Educational:

The Shire of Dardanup will make an annual donation for a Citizenship Award to all schools located in the Shire of Dardanup, and also to the Australind Senior High School on the following basis:

Primary Schools: Awards to the value (as adopted in the annual budget)

Middle and High Schools: Awards to the value (as adopted in the annual budget)

An allowance for these funds will be included in the draft budget, and notification will be forwarded to the schools via a formal letter upon adoption of the budget.

No application form is required to be submitted; however, a written request is required.

3.2 Personal Development:

The Shire of Dardanup will make an allocation of funds in its budget to promote the personal development (non-professional) of individuals that reside within the Shire of Dardanup. E.g. music, sports, arts, science, cultural or academic.

- An allowance for these funds will be included in the annual budget. Personal Development grants are

(Appendix ORD: 12.4.3B)

available to all age groups;

All applications for Personal Development Grants, shall be made on the “Application form – Personal Development Grant” (Form 116).

- All applicants seeking financial assistance should reside within the Shire of Dardanup.
- To be eligible for the \$400 for State or National representation, a letter from the governing body advising of the applicant’s selection must accompany the application form.
- The applicant should submit documented estimates of expenditure as part of the application (as per application form).
- The proposed development/representation must take place within three (3) months of funding being made available.
- Prior approval must be sought for any substantial change to the assistance request.
- Only one (1) application by an individual or family, for financial assistance per financial year will be considered.

This financial assistance is limited as follows:

- \$400 for State/National representation;
- Funding, up to \$200, is available to attend Master classes in their chosen field interstate and or overseas.

Funding will not be available for the following:

- Entry fees into competitions or to attend competition events/functions;
- Purchase of personal equipment i.e. musical instruments, sporting equipment etc.;
- To attend pre-selection training/recruitment camps;
- Student exchange programs.

3.3 Assessment

Applications for Educational and Personal Development funding will be assessed by the Chief Executive Officer under the delegation of Council.

All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance. Decisions regarding funding applications are final and will not be reconsidered in that funding round. Successful applicants will be asked to submit photographic evidence and testimonial for use on the Shire’s promotional platforms to advise community of benefit and outcomes of the Personal Development Grants.



POLICY NO:

SDev CP044 – COMMUNITY & EVENT GRANTS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	Policy created	
	1	DEV10	OCM:	10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version	2	CP044	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	CP044	OCM:	14/08/19	Res: 243-19	Synopsis:	Reviewed and Adopted by Council
Version	4	CP044	OCM:	29/07/20	Res: 208-20	Synopsis:	Amended and adopted by Council
Version	5	SDev CP044	OCM:	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version	6	SDev CP044	OCM:	28/09/22	Res: 243-22	Synopsis:	Reviewed and Adopted by Council
Version	7	SDev CP044	OCM	25/01/23	Res: 04-23	Synopsis:	Reviewed and Adopted by Council
Version	8	SDev CP005	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups and organisations for projects and events that benefit the Shire of Dardanup community.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are three (3) categories:

Community Grants
Community Event Grants
Regional Event Grants

3.1 Community Grants

The Shire of Dardanup will make an annual allocation of funds in its budget to provide financial assistance to not-for-profit community groups and organisations that can demonstrate an association with the Shire.

Community grants are available for projects and activities within the Shire of Dardanup that;

Foster the distinctiveness of places through the personalisation of community areas;
Activate public places;
Build the skills and capacity of the community;
Leave a lasting positive impact on the community;
Promote accessibility and inclusivity for all members of the community; or
Empower groups to be proactive in the community.

Funding falls into three levels: -

Level 1: Quick Response Community Grants (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total project cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Grants (\$0 - \$1000)

(Appendix ORD: 12.4.3B)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1,001 - \$5,000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources.

Level 3 grants will be open for application twice per year.

3.2 Community Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups and organisations who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels: -

Level 1: Quick Response Minor Community Events (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total event cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1,001 - \$5,000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Level 3 grants will be open for application twice per year.

3.3 Regional Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction. Events should be held within the Shire of Dardanup and/or raise the profile of the Shire of Dardanup.

Regional Event Grants are available for events that;

Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;

Attracts media coverage that raises the profile of the region as a tourist destination;

Involves and inspires the local community;

Improves the vibrancy and vitality of the Shire of Dardanup;

Supports job creation; and

Highlights and profiles the unique features of the place and/or Shire.

(Appendix ORD: 12.4.3B)

Funding will be available of up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Regional Events Grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

3.4 Eligibility

To be eligible to receive a grant from the Shire of Dardanup, the applicant must:

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup, or the application organisation provides a benefit to residents and/or business owners within the Shire of Dardanup.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application.
- Have all appropriate insurances.
- Carry out the activity within 12 months of approval of funding; or for Regional Event Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.
- Projects are only permitted to receive funding once, irrespective of financial year.
- Maximum one application per group/organisation in same funding round.
- Quick Response Grants (Community & Event): only one application per stream will be accepted each financial year.
- Successful applicants will be asked to submit photographic evidence and testimonial after completion of project for use on the Shire's promotional platforms to advise community of benefit and outcomes of the Shire's Grants Scheme.

The following are eligible for funding:

- Promotion and advertising;
- Event or conference sponsorship, and award ceremonies;
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Professional fees for services required for one-off events and activities, such as consultant fees;
- Venue hire;
- Catering;
- First aid;
- Portable toilets, public use only;
- Equipment hire;
- The purchase of capital equipment and minor assets;
- Materials and resources;
- Repairs and maintenance to facilities and assets;
- Insurances, licenses and permits required for one-off events and activities (excluding liquor licensing);
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Ongoing operational costs including salaries and wages;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events/gatherings or activities that are not open for attendance by the general public (for example: end of year wind-ups);
- Team uniforms;

(Appendix ORD: 12.4.3B)

- Personal travel;
- Activities or events that are in relation to an awareness campaign or charity event;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Expenses related to a Lease or Hire Agreement with the Shire of Dardanup
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- Organisations who have outstanding, overdue grant acquittals or any unspent funds owing to the Shire will not be considered for new grant applications until such time as outstanding funds and reports are resolved.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

3.5 Application Assessment Procedure

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding. Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure are as follows:

Applications must be made on the prescribed forms and within the timeframe specified.

Applications for Community Grants (Level 1) and Community Events (Level 1) will be assessed by the Manager Community Development and Director Special Projects & Community and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.

Applications for Community Grants (Levels 2 & 3) and Community Events (Levels 2 & 3) will be assessed by the Manager Community Development and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.

Applications for Regional Event Grants will be assessed by the Manager Community Development and referred to Council for determination. Approval process takes a minimum of six weeks.

All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.

Decisions regarding funding applications are final and will not be reconsidered in that funding round.

A Grant Acquittal (Form 116) and supporting documentation of the total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

3.6 Events Not Requiring Application

The following events will be funded annually through the Regional Event Grants category and will not be considered as part of the competitive funds:

Bull and Barrel Festival
Eaton Foreshore Festival
Dardanup Art Spectacular



POLICY NO:

SDev CP070 – EVENT APPLICATION

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version	1	New	OCM	30/09/20	Res: 271-20	Synopsis:	Policy created.
Version:	2	SDev CP070	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version	3	SDev CP070	OCM	23/10/24	Res: XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this policy is to support and encourage events in the Shire of Dardanup that benefit the community and meet the relevant objectives outlined in the Shire of Dardanup Council Plan 2022-2032; while ensuring events comply with relevant legislative and legal requirements for public safety, health, and amenity.

2.1 Scope

This policy applies to events held fully or partially on Shire owned and managed waterways, roads, land and facilities, and privately owned or leased properties within the Shire of Dardanup.

The following events fall outside of the Policy and therefore do not require an event application:

- Social gatherings, being small groups (generally less than 75 people over the age of 16 years) partaking in recreational activities with no significant infrastructure or entertainment.
- Events held in a building or venue that is approved for the purpose of events, and the event is within the approval limitations.
- Event held on crown land, where the event is run by the State or Federal Government.
- Political events or protests. This activity requires application and approval in accordance with the Local Government Act 1986, and other relevant legislation as required.
- Activities for which a Stallholder's Permit, Trader's Permit, or Permit to Perform has been issued.

3. POLICY

3.1 Event Application Criteria

An event permit is usually required for events where one or more of the following apply:

- The event type and expected number of attendees exceed or is not consistent with the planning or health approval for the proposed venue.
- The event is for more than 75 people over the age of 16 years.
- The event is advertised.
- Event registration is required, or ticket sales occur.
- Preparation or sale of food or drinks, including liquor, to the public is to occur.
- Amusement rides, bouncy castles, animals, laser or fireworks displays are part of the event.
- Erection of tents and marquees larger than 50m², stages or other temporary structures is to occur.
- Use of drones, lighting towers, generators, cabling, switches, extension cords or other specialised equipment is to occur.
- Potential noise including music, use of amplified equipment, extraordinary vehicle noise.
- Trading in a public place is to occur (i.e. food vans, food stalls, market stalls, sales or hire of goods or wares)
- Liquor is being sold, supplied or consumed.
- A permit/approval/license issued by an external agency is required (e.g. permit for fireworks or pyrotechnics).
- Traffic management is required.
- Security, crowd control, first aid or other emergency services are engaged.
- The event could have a negative impact on the residents, community or the environment.

(Appendix ORD: 12.4.3B)

- The event could cause damage to Shire property or reserves.
- The activities proposed to be undertaken at the event have moderate to high level of risk to the public.

3.2 Events on Shire of Dardanup Parks, Reserves and Facilities

Event bookings can be made on Shire of Dardanup managed parks, reserves and facilities which are available to all events that promote the objectives of the Shire of Dardanup Strategic Community Plan.

Any park or reserve may be booked for an event; however, every endeavour should be made to ensure that at least 50% of the park or reserve remains available for use by the general public. Public facilities such as playgrounds, BBQs and the jetty cannot be booked exclusively, with the exception of gazebos.

The Shire will consider the appropriateness of the proposed venue for the purpose of the event when assessing a booking application. The booking applications for major events supported by the Shire will be given priority. Applications will be considered on a 'first-come, first-served' basis; in the event of two or more booking applications being received at the same time the Shire will prioritise the application of local individuals, groups, and organisations.

The Shire leases a number of its facilities to various groups and organisations, meaning those which are already leased may not be available for hire.

3.3 Application

An event permit application shall be made to the Shire on the prescribed form (Form 188) for any event meeting the criteria set-out under 4.1. of this Policy.

An event booking application shall be made on the prescribed form (Form 188B) for events on Shire of Dardanup managed parks and reserves. An event booking application shall be made on the prescribed form (Form 77) for events in Shire of Dardanup facilities.

Event applications and event bookings should be made at least eight (8) weeks prior to the proposed event date.

The Shire has the right to refuse and/or cancel any event applications for a range of issues, including but not limited to:

- The impact the event will have on the environment, residents and community.
- The impact the event will have on the Shire's reputation.
- The ability to meet all legislative requirements and to obtain all permits, licenses and approvals.
- The level of risk.
- The potential damages that could occur to the Shire's property.
- The potential conflict with other events or community use in that location.

3.4 Fees and Charges

The Shire shall determine all fees and charges for community facilities, parks and reserves on an annual basis and these shall be listed in the Schedule of Fees and Charges.

The event organiser will be charged an Event Application Fee when the following apply:

- An event application is required under section 4.1 of this policy;
- The event organiser is a commercial entity, or business and is not a:
 - Charity
 - Community-based organization
 - Sporting group, or
 - Not-for-profit entity
- Even if the event organiser is a recipient of the Regional Events Grant under clause 3.3 of policy 'SDev CP044 – Community & Event Grant Policy' the fee will be charged unless the event organiser that is a registered charity, community-based organisation, sporting group, or not-for-profit entity;
- An entry fee will be charged.

The Event Application Fee covers Environmental Health Services' fees and charges including:

(Appendix ORD: 12.4.3B)

- Assessment of the event application, including Risk Management Plans and Emergency Management Plans;
- Fees for Notification of a Food Premises (Food Act 2008) of from food operators that are approved to attend the event;
- Traders Permit fees, under the *Activities in Thoroughfares and Public Places and Trading Local Law 2007*.
- Fees for applications for temporary public buildings under *Health (Public Buildings) Regulations 1992*;
- General inspections of the event Environmental Health Services;
- Any other services provided by Environmental Health Services under the *Health (Miscellaneous Provisions) Act 1911*, the *Public Health Act 2016*, the *Food Act 2008*, and the *Caravan Parks and Camping Grounds Act 1995* only.

An event organiser that is a registered charity, community-based organisation, sporting group, or not-for-profit entity is exempt from paying an Event Application Fee and the following fees are also exempt:

- Fee for Notification of a Food Business (*Food Act 2008*), for food operators approved to attend the event;
- Traders Permit fees that may be required under the *Activities in Thoroughfares and Public Places and Trading Local Law 2007*.
- Fees associated with applications for temporary public buildings under *Health (Public Buildings) Regulations 1992*;

3.5 Responsibility

It is the responsibility of the event organiser to:

- organise an event that complies with all relevant legislation, is safe and does not have negative impacts on community or the environment;
- to obtain all relevant approvals/permits/licenses issued by the Shire of Dardanup and/or any other government department or regulatory body;
- adhere to any conditions set out in the Shire of Dardanup event permit, Conditions of Hire for Parks and Reserves, and any other government departments or regulatory bodies.

4. REFERENCE DOCUMENTS

- PR056 - Directional Signage Procedure for Public Events and Activities - Temporary Signs within Road Reserves
- Infr CP041 Directional Signage Policy for Public Events and Activities – Temporary Signs within Road Reserves
- Shire of Dardanup Event Guidelines
- Shire of Dardanup Form 188 – Application Form Event
- Shire of Dardanup Form 188B – Application Form Park or Reserve
- Shire of Dardanup Form 77 – Application Form Facility Hire
- SDev CP044 - Donations and Grants: Minor Community Events Assistance
- Shire of Dardanup AP015 – Casual Hirers Liability Insurance
- Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law'
- Shire of Dardanup 'Local Government Property Local Law 2007'
- Shire of Dardanup Strategic Community Plan 2018-2028
- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992

(Appendix ORD: 12.4.3B)



POLICY NO:

SDev CP078 - LIQUOR LICENCE APPROVALS RELEVANT TO SHIRE FACILITIES AND RESERVES

GOVERNANCE INFORMATION

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:			OCM:	Res: 410/03	Synopsis:	Policy created.28/02/1997
	1	DEV3	OCM:	10/05/12	Res:	
Version	2	CP078	SCM	26/07/18	Res:	251-18
Version	3	SDev CP078	OCM:	30/09/20	Res:	270-20
Version	4	SDev CP078	OCM	28/09/22	Res:	243-22
Version	4	SDev CP005	OCM	23/10/24	Res:	XXX-24

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

Facilities and parks within the Shire are attractive to the public for holding picnics and functions, and Council encourages the use of these resources to develop a sense of community and outdoor lifestyle. The purpose of this policy is to expedite the approval process where members of the public book a Shire facility or park and desire to consume alcohol during their function.

3. POLICY

The Chief Executive Officer has authority to issue liquor licence approvals for the consumption of alcohol on Parks and Reserves and in facilities under the care and control of the Shire, subject to compliance with the Liquor Licensing Act by the proponent.

Where necessary for Liquor Licensing Act approval, it is the proponent's responsibility to obtain this approval.

General Conditions of Approval (Applicable to Shire facilities, parks and recreation areas):

- The applicant must be over the age of 18.
- The applicant accepts responsibility in ensuring that only persons who are over the age of 18 consume alcohol.
- If alcohol is to be sold, permission must be obtained from the Department of Racing, Gaming and Liquor. A copy of the Liquor Licence must be provided prior to the Function/Event and if not the Shire will cancel the Function/Event without any further notice. All conditions on the Liquor Licence must be strictly adhered to.

Shire Facility Conditions:

- Alcohol is only to be served and consumed within the building or facility in question. Consumption of alcohol outside the building or facility is not permitted.
- The Duty Manager reserves the right to close the Party/Event if any conditions of this policy are breached.

Parks and Recreational Grounds Conditions:

- Alcohol must not be consumed in a public place without a liquor license, or other suitable approval from the Liquor Licensing division of the Department of Local Government, Sport and Cultural Industries.
- That parties must depart no later than 10pm.
- That the areas used must be left clean and tidy, with all rubbish being removed from the site.

The signed application is to be presented to the CEO for approval.

(Appendix ORD: 12.4.3B)

Refer: [Form 50 - Approval Form - Alcohol Consumption.pdf](#)



POLICY NO:

SDev CP079 - COMMUNITY RECOGNITION AND COMMUNITY CITIZEN OF THE YEAR AWARDS

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1		OCM:	28/09/04	Res:	398/04	Synopsis:	Policy created
	2	DEV4	OCM:	10/05/12	Res:		Synopsis:	Reviewed Policy Adopted
Version:	3	CP079	SCM:	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	CP079	OCM:	30/09/20	Res:	270-20	Synopsis:	Reviewed and Adopted by Council
Version:	5	SDev CP079	OCM:	28/09/22	Res:	243-22	Synopsis:	Reviewed and Adopted by Council
Version	6	SDev CP079	OCM	23/10/24	Res:	XXX-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The policy extends Councils capacity to formally recognise the contribution of individuals and groups made in the local community, however, did not secure an award through the WA Community Citizen of the Year process.

3. POLICY

Annual awards to be presented at the formal Australia Day function at the Eaton Foreshore, in conjunction with Auspire – Australia Day Council of WA:

- Community Citizen of the Year
- Young Community Citizen of the Year (16-30 years)
- Senior Community Citizen of the Year (over 65 years)
- Active Citizenship (Group or Event)

Unsuccessful nominees for Community Citizenship awards to be presented with a Community Recognition Award to formally recognise their contribution to their community.

Nominations for these awards to be advertised in partnership with Auspire through various mediums (such as newspaper, social media, Shire newsletter and website) in early September each year. Dates for nominations of awards are received from Auspire.

Council will consider nominations in December each year and all nominees and nominated award recipients be invited to attend presentations at the formal Australia Day Function at the Eaton Foreshore.

Certificate to be presented to nominees at the formal Australia Day function at the Eaton Foreshore.



POLICY NO:

SDev CP093 - SUSTAINABILITY**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	Policy created.
	1	DEV18	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP093	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP093	SCM 30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	4	SDev CP093	OCM 28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version:	5	SDev CP093	OCM 23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To clarify the Environmental, Social and Economic objectives at all levels of development and identify measures for how they can be implemented.

3. POLICY

In the preparation or assessment of a proposed townsite expansion strategy, structure plan, scheme amendment, subdivision application, or development application, the following will provide guidance.

3.1 Environment**3.1.1 Water Use**

Initiatives to be considered regarding water use include:

- Waterwise Public Open Space (POS) landscaping.
- Stormwater harvesting.
- Providing waterwise landscaping packages to lot purchasers.
- Use of rainwater tanks for house and garden watering.
- Encouraging waterwise garden design for house lots including low water use irrigation.
- Encouraging water efficient fittings and appliances in households.
- Encouraging planting after first winter rains to reduce summer watering.

Objectives:

- To reduce demand on total water usage.
- To reduce demand on potable water supply.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsites Expansion Strategy/ District Structure Plan (DSP)	<ul style="list-style-type: none"> • Apply WSUD principles including: <ul style="list-style-type: none"> - water re-use - development densities - waterwise principles 	Council/ WAPC
	<ul style="list-style-type: none"> • Preparation of District Water Management 	Council/Developer
Local Structure Plan	<ul style="list-style-type: none"> • Apply Water Sensitive Urban Design (WSUD) principles to structure plan 	Developer

(Appendix ORD: 12.4.3B)

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
	<ul style="list-style-type: none">Preparation of Local Water Management Strategy	Developer
Subdivision	<ul style="list-style-type: none">Prepare Urban Water Management Plan	Developer
	<ul style="list-style-type: none">Implement Water Management Plans	Developer
Building Permit	<ul style="list-style-type: none">Develop best practice manual which brings together best ideas and makes them available to lot owners and households	Council

3.1.2 Water Quality

Initiatives to be considered regarding water quality include;

- Application of WSUD throughout subdivision including using soil amendments, bio-retention gardens and detention basins.
- Correct local fertilizer requirements.
- Encourage builders to be Green Smart accredited.

Objective:

- To decrease nutrient/ sediment/contaminant discharge to the environment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision/Development Application (DA)	<ul style="list-style-type: none">A Nutrient Management Plan to be incorporated into landscaping plan for the site	Developer
	<ul style="list-style-type: none">An erosion management plan to be prepared if circumstances justify	Developer
	<ul style="list-style-type: none">Design and construction of stormwater infrastructure	Developer/ Council
	<ul style="list-style-type: none">Nutrient and sediment control prepared to guide subdivision construction.	Developer
Building Permit	<ul style="list-style-type: none">Enforcement of best practice during house building works to stop sediment leaving building sites	Builder/ Council

3.1.3 Energy

Initiatives to be considered regarding energy include:

- Encouragement of solar panel installation to meet part of in-house demand.
- Installation of photovoltaics in POS to power lights, BBQs etc.
- Solar hot water heating.
- Developer to provide incentive packages.
- Solar passive/ energy efficient housing.
- Use of reverse cycle air conditioners.
- Buildings to be positioned accordingly to achieve maximum winter solar gain.

Objectives:-

- To reduce usage of energy.
- To reduce usage of energy from fossil carbon sources

(Appendix ORD: 12.4.3B)

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	<ul style="list-style-type: none"> Design to facilitate walking and cycling 	Council/ WAPC
	<ul style="list-style-type: none"> Consolidate urban densities 	Council/ WAPC
Local Structure Plan	<ul style="list-style-type: none"> Incorporate cycleway and pedestrian movement plan 	Developer/ Council
	<ul style="list-style-type: none"> Urban consolidation and lot size/ housing choice 	Developer/ DOW
	<ul style="list-style-type: none"> Lot design to incorporate the long axis of the block east-west as appropriate. 	Developer/ Council
Subdivision	<ul style="list-style-type: none"> Construction of shared use paths 	Developer
	<ul style="list-style-type: none"> Correct solar orientation of lots 	Developer/ Council
	<ul style="list-style-type: none"> Local Development Plans / Design guidelines prepared 	Developer/ Council
	<ul style="list-style-type: none"> Developer to install energy efficient street lighting 	Developer/ Council
Building Permit	<ul style="list-style-type: none"> Implement Design Guidelines 	Lot owner/ Council
	<ul style="list-style-type: none"> Develop best practice manual which brings together best ideas and makes them available to lot owners and households 	Council

3.1.4 Biodiversity

Initiatives to be considered regarding biodiversity include;

- Native front garden packages.
- Native foreshore vegetation totally retained. Where possible the remaining trees to be retained.
- Vesting of reserves should be linked to management responsibility, resources and the purpose for which the reserves were created.
- Plant POS with suitable native species.
- Developer to provide landscaping packages for front gardens that are composed of native species.
- Construct living streams as part of integrated vegetation protection, landscaping and drainage concept.

Objective:

- To protect and enhance local biodiversity values.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	<ul style="list-style-type: none"> Minimise clearing of native vegetation 	Council/ WAPC/ Developer
	<ul style="list-style-type: none"> Appropriate reserve identification 	Council/ WAPC/ Developer
Local Structure Plan	<ul style="list-style-type: none"> Use POS to protect and enhance biodiversity through retention of habitat vegetation and ecological linkages 	Developer/ Council
	<ul style="list-style-type: none"> Investigate appropriate management of POS and Foreshore Reserves 	Developer/ Council

(Appendix ORD: 12.4.3B)

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision	• Foreshore and other reserves created	Developer/ Council
	• Prepare and implement foreshore and other POS Management plans	Developer/ Council
	• Vegetation protection during construction	Developer/ Council
Building Permit	• Vegetation protection during construction	Building/ Council

3.1.5 Landform

Initiatives to be considered regarding landform include;

- Slope to be retained as much as possible with small retaining walls for 'ready to build' house lots where appropriate.

Objective:

- To minimise changes to local landform

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy	• Acknowledge land capability constraints	Council/ WAPC
Local Structure Plan	• Landuse response to topography and land capability	Developer/ Council
Subdivision	• Comprehensive earthworks plan prepared	Developer/ Council
Development Application	• Minimise ad hoc retaining walls	Building/ Council

3.1.6 Waste and Recycling

Initiatives to be considered regarding waste and recycling include:

- Site construction waste to be appropriately recycled on site or removed as part of works.
- Builders encouraged to be Green Star accredited.
- Shire to provide recycling facilities.
- Where possible material reused on site.

Objectives:

- To encourage clean building sites.
- To encourage the reuse and/or recycling of materials used.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Planning Approval	• Implementation of a Waste Management Plan	Developer
Building Permit	• Contain waste on site in approved manner until disposed of correctly	Builder/ Council
	• Facilitate the use of recycled materials	Council

3.2 Social**3.2.1 Visual Amenity/ Landscape**

Initiatives to consider regarding visual amenity and landscape include:

- The use of interpretive signage to highlight points of historical and/ or cultural interests plus the planting of native species.
- Building guidelines, while allowing for innovation, provide a framework for buildings to complement the existing townsites and the characteristics of the sites themselves.
- Protection and enhancement of scenic or important views and vistas.

Objective:

To create a vibrant community that is visually appealing.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	<ul style="list-style-type: none"> • Identify key landmarks and natural features 	Developer/ Council
Local Structure Plan	<ul style="list-style-type: none"> • Structure plan identifies and gives due consideration to significant ecological, cultural and heritage aspects on the site. 	Developer/ Council
Subdivision	<ul style="list-style-type: none"> • Landscaping plan that gives due regard to significant ecological, cultural and heritage aspects on the site. 	Developer/ Council

3.2.2 Roads/ Transport

Initiatives to consider regarding roads and transport include;

- Incorporated planting of street trees and bioretention gardens within the road reserves.
- Multi-modal pathways to allow for cycling and walking around the subdivision and to the townsite.
- Identification of nodes and roads that may be able to be used for future public routes.

Objectives: -

- To ensure roads are safe and active.
- To reduce the need for private motor vehicle dependency.
- To promote public transport opportunities.
- To promote walking and cycling as means of local movement.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy/District Structure Plan (DSP)	<ul style="list-style-type: none"> • Undertake transport assessment to identify means to improve accessibility by public transport and other vehicle modes. 	Developer/ Council
Structure Plan	<ul style="list-style-type: none"> • Incorporate cycleway and pedestrian movement plan. 	Developer/ Council
	<ul style="list-style-type: none"> • Provide a road and pathway network that is visually enhanced with incorporated street trees and designed to the human scale. 	Developer/ Council

(Appendix ORD: 12.4.3B)

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision	<ul style="list-style-type: none">Construction of multi-modal pathways	Developer/ Council
Development Application	<ul style="list-style-type: none">Transport Impact Assessment (TIA)Transport Impact Statement (TIS)	Developer

3.2.3 Housing Design and Diversity

Initiatives to consider regarding housing design and diversity include;

- Range of lot sizes, group dwellings and possibly a lifestyle village identified in structure plan.
- Acceptance of a range of lot sizes in structure plan and subdivision approvals.
- Accept and enforce design guidelines to at least meet energy rating standards adopted by the Building Code of Australia.

Objectives: -

- To provide the community with a range of housing options.
- To encourage building efficiency.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
District Structure Plan (DSP)	<ul style="list-style-type: none">Density plan	Developer/ Council
Local Structure Plan	<ul style="list-style-type: none">Development concept to provide a variety of lot sizes and formats to cater for current and changing community lifestyle requirements	Developer/ Council
Subdivision	<ul style="list-style-type: none">Subdivision design to provide variety of lot sizes and formats to cater for current and changing community lifestyle requirements	Developer/ Council

3.2.4 Safety

Initiatives to consider regarding safety include:

- Incorporate liveable neighbourhood guidelines.
- Structure plans that incorporate relevant liveable neighbourhood guidelines on safety.

Objective:

- To create communities that support personal safety and security.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Local Structure Plan	<ul style="list-style-type: none">Structure Plan incorporates Liveable Neighbourhood guidelines	Developer/ Council
Subdivision	<ul style="list-style-type: none">Subdivision design incorporates Liveable Neighbourhood guidelines	Developer/ Council

(Appendix ORD: 12.4.3B)

3.2.5 Local Community Development/ Design

Initiatives to consider in regard to local community development and design include:

- Use of multiple use corridors and well-designed streets that connect to existing townsite and other parts of the subdivision as shown in the structure plan.

Objectives: -

- To provide strong connectivity between new developments and the surrounding urban environment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
District Structure Plan (DSP)/Local Structure Plan	<ul style="list-style-type: none">• Structure plan to demonstrate connectivity of the proposed development internally and surrounding land uses external to the site	Developer/ Council

3.2.6 Community Awareness

Initiatives to consider in regards to community awareness include;

- Create community awareness through existing media such as local newspapers and newsletters and also through one off events such as public meetings and letter drops.

Objectives: -

- To foster cohesive and supportive communities.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	<ul style="list-style-type: none">• Prepare a concise community consultation plan	Council
	<ul style="list-style-type: none">• Evidence of efforts to understand and consider the wishes of the local community	Council

3.3 **Economic**

3.3.1 Employment

Initiatives to consider regarding employment include:

- Assist with 'work from home' opportunities.

Objectives:

- To encourage and support local employment.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	<ul style="list-style-type: none">• Identify areas within the townsite for employment generating activities.	Council
	<ul style="list-style-type: none">• Investigate appropriate future zoning opportunities that create synergies with the existing businesses located in the townsite.	Council/ WAPC

(Appendix ORD: 12.4.3B)

3.3.2 Affordability

Initiatives to consider regarding affordability include:

- Developer to provide a range of lot sizes and types including group dwellings and possibly a lifestyle village. This is to be detailed in the structure and subdivision application.
- Approval of structure plan and subdivision application that includes a variety of lot sizes and types.

Objectives: -

- To encourage initiatives that support house and land affordability.

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Strategy	<ul style="list-style-type: none">• Investigate options for developer incentives to incorporate affordable housing.	Council



COUNCIL POLICY NO:

SDev CP504 – AMENDMENTS AND EXTENSIONS TO EXISTING APPROVALS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New CP504	OCM	30/09/20	Res: 269-20	Synopsis:	Policy created and endorsed by Council
Version:	2	SDev CP504	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version:	3	SDev CP504	OCM	25/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To provide guidance for the consideration of requests to:

- (a) amend a Development Approval to make minor modifications that do not substantially alter the approved use(s) or development;
- (b) amend or delete conditions of a Development Approval;
- (c) extend the time to substantially commence or complete an approved development or use; or
- (d) cancel a Development Approval.

3. DEFINITIONS

Substantial Commencement - is deemed to have occurred where there has been physical 'on site' development that comprises at least the preparation of the site including the construction and installation of footings or a slab. Where in a condition of approval there is a requirement to undertake further studies and investigations for submission and approval of the Shire prior to development commencing, such 'work' is not deemed to be substantial commencement.

4. BACKGROUND

Clause 71 of the Deemed Provisions provides that a development approval lapses in the event that the development is not substantially commenced within the term of that approval. The Deemed Provisions specify a period of 2 years from the date of determination as the term, unless another time period is specified in the approval.

Clause 77 of the Deemed Provisions empowers the Local Government, on receipt of a written application from the owner of land in respect of which development approval has been granted, to amend the approval so as to extend the period within which any development approved must be substantially commenced, amend or delete any condition to which the approval is subject, amend an aspect of the development approval or cancel the development approval

5. POLICY**5.1 Amendment of a Development Approval**

5.1.1 In determining whether to allow the amendment of a Development Approval, the Shire shall consider whether the nature and extent of the proposed amendment is such that the use or development the subject of the planning approval:

- (a) Remains, in substance, the same; or
- (b) Is changed so a new and/or different use or development is proposed or included.

5.1.2 If the nature and extent of the proposed amendments is such that it introduces a new, different, or additional use to that approved, other than a permitted or ancillary use, the Shire may refuse to allow amendment of the development approval and require the submission of a new development application.

(Appendix ORD: 12.4.3B)

- 5.1.3 If the Development Approval that is the subject of the amendment has expired or is likely to expire before the amendment request will be determined, the Shire shall not approve any amendment to the Development Approval. In such circumstances a new application for Development Approval would be required, or any extension to the term of approval will need to be sought.
- 5.1.4 Where an amendment of any Development Approval is determined to be, in substance, the same as the original approval, the amended proposal will only be advertised if required to comply with clause 64 of the Deemed Provisions and any Local Planning Policy.
- 5.1.5 If an application to amend Development Approval is refused, nothing in this Policy shall preclude the applicant from making, and the Shire from determining, a new application for development approval for the same use or development.
- 5.1.6 Where a request to amend a Development Approval is approved, a letter will be issued advising the applicant of the details of the amendments to the original approval that are approved. An amended Development Approval (determination) will be issued which retains all of the original conditions, subject to any approved amendments.

5.2 Extension of the period within which a development approval must be substantially commenced

- 5.2.1 Where an extension is granted, a period of up to a further two years only may be granted.
- 5.2.2 In considering a request for an extension to the term of a Development Approval under clause 77 of the Deemed Provisions, the Shire will have regard to the following factors::
- i) whether the planning framework has changed substantially since the development approval was granted;
 - ii) whether the development would likely receive approval now.
 - iii) whether the holder of the development approval has actively and relatively conscientiously pursued the implementation of the development approval.

5.3 Administrative Corrections ('Slip Rule')

- 5.3.1 Where a correction/amendment to a Development Approval is required in order to correct a clerical mistake, or an error arising from an accidental slip or omission, and doing so does not change the nature of the approval, the following will apply:
- (a) a request in writing may be made by any applicant and must be signed and dated by current the owner of the subject land; or
 - (b) the Shire itself may decide to make the amendment to correct the error; and
 - (c) no fee is payable for the request to correct/amend the Development Approval;
 - (d) advertising of the amendment is not required;
 - (e) where the original decision was made by the Council (or by the State Administrative Tribunal 'standing in the shoes' of the Council), rather than by an officer under delegation, it is not required to be returned to Council for further consideration of the modification; and
 - (f) An amended Development Approval (determination) will be issued which retains all of the original conditions, subject to any approved amendments. All approved amendments will be detailed in a covering letter and in the Advice Notes on the Development Approval.
- 5.3.2 Modifications under this section are to be considered, and may be approved, in accordance with Schedule 2, clauses 77(1)(c) and 77(3) of the *Planning and Development (Local Planning Schemes) Regulations, 2015*.

6. APPLICATION

This policy applies to all Development Approvals within the Shire whether granted by officers under delegation, by the Council, or the State Administrative Tribunal.

7. REFERENCE DOCUMENTS

Planning and Development Act, 2005
Planning and Development (Local Planning Schemes) Regulations, 2015
Shire of Dardanup Local Planning Scheme No.3
Kantor v Murrindindi Shire Council (1997) 18 AATR 285 (Supreme Court) – known as the 'Kantor Test'



POLICY NO:

SDev CP505 – PUBLIC CONSULTATION – PLANNING MATTERS**GOVERNANCE INFORMATION**

Procedure Link: NA

Administrative Policy Link: NA

ADMINISTRATION INFORMATION

Version:	1	New	OCM	30/09/20	Res: 269-20	Synopsis:	Policy created and endorsed by Council
Version:	2	SDev CP505	OCM	31/03/21	Res: 61-21	Synopsis:	Amended and adopted by Council
Version:	3	SDev CP505	OCM	28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council.
Version:	4	SDev CP505	OCM	25/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Policy is designed to clearly define consultation required to meet the statutory and 'standard' consultation requirements for planning matters. R.76A and Schedule 2, cl. 64 and cl. 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 establishes when consultation is required and gives discretion on how an application is to be advertised.

This Policy establishes the circumstances where consultation will be exercised, in order to:

- (a) provide a consistent approach to the types of applications where public notice is given, based on the level of a proposal's potential 'impacts';
- (b) consistently apply standard means and duration (statutory timeframes) of public notices; and
- (c) recognise the balance between the community being informed of, and having reasonable opportunity for input into, planning proposals (transparency and engagement), and the need to process planning proposals within prescribed statutory timeframes (efficiency).

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

3. DEFINITIONS

The following are definitions for the purposes of this policy only:

'Adjoining' refers to any land or owner of land which abuts an application site or is separated from it only by a road, pathway, driveway or similar thoroughfare.

'Affected Person' means a person who owns or occupies land that adjoins an application site.

'Application Site' means the land upon which a land use, development or public work is proposed to be undertaken.

'Advise' means action in writing taken by the Shire or another to acquaint the recipient with details of an intended land use or development on an information-only basis.

'Complex application' means —

- a) an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located; or
- b) an application of a kind identified elsewhere in this Scheme, or in a local planning policy, as a complex application for development approval.

'Consult' means either:

- (a) Personal (evidence by signed documentation) or written contact with an affected property owner(s) by the party proposing to undertake a land use or development; or

(Appendix ORD: 12.4.3B)

(b) Written notification by the Shire to affected persons inviting comment on the proposal.

‘Development’ as defined under the Planning and Development Act 2005.

‘Development Control Unit’ means a technical advisory group to consider and recommend determination of development applications as established under Local Planning Policy or Shire Operating Procedure, and includes the Shire’s Development Assessment Unit.

‘Excluded Holiday Period’ means a day that is in:

(a) a period beginning on 25 December in any year and ending on the next 1 January; or

(b) a period of 7 days beginning on Good Friday in a year;

Unless otherwise defined in the *Planning and Development (Local Planning Schemes) Regulations, 2015*.

‘Land’ includes any building or part of a building created on the land.

‘Land owner’ means the person(s) listed as the registered owners on the Certificate of Title or in the case of Reserve land is the authority listed on the Management Order.

‘Nearby Land’ means any land, other than neighbouring or adjoining land, which may be adversely affected by a development proposal and, where appropriate, may include owners of land within a neighbouring Shire.

‘Notify’ means written communication by the Shire or the proponent of a development proposal containing relevant information about the development proposal for the purpose of advice or seeking comment.

‘Public Advertisement’ means notification by way of an advertisement in a local newspaper, signs erected on the application site or signs on public notice boards.

‘Relevant Information’ means the principal details of a development proposal as determined by the Shire to be sufficient to describe the proposal and its potential impacts. Each such notification is to provide further information as to where and when full particulars of the development proposal can be inspected during the period which comments are sought.

‘Submitters’ means people who have provided written comment on a proposal within the formal comment period.

4. POLICY

This Policy is to be read in conjunction with Community Development Policy Exec CP090– Community Engagement.

Consultation Categories Levels and Methods

- 4.1 In those instances where consultation is to be conducted, the consultation will be undertaken in accordance with the Consultation Matrix table in this Policy and all other provisions of this policy, unless varied by the legislation referenced in this policy.
- 4.2 Prior to commencing consultation of a development application, the application may be listed for discussion at the Development Control Unit meeting, where the Officer may present the level of consultation to be undertaken, consistent with this Policy.
- 4.3 All public notices for comment will articulate the following:
 - (a) The reasons for undertaking the consultation.
 - (b) Set out details of the proposal or a part thereof ~~in respect of~~ for which comment is being sought;
 - (c) Explain any policy variations being sought;
 - (d) Set out how ~~to~~ a member of the public could provide comment; and
 - (e) Specify the timeframe within, ~~which~~ where any comments or submissions should be made.
- 4.4 Where deemed appropriate by officers, consultation may occur with government departments/referral agencies at any consultation level.

(Appendix ORD: 12.4.3B)

Schedule 1 – Consultation Matrix

DEVELOPMENT PROPOSAL	CONSULTATION LEVEL	CONSULTATION PERIOD
Local Planning Scheme Review	4*	90 days
Development Strategies/Local Planning Strategies for Selected Areas	4	21 days
Scheme Amendments	3	Complex SA: 60 days Standard SA: 42 days
Structure Plans	3	42 days
Subdivision Referrals from WAPC	1	-
Development proposing a variation to the Deemed to Comply criteria of the R-Codes	2	14 days
Development proposing a variation to a scheme standard	2	14 days
Building Envelope Amendment/Relocation	2	14 days
Development – ‘P’ Uses on zoning table in TPS3	1	-
Development – ‘D’ Uses on zoning table in TPS3	1	-
Development ‘A’ Uses on zoning table in TPS3	2	14 days
Complex application	3	28 days
Any proposal requiring a Heritage assessment to be carried out	2	14 days
Extension to Non-Conforming Uses	2	14 days
Cancel, amend, or extend Development Approval (s.77 applications)	1	-
Local Development Plan as a condition of subdivision	1	
Local Development Plan	3	14 days

Consultation periods in Schedule 1 do not include any “Excluded Holiday Period”

*Additional consultation requirements may be described in the Planning and Development (Local Planning Schemes) Regulations 2015.

#The minimum public consultation is 21 days, however additional workshops with key stakeholders may be required where deemed appropriate.

Table 1 – Consultation Level Legend

Consultation Level Description	Consultation Level
No Consultation	1
Consultation with owners and occupiers of adjoining Land	2
Consultation with owners and occupiers of the land in the locality	3
Community Engagement Plan	4

Level ‘1’ – No consultation

- 4.5 No consultation will occur where the proposal meets any of the following points:
- is determined as having no predictable detrimental impact on the character or amenity of the immediate or general locality likely, and is not required under Clause 64 of the Deemed Provisions;
 - has previously occurred and only minor modifications, or modifications that address previous concerns raised, are proposed; and
 - for those proposals identified with ‘Consultation Level 1’ in the Matrix table in Schedule 1 of this policy.

Level ‘2’– Consultation with owners and occupiers of adjoining land

- 4.6 On R-Coded lots where the Deemed to Comply provisions of the Residential Design Codes are not complied with, the owner(s) of land adjoining the application site affected by the non-compliance will be consulted unless the proponent has already undertaken the necessary consultation and secured agreement or obtained comment.
- 4.7 Where a proposed land use or development is identified with ‘Consultation Level 2’ in the Matrix table in Schedule 1 of this policy, or where a proposed development:
- will be visible from any road or other public place; and
 - will be likely to have an impact on the streetscape or amenity of properties in immediate proximity to the site;
- the owners of properties adjoining, and those on the other side of any street immediately opposite the application site, will be consulted.
- 4.8 The owners and occupiers of the properties determined as being potentially affected by a development proposal will be consulted in writing, enabling the lodgement of any submission within the relevant period identified in the Matrix table in Schedule 1 of this policy (or such other period as prescribed by the relevant legislation).

(Appendix ORD: 12.4.3B)

- 4.9 Where an affected land owner is consulted by the proponent of a development proposal, the applicant must submit to the Shire evidence that the consultation satisfies the Shire's notification requirements, by submitted all of the following for each affect property:
- (a) a completed, signed and dated [Form 87 - Consent Objection Form - Adjoining Owners](#) (completed by the applicant and all affected persons); and
 - (b) a full copy of all of the plans submitted with the application, each of the plans having been signed and dated, and which include the printed name of each of the affected persons.

Level '3' – Consultation with owners and occupiers of the land in the locality

- 4.10 Where a proposal is identified with 'Consultation Level 3' in the Matrix table in Schedule 1 of this policy, or is determined by the Shire as having the potential to impact upon:
- (a) the use and enjoyment of land within an area but not extending to the whole of the Shire district; or
 - (b) specific interest groups within that area;
the community within that area will be consulted.
- 4.11 The Shire will:
- (a) publish a notice of the development proposal in a newspaper circulating in the area containing details of the proposal;
 - (b) publish a notice, plan, application of the proposal on the Shire's website and also place a copy on the notice board at the front of the Administration Building and make a copy of the document available for public inspection;
 - (c) require the applicant to place a notice of the development proposal on a sign in a prominent position on the property that is subject of the development proposal, in the manner and form approved by the Commission;
 - (d) provide written notice in the form of a letter to all land owners and occupiers within a radius of at least 200m of the application site for land within the townsite boundaries or at least 500m radius for land outside of a townsite;
 - (e) consult with the owners and occupiers of land beyond the forgoing areas where, in the opinion of the Shire, there will be an impact along key transportation facilities, tourist routes or view-sheds; and
 - (f) consult as necessary with other affected government agencies or statutory authorities as the case requires.
- 4.12 The notice and letters referred to in Clause 4.12 must detail the relevant information of the application, enabling the lodgement of any submission within the relevant period identified in the Matrix table in Schedule 1 of this policy (or such other period as prescribed by the relevant legislation).

Level '4' – Community Engagement Plan

- 4.13 Where a proposal is identified with 'Consultation Level 4' in the Matrix table in Schedule 1 of this policy, and for planning matters that are deemed by officers to be of State, regional or shire-wide significance, officers will be required to prepare and implement a 'Community Engagement Plan' consistent with Policy SDev CP090 – Community Engagement.
- 4.14 Specific objectives for Level 4 consultation which must be taken into consideration when preparing the Community Engagement Plan, include (but may not be limited to) the following:
- (a) Raise awareness about a particular issue/matter;
 - (b) Establish communication links with the community and identify which sections of the community are to be targeted in the engagement plan;
 - (c) Encourage active participation in programs;
 - (d) Collect views, opinions and ideas;
 - (e) Foster community pride, support and 'ownership'; and
 - (f) Build trust and confidence between Council and the community.
- 4.15 Consultation mechanisms for Level 4 consultation will include the items listed at (a) – (d) below as a minimum, and may also include items (e)-(j), as determined by the Development Control Unit and/or the Manager Development Services:
- (a) Newspaper advertising*;
 - (b) Letter/mail box drops or Council notices;
 - (c) Signage and displays in relevant locations;
 - (d) Notice to be displayed on Council's website;
 - (e) Media releases – press, radio, television (subject to availability and budget);
 - (f) Formation of community or advisory committees under *Local Government Act 1995*;

(Appendix ORD: 12.4.3B)

- (g) Formation of working groups;
- (h) Workshops, forums or briefing/information sessions;
- (i) Public meetings; or
- (j) Other procedures as required.

- 4.16 *Notwithstanding the consultation methods adopted, consultation for 'Level 4' proposals will include a comprehensive local newspaper notice repeated over the duration of the process (minimum of 2 notices) associated with a formal comment period of 28 days, or such longer period that may be necessary to comply with relevant legislation.

Form of submission

- 4.17 Submissions can be made via email to submissions@dardanup.wa.gov.au, or in writing to the Shire's postal address.
- 4.18 To be considered valid, any submission will be required to:
- (a) be signed by the submitter;
 - (b) provide contact details for the submitter including an address for correspondence (including email address); and
 - (c) detail the reasons for any objection to the proposal.
- 4.19 Where a written submission is received prior to the determination of an application and the Shire did not call for formal submissions, the submission must be considered as set out below 'consideration of submissions'.

Consideration of submissions

- 4.20 All submissions received will be acknowledged in writing within 7 days of receipt, either by email as a first preference, or by postal mail (letter) if no email address is provided.
- 4.21 All submissions will be summarised into 'issues' in a Schedule of Submissions document by the assessing officer, prior to a determination being made. The assessing officer will provide comment and/or a recommendation with regard to the matters raised in the submission.
- 4.22 Matters to be taken into account in the consideration of the submission are outlined as set out in clause 67 of the Deemed Provisions. This policy does not increase the scope of the matters that may be considered in clause 67.
- 4.23 If the matter is to be determined by the Council rather than by a delegated officer, any person or organisation (other than a government agency or service provider) that has made a submission will be notified in writing (either by email or postal mail) of the details of the Council meeting, on the Friday prior to the Council meeting once the Agenda is made available to the public.
- 4.24 In making the determination on the application/planning matter, Council or the delegated decision-maker will consider the Schedule of Submissions.
- 4.25 Once a determination of the matter has been made, a letter or email will be sent to each submitter detailing the determination of the development proposal.

Cost of Consultation

- 4.26 The full cost of the consultation requirements for Level 3 and 4 specified within this policy are to be met by the applicant.
- 4.27 Council's schedule of fees and charges sets the cost for consultation.

Access to Planning Applications where no consultation required

- 4.28 In situations where a member of the public requests access to view a development proposal which does not require public consultation, the written consent of the applicant/owner must be obtained to view the documents submitted. In the event written consent is not obtained, the Shire will not provide access to the documents unless a formal application under the Freedom of Information Act is made to the Shire and has been approved by the Shire's Freedom of Information Officer following due process.

5. APPLICATION

(Appendix ORD: 12.4.3B)

- 5.1 This policy is applicable to the entire local government area of the Shire of Dardanup and will be applied by the Shire when making discretionary decisions relating to public notice of planning proposals.
- 5.2 Planning proposals in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plan.
- 5.3 For the purposes of this policy, in circumstances where consultation is undertaken it will be to the land owners only that, in the opinion of the Shire, may be affected by the proposal and/or other stakeholders where these are identified.
- 5.4 The Policy also applies to Planning Applications for which the Council is not the final decision making authority.

6. REFERENCE DOCUMENTS

Planning and Development Act, 2005

Planning and Development (Local Planning Schemes) Regulations, 2015

Shire of Dardanup Local Planning Scheme No.3

(Appendix ORD: 12.4.3B)



POLICY NO:

SDev CP506 – BUREKUP AND DARDANUP RECREATIONAL VEHICLE STOP-OVER SITES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New	OCM 29/09/21	Res: 279-21	Synopsis:	Policy created and endorsed by Council
	2	Amend	OCM 22/06/21	Res: 141-22		Policy amended by Council.
Version:	3	SDev CP506	OCM 28/09/22	Res: 243-22	Synopsis:	Reviewed and adopted by Council
Version:	4	SDev CP506	OCM 23/10/24	Res: XXX-24	Synopsis:	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

Council has designated 2 recreational vehicle stop-over sites: one in the town-site of Burekup, and the other in the town-site of Dardanup. This policy relates to the conditions of use of those sites and the related enforcement of any conditions of use.

3. DEFINITIONS

Self-Contained Recreation Vehicles (RV's) are camping vehicles that:

- Provide internal sleeping accommodation;
- Have internal kitchen and dining facilities (including refrigerators and/or freezers);
- Carry their own internal water supply; and
- Have an internal sink and shower drained to a fitted holding tank or an external suitable container; and
- Toilet facilities with a holding tank or cassette that requires access from time to time to a liquid waste dump point.

4. POLICY

4.1 The Shire may grant permission for individuals to camp on reserve land under the care, control and management of the Shire and has designated areas in the town-sites of Burekup and Dardanup.

4.2 The Burekup site is located on a portion of Reserve 46902 Gardiner Street and has 3 designated bays for use for 24 hours only.

4.3 The Dardanup site is located on the northern portion of Lot 34 Little St, Dardanup (corner of Little Street and Ferguson Road) and has 3 designated bays for use for 24 hours only.

4.4 Bays cannot be reserved or pre-booked as it is not intended that the sites will directly compete with existing commercial caravan park operators

4.5 The Shire is under no obligation to provide any facilities to the sites, as they are for self-contained RV's only, and are 24 hour stopovers only.

4.6 Conditions of use include:

- Toilet, shower, washing and cooking facilities must be contained within the vehicle;
- Tents, annexes and temporary structures are not permitted;
- Shire officers may inspect vehicles at any time;
- Fires prohibited at all times;
- Dogs to be on a lead and under effective control at the campsite area;
- Use of generators is not permitted;
- Noise to be kept to a minimum after 10pm;
- External clotheslines are not permitted;
- All black-water must be discharged into the RV's holding tank or cassette;
- All grey water must be discharged into the RV's holding tank or a dump point where an external suitable container is used;

(Appendix ORD: 12.4.3B)

- Sites cannot be reserved; and
 - Sites may be closed during specific events or times.
- 4.7 The Shire will endeavour to undertake twice-weekly patrols, however this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be dictated by resource availability and other priority matters (such as dog attacks).
- 4.8 Complaints will be addressed dependant on the severity of the situation, but generally attended to the next business day (including issues that arise on the weekends). Complaints in relation to anti-social behaviour are police matters and not the responsibility of the Shire to enforce.
- 4.9 The Shire will take a proactive approach to educate and inform the public on the conditions of use of the sites, especially in the lead up to peak holiday periods (e.g. information on the Shire's web site; variable message trailer sign at key locations).

5. REFERENCE DOCUMENTS

Caravan Parks and Camping Grounds Act 1995.

Caravan Parks and Camping Grounds Regulations 1997.

Campervan and Motorhome Club of Australia CMCA Self Contained Vehicle (SCV) Policy.

(Appendix ORD: 12.4.3B)



COUNCIL POLICY NO:-

SDev CP0510 – ROAD AND THOROUGHFARE NAMING

GOVERNANCE INFORMATION

Procedure Link:	PRO?? – or NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	New	OCM	22/05/2024	Res:	Synopsis:	Policy created.
Version:		OCM	23/10/24	Res:		

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

1. Formalise a standard procedure for local road naming within the Shire of Dardanup (Shire).
2. Provide Shire staff, the local community and developers with clear guidance on the requirements for the naming of roads.
3. Ensure that road names comply with relevant legislation and requirements.
4. Encourage the application of themes to areas of new subdivision.
5. Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.

3. DEFINITIONS

Road: refers to a local government-controlled road and does not include state-controlled roads.

Thoroughfares: a course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

Theme: refers to a consistent or unifying subject that may be and not limited to physical, historical, cultural or other character or characteristics.

4. BACKGROUND

The naming of roads is a key component of the creation of new subdivisions, and in turn contribute towards a sense of place. Roads are also critical in directing emergency services, mail delivery and road transport. These names form an important part of the Shire's historic and cultural heritage.

The Land Administration Act 1997 (section 26A) requires developers of new subdivisions to submit road and thoroughfare names for approval by the Shire. This Policy seeks to detail the provisions and procedures the Shire will follow in considering the approval road names and in forming a recommendation to the Geographic Names Committee. This Policy applies to all proposed public roads in the Shire that are created through the subdivision process.

The responsibility for proposing road names created through subdivision rests with the subdivider, in accordance with the requirements set out in the Land Administration Act 1997. To the extent of any inconsistency between this policy and the Land Administration Act 1997(the Act), the Act shall prevail. The following provisions apply to road naming applications.

5. POLICY

- 5.1.1. Proponents are required to put forward an overall theme for road names for approval by Council at structure plan stage as part of a proposed new estate (residential, rural, commercial or industrial). Or where this has not yet occurred, and a Structure Plan is approved prior to the commencement of site works and in parallel

(Appendix ORD: 12.4.3B)

with the lodgement of engineering drawings for approval under Section 170 of the Planning and Development Act 2005.

- 5.1.2 Where no overall theme has been approved yet and five (5) or more new roads are proposed to be created as part of a new estate (residential, rural, commercial or industrial), the proponent shall submit an overall theme for approval by Council.
- 5.1.3. Where a road name theme has been approved by Council, the proponent shall submit road names consistent with the theme approved.
- 5.1.4. Where no overall theme has been approved and four (4) or less new roads are proposed to be created, the proponent will still be required to submit road names for approval that are generally consistent with the theme established for the surrounding areas, or to nominate a theme for the estate.
- 5.1.5. The completion of the attached Appendix 1 – Application for New Road Names are required to accompany applications for new road names.

Road names and themes are to be prepared consistent with the requirements of the 'Geographical Names Committee Western Australia – Principles, Guidelines and Procedures' which provides requirements and guidelines not limited to:

- i) Consideration of current and future street names.
- ii) Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases.
- iii) The origin of each name shall be clearly stated and subsequently recorded.
- iv) Names shall not be offensive or likely to give offence, incongruous or commercial in nature.
- v) Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.
- vi) Unduly long names and names comprised of two or more words should generally be avoided.
- vii) Proposals for road names shall include an appropriate road type suffix.
- viii) Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.

Preferred Themes for Road Names

In accordance with the Geographic For the areas of Waterloo and Wanju as depicted in the District Structure Plan, road name themes are required to be established and approved by Council as part of Local Structure Plans for each designated precinct.

Names Committee Guidelines suitable sources of road names suitable sources of names include:

- a) Aboriginal languages currently or formerly identified with the general area,
- b) Pioneers of the State or area,
- c) Citizens who have made a significant community contribution,
- d) War casualty lists and thematic names (e.g. nautical, sporting etc).
- e) Ethnic and gender diversity is encouraged.
- f) Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name and provide relevant references to allow for the verification of the name.

APPENDIX 1: Application for New Road Names

Shire of Dardanup

Attention: #####

Ph: #####

Email: #####

Applicant Name:	
Notification Address:	
Telephone Number:	
Site Address:	Estate Name and Stage:

(Appendix ORD: 12.4.3B)

Proposed New Names (only four (4) names permitted per application. If you are applying for more than four (4) new road names please use additional forms and highlight the road/numbers on the site plan that apply to each):

Road Number:	Road Number:
1 st Preference:	1 st Preference:
2 nd Preference:	2 nd Preference:
3 rd Preference:	3 rd Preference:

Road Number:	Road Number:
1 st Preference:	1 st Preference:
2 nd Preference:	2 nd Preference:
3 rd Preference:	3 rd Preference:

Significance of Preferred Names:

Road Number		

Required Information:

This form must be fully completed and accompanied by a road layout plan, including future road extensions. Please provide 2 copies with the new roads numbered (1,2,3 etc) for identification.

Certification:

I hereby certify that the information contained in this application (including the information contained in the attachment) is correct in all particulars:

Applicants Signature:	Date:
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6. REFERENCE DOCUMENTS

Name of Policy	
Previous Policy	
Date of Adoption and Resolution Number	
Review dates and Resolution Numbers	
Next review date	

(Appendix ORD: 12.4.3B)

Related documents	Acts/Regulations
	Plans/Strategies
	Policies
	References
	Delegations
	Work Procedures



COUNCIL POLICY NO:

SDev CP512 – GENERAL COMPLIANCE AND ENFORCEMENT

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
History:	1	AP027	08-02-21	Res:	Synopsis:	AP027 Policy Created	
	2	AP027	EMT 13-07-21			AP027 Policy adopted by EMT as an Administration Policy	
	3	AP027	EMT 21-11-23			AP027 Policy Biennial Review endorsed by EMT	
	4	AP027	OCM 23-10-24	Res: XXX-24		AP027 Revoked by Council and endorsed as a Council Policy	
Version:	1	CP511	OCM 23-10-24	Res: XXX-24	Synopsis:	CP Policy endorsed by Council	

25. RESPONSIBLE DIRECTORATE

Sustainable Development

26. PURPOSE OR OBJECTIVE

The objective of this Policy is to assist the Shire to use compliance and enforcement strategies to achieve legislated objectives and encourage compliance by implementing a cooperative and collaborative approach to enforcement action. The Policy provides a range of prescribed compliance and enforcement options for dealing with compliance matters and also aims to:

- Ensure a consistent approach in enforcement and compliance related matters;
- Provide transparency, apply procedural fairness and natural justice for all enforcement and compliance related matters;
- Provide an educational, cooperative and collaborative process towards compliance and enforcement; and
- Guide decision making and actions by the Shire in the consistent use of enforcement options commensurate with the risk

The policy applies to all compliance actions undertaken by Development Services where the Shire has an external regulatory responsibility under legislation, including the:

- *Building Act 2011*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cat Act 2011*
- *Control of Vehicles (Off-road Areas) Act 1978*
- *Dog Act 1976*
- *Environmental Protection Act 1986*
- *Food Act 2008*
- *Health Act 1911*
- *Local Government Act 1995*
- *Planning and Development Act 2005*

and all subsidiary legislation.

27. DEFINITIONS

Compliance	the meeting or taking of steps to comply with relevant laws and regulations and includes a range of procedures and actions taken by the Shire to ensure that persons, including corporations, comply with their statutory obligations.
Non-compliance	a breach of the legislation administered by the Shire.
Prosecution	the institution and conduct of legal proceedings against legal persons, including corporations, for alleged unlawful activity.
Public interest	the interests of the community as a whole, or a group within the community or individuals.
Trivial	an allegation made without real grounds, of insignificant value or importance.

28. POLICY STATEMENT

4.1 Principles of Compliance

The Shire will carry out its statutory compliance responsibilities with due regard to the following principles:

4.1.1 Graduated and Proportionate

The Shire's actions will be scaled to the seriousness of the non-compliance. Prosecution will generally be used as a last resort. The Shire's resources are finite and will not be used to pursue cases that are trivial or not in the public interest.

4.1.2 Consistency

The Shire will take a similar approach in similar cases to achieve similar outcomes. While decisions on compliance require the use of professional judgment and discretion to assess varying circumstances, the Shire will generally follow standard operating procedures to ensure fair, equitable and unbiased treatment in every case.

4.1.3 Accountable and Transparent

The Shire will be open and transparent about the manner in which it undertakes compliance activities. When remedial action is needed the Shire will explain clearly why the action is necessary, identify the action required to achieve compliance and the timeframe for completing that action. Timeframes set for achieving compliance will be reasonable and may take into consideration individual circumstances.

4.1.4 Natural Justice

The Shire will follow the principles of natural justice in every investigation by properly and genuinely considering all relevant submissions and evidence in each case, and by ensuring all parties to the matter have an opportunity to be heard.

4.1.5 Ethics

Compliance activities will be conducted lawfully, respectfully, diligently, honestly, consistently, ethically and in line with natural justice principles. Shire officers will conduct themselves in accordance with the Shire of Dardanup Code of Conduct and Customer Service Charter. In the conduct of civil litigation, the Shire will conduct itself in accordance with Council Policy CNG CP305 – Litigations and SDev CP047 – State Administrative Tribunal (SAT) Representation Policy.

4.1.6 Discretion

The Shire has discretion to decide when compliance action is required, and which measures are appropriate in particular circumstances. The Shire will target its compliance functions with the aim of addressing issues that are both unlawful and likely

(Appendix ORD: 12.4.3B)

to present a risk to the environment (built and natural), public health and safety or the amenity of the district. This may mean that the investigation of a relatively minor instances of non-compliance are deferred or not pursued.

4.2 Compliance Considerations

Where an investigation has been undertaken and it is considered that sufficient evidence exists to determine non-compliance, the Shire will take the most appropriate compliance action based on the specific circumstances of each case. Key considerations when making this determination will include:

- The type of offence (first, second, third);
- Voluntary action by the offender to remedy the non-compliance;
- Cooperation given to the Shire by the offender and willingness to commit to remedial actions;
- Failure to comply with informal requests, lawful directions or notices given by the Shire;
- The seriousness of the incident having regard to the potential impacts on the community, amenity, the environment and the impacts on individuals;
- Issues of public concern, including the need for specific and general deterrence;
- Legal precedents and statutory time limits; and
- The public interest.

The following table provides some common examples of Development Services compliance matters and how the Shire would typically respond (noting however that each case will be considered on its individual circumstances and the resources available to the Shire at that particular time):

COMPLIANCE MATTER	MINOR	MODERATE	MAJOR
Abandoned vehicle		x	
Barking dog		x	
Dog attack causing physical injury			x
Dust	x	x	
Failure to comply with development approval conditions	x	x	
Illegal camping		x	
Illegal parking	x		
Livestock wandering at large			x
Noise	x	x	
Non-compliant swimming pool barrier		x	
Unauthorised building work		x	
Unauthorised demolition		x	
Unauthorised development	x	x	
Unauthorised swimming pool			x
Unauthorised use of land	x	x	
Unregistered dog / cat	x		
Unsafe food		x	x
Wandering dog in public place		x	

Minor: Minimal impact on the community or the environment. Attendance may not be required. The breach may be able to be resolved in a relatively short timeframe without any further impact on the community or the environment once compliance has been reached.

Moderate: Initially may have minimal impact on the community or the environment but if allowed to continue the impact may have a more significant impact. Attend as soon as practicable. The breach may initially be able to be resolved with an application for retrospective approval or an infringement, directions notice or order under relevant legislation.

Major: Significantly affects the community or the environment. Attend as a priority. It may also be a case where the issue cannot be resolved in a relatively short timeframe or where the alleged offender is not willing to cooperate or negotiate in order to achieve compliance and which may lead to a prosecution action.

Alternatively, the Shire may take no compliance action after investigation where:

- The individual or entity has made good the non-compliance;
- Having considered the nature of the non-compliance, an educative approach to preventing the matter from re-occurring is considered most appropriate;

(Appendix ORD: 12.4.3B)

- There is insufficient evidence to prove non-compliance after reasonable attempts have been made by the Shire to investigate the matter;
- The matter is considered trivial in nature or would be an unreasonable use of the Shire's resources;
- The matter falls outside the Shire's legal area of authority; and/or
- Having regard for the legal capacity of the alleged offender, it is determined that an alternative approach to achieving compliance is more appropriate.

4.3 General Compliance Procedure

In many instances a person may not be aware that they are acting unlawfully. Accordingly, prior to commencing formal enforcement proceedings, the Shire will in most instances write to the offender advising of the breach and requiring the offender to remedy the breach (generally within 14 – 28 days).

In some cases the legislation may allow for the Shire to grant its retrospective approval and where this option exists the Shire will advise an offender that an application for retrospective approval can be made. The making of an application for retrospective approval will not necessarily preclude the Shire from commencing other formal compliance action in relation to the breach.

The following outlines the general compliance procedure to be followed, however the manner in which the Shire takes compliance action will ultimately depend on the nature of the matter and the seriousness of the contravention.

1. The Shire will write to the offender setting out the breach and advising them that if the breach continues/is not remedied, the Shire will commence formal compliance action.
2. In circumstances where retrospective approval could be granted, the Shire will advise the offender that an application for retrospective approval can be made.
3. If the breach continues/is not remedied, and no application for retrospective approval is received, the Shire will commence formal compliance action.
4. Formal enforcement action includes giving an infringement notice, a written direction/order or commencing prosecution proceedings under the relevant legislation.
5. In instances of serious non-compliance with legislation and where efforts to resolve that non-compliance have proven ineffective, the Shire may seek an injunction.

4.4 Acting in Default of Notices, Orders and Directions

Where under legislation it is authorised to do so, the Shire may enter on to private land to carry out works in a situation where the owner, occupier or person has failed to commence or complete remedial works specified in a written notice, and the non-compliance with the notice has been verified beyond reasonable doubt.

The Shire may undertake works on private property where:

- There is a significant risk to a person's health, to public safety, the natural environment or local amenity as a result of the continued non-compliance with the notice;
- The person upon whom the notice has been issued has significant health issues that are considered to be preventing the person from complying with the notice; or
- The works required to be undertaken are minor and the estimated costs associated with completing the remedial works are minimal.

Should works be undertaken by the Shire on private property as a result of non-compliance with a notice, this action does not preclude the Shire from commencing legal action for non-compliance with the notice. The Shire will seek to recover its fair and reasonable costs in all cases as a result of undertaking works on private land.

4.5 Prescribed Premises under the Environmental Protection Regulations 1987

The Shire is not obliged to investigate allegations of pollution incidents from premises that are prescribed under the *Environmental Protection Regulations 1987*. These premises are regulated by the Department of Water and Environment Regulation (DWER). On receiving an allegation of pollution relating to such premises, the Shire will advise the complainant to refer the matter directly to the DWER.

The Shire may investigate matters related to prescribed premises that concern non-compliance with any relevant local law or the *Health Act 1911*, *Building Act 2011* and *Planning and Development Act 2005*, except where the matter is regulated by

DWER under the *Environmental Protection Act 1986*.

4.6 Shared Compliance Responsibilities

Some reports will raise matters involving shared regulatory responsibilities between the Shire and other authorities including DWER, WA Police Force, and Department of Fire and Emergency Services (FESA). The Shire considers that collaboration and cooperation between authorities to address issues of shared regulatory responsibility is the best approach. To this end, where there are shared legislative responsibilities, Shire staff will liaise with relevant authorities to establish:

- Which authority will take the leading role on any joint investigation;
- Which activities each authority will carry out;
- Responsibilities for updating an individual where relevant; and
- Protocols for exchanging confidential information between the relevant authorities.

29. REFERENCE DOCUMENTS

Local Government Act 1995

Council Policy CnG CP305 – Litigations

Council Policy SDev CP047 – State Administrative Tribunal (SAT) Representation Policy

Officer specific delegations and authorisations

Appendix ORD: 12.4.3C

Attachments forming part of the
2024 Biennial Policy Manual Review can
be found Under Separate E-Cover

Tardis Link: R0001661049



Corporate Performance Report

**2024/25 – Quarter 1
July to September 2024**

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Vision Statement

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this is the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on the Shire's performance against the Council Plan Initiatives, Capital Projects, and Grant Funding for 2024/25.

The Council Plan (CP) includes a four-year plan that operationalises the Shire's ten-year Strategic Community Plan (SCP). The Integrated Planning & Reporting Framework requires local government to annually review and report on progress against its plan. The 2024/25 – 2025/26 Council Plan was developed with direction from Elected Members and adopted by Council in May 2024.

COUNCIL PLAN INITIATIVES

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below **100%** of the initiatives are on track or completed with **92%** on budget.

CAPITAL WORKS

The Capital works contained within the Annual Budget 2024/25 amounts to over **\$5.85 million** of expenditure into Roads, Paths, Buildings and Parks. There were initially **32** projects included in the 2024/25 Annual Budget. Four of the Pathways projects are however currently on hold. **88%** are currently on track or completed and **100%** of the projects are currently on budget.

GRANTS

As detailed in the updated grants register the Shire currently has over **\$5.39 million** of approved grants and grant applications in for more than **\$3 million**. The Shire has been unsuccessful in seeking grants to the value of just over **\$2.187 million**.

COUNCIL PLAN PERFORMANCE

The Shire's Council Plan (CP) includes the following five Objectives:

Leadership Objective	To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance
Environment Objective	To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity
Community Objective	To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.
Prosperity Objective	To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance.
Amenity Objective	To provide and maintain facilities, assets and services that promote the Shire as an attractive and desirable place to live.

This section of the report provides an overview of the organisation's performance against the initiatives included in the CP. More detailed information against each initiative can be found in **Attachment A – Council Plan Schedule**.

COUNCIL PLAN OVERALL PERFORMANCE

There are 55 initiatives in the 2024/25-2026/27 Council Plan, of which 25 initiatives were listed for delivery in the 2024/2025 financial year. The following table sets out the operational initiatives per objective:

	Total Initiatives	On Track & Completed		On Budget	
Leadership	9	9	100%	9	100%
Environment	2	2	100%	1	50%
Community	1	1	100%	1	100%
Prosperity	7	7	100%	6	86%
Amenity	6	6	100%	6	100%
Total	25	25	100%	23	92%

As can be noted from the table, the organisation completed or remained on track with **100%** of the initiatives within the Council Plan within the intended timeframe. Similarly **92%** of initiatives were completed within the budget. Further details with regards to the relevant initiatives under each of the objectives are provided below.

The table below details the number of initiatives per objective against the progress status. Relevant sections below report on projects that are “Delayed” or “On Hold”.

	Completed	On Track	Delayed	On Hold	Total
Community	0%	100%	0%	0%	1
Environment	0%	100%	0%	0%	2
Amenity	17%	83%	0%	0%	6
Prosperity	0%	100%	0%	0%	7
Leadership	0%	100%	0%	0%	9
Total	4%	96%	0%	0%	25

LEADERSHIP

All initiatives within the Leadership objective are considered on track/completed and on budget at this point in time.

ENVIRONMENT

One project under Leadership is reported as being over budget:

6.1.1 Partner with the Peron Naturaliste Partnership to adopt a regional approach for climate action

This initiative is only very slightly overbudget, as the actual cost came in slightly over the original estimation, based on which the budget was set.

All other initiatives within the Community objective are on track and on budget at this point.

COMMUNITY

All initiatives within the Community objective are considered on track/completed and on budget at this point in time.

PROSPERITY

One project under Leadership is reported as being over budget:

11.1.2 Continue membership of Bunbury Geographe Chamber of Commerce and Industry and Bunbury Geographe Economic Alliance to build strategic alliances with industry groups, local businesses and government agencies.

This initiative is is overbudget as the cost of the memberships were increased last year. The updated fees should be reflected in the mid-year budget review and future budgets.

All other initiatives within the Community objective are on track and on budget at this point.

AMENITY

All initiatives within the Amenity objective are considered on track/completed and on budget at this point in time.

CAPITAL & MAJOR PROJECTS

This section reports on the capital works projects included in the Annual Budget. The table below sets out the projects per Asset Class, the number of projects, percentage that are on track and on budget (within a 5% variance). As can be noted from the table **88%** of capital works projects were on track or completed with **100%** of the projects within the budget (as amended where relevant):

	On Track	Completed	Delayed	On Hold	Carry Forward	Cancelled	Total	On Track and Completed		On Budget	
Roads	8	0	0	0	0	0	8	8	100%	8	100%
Drainage	0	0	0	0	0	0	0	0		0	
Bridges	0	0	0	0	0	0	0	0		0	
Pathways	1	1	0	4	0	0	6	2	33%	6	100%
Buildings	7	1	0	0	0	0	8	8	100%	8	100%
Parks & Enviro	8	2	0	0	0	0	10	10	100%	10	100%
Total	24	4	0	4	0	0	32	28	88%	32	100%

For more detail please see **Attachment B – Capital Works Projects Schedule**.

ROADS

All Road projects are On Track or Completed and on budget.

DRAINAGE

There are no Drainage projects in the 2024/25 Annual Budget.

BRIDGES

There are no Bridge projects in the 2024/25 Annual Budget.

PATHWAYS

The following Pathways projects are on hold:

- Cudliss Street
This project is on hold until the Paths Asset Management Plan (PAMP) has been presented and adopted by Council.

- **Recreation Drive**
This project is on hold until the Paths Asset Management Plan (PAMP) has been presented and adopted by Council.
- **Pratt Road Reserve – Watson Reserve**
This project is on hold as there are concerns regarding the budget allowance. Quotations are being requested for 2 options provided by consultants. WML Option 1 (like-for-like replacement) and Timber Insight Option 2 (Raised, widened, two handrails, Fibre Reinforced Plastic (FRP) Grading) to review pricing and changes since this project was put in the forward plans.
- **Crampton Avenue**
This project is on hold as options for this project are being considered and the design is to be confirmed.

All other Pathway projects are on track and on budget.

BUILDINGS

All Building projects are On Track or Completed and on budget.

PARKS AND ENVIRONMENT

All Parks and Environment projects are On Track or Completed and on budget.

GRANT FUNDING PERFORMANCE

The following section provides Council with an overview of the Grants Register. Details regarding the individual grants can be found in **Attachment C – Grants Register**.

Grant Register Summary Dashboard

Current Applications \$	\$
	3,014,536.00
Number of Applications	3
Approved Grants \$	\$
	5,395,930.60
Number of Completed Grants	10
Unsuccessful Grants \$	\$
	2,187,100.00
Number of Unsuccessful Grants	3

Notes:

1. Current Applications only includes current grant applications for the year 2024/25
2. Approved Grants include only Grants approved in 2024/25, or Grants that were approved in a previous year but no funds received as at 30 June 2024.
3. Unsuccessful grants includes only grants where the application was declined in 2024/25

Attachment A - Council Plan Schedule

(Appendix ORD: 12.4.4A)



Leadership Objective
Environment Objective
Community Objective
Prosperity Objective
Amenity Objective

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones/Tasks	Y e	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Status
Community	3.2.1	Collaborate with Reconciliation Australia to prepare a Shire specific Reconciliation Action and Aboriginal Engagement Plan.	Sustainable Development	Manager Community Development	Draft Reconciliation Action Plan (RAP) to be presented to Council by December 2024.	2024	2024-2025	1/7/24	30/6/25	Covered by Internal funding	Municipal Funds	J087219	\$10,500	\$0	Yes	50%	On Track
Environment	5.2.1	Partner with adjoining Local Governments and State Government agencies to provide an integrated approach to mosquito management	Sustainable Development	Manager Development Services	The program is on-track for 2024-25 with budgeting and logistics planning in the coming season, finalised in July 2024.	2024	2024-2025	1/7/24	30/6/27	Covered by Internal funding	Municipal Funds	GL#0725001	\$1,500	\$0	Yes	50%	On Track
Environment	6.1.1	Partner with the Peron Naturalists Partnership to adopt a regional approach for climate action	Sustainable Development	Director Infrastructure	The Coastal Hazard Risk Management and Adaptation Plan (CHRMAMP) was endorsed by Council on 22 May 2024 (Res 123-24) to serve as a guide for future planning and coastal management in the Shire. Further detailed investigations to follow.	2024	2023-2027	1/7/24	30/6/27	Covered by Internal funding	Municipal Funds	GL#1230012	\$4,324	\$4,461	No	20%	On Track
Amenity	8.1.1	Develop and adopt Development Contribution Plans for Worgo and Waterloo.	Sustainable Development	Director Sustainable Development	Await final endorsement of Waterloo and Worgo DSP, prior to procuring services of a consultant to modify DSP.	2024	2024-2025	1/7/22	30/6/25	Covered by Internal and loan funding	Municipal Funds	GL#1016503	\$150,000	\$43,463	Yes	50%	On Track
Amenity	8.1.5	Develop a policy for heritage buildings and places.	Sustainable Development	Manager Development Services	Policy will progress once draft LPS 9 has been approved.	2024	2024-2025	7/12/24	30/6/25	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	25%	On Track
Amenity	9.2.1	Review the verge treatment policy and process of approval to encourage business and residents to improve the appearance, maintenance and safety of private verges.	Infrastructure	Manager Assets	Prepare Verge Treatment Policy and associated Guideline for publication.	2024	2024-2025	7/2/24	30/6/25	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	50%	On Track
Amenity	9.2.2	Investigate requirements for fish clearing stations.	Infrastructure	Manager Infrastructure Planning & Design	Determine requirements for fish clearing stations in the Shire of Dardanup.	2024	2024-2025	10/1/24	28/2/2025	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	0%	On Track
Amenity	10.3.1	Support road safety initiatives.	Infrastructure	Director Infrastructure	The Shire has been acknowledged as a RoadSafe Council, marking a milestone in its commitment to enhancing road safety within the community.	2024	2023-2027	1/7/22	30/6/27	Covered by Internal funding	Municipal Funds	GL#1230002	\$0	\$0	Yes	20%	On Track
Amenity	10.3.4	Scope requirements for new traffic treatments along Eaton Drive.	Infrastructure	Manager Infrastructure Planning & Design	Requirements for traffic treatments along Eaton Drive.	2024	2024-2025	7/12/24	30/6/25	Covered by Internal funding and external grants	Municipal Funds	J12607	\$2,382,126	\$20,400	Yes	100%	Completed
Prosperity	11.1.1	Partner with SWAGA's South West Country Zone and Bursary Geographic Economic Alliance to attract major investment in the region.	Executive	Chief Executive Officer	Participate in SWAGA and BSEA projects to attract major investment.	2024	2023-2027	1/7/22	30/6/27	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	25%	On Track
Prosperity	11.1.2	Continue membership of Bursary Geographic Chamber of Commerce and Industry and Bursary Geographic Economic Alliance to build strategic alliances with industry groups, local businesses and government agencies.	Executive	Chief Executive Officer	Pay memberships and participate in initiatives from these agencies.	2024	2022-2027	1/7/22	30/6/27	Covered by Internal funding	Municipal Funds	GL#1180004	\$15,000	\$16,460	No	25%	On Track
Prosperity	11.1.4	Continue to program and deliver the Make-it-Space innovation hub and develop the model to further encourage participation of community.	Sustainable Development	Manager Community Development	Offer regular programming/free sessions to the community. Documents to support the model and promote the use of the space.	2024	2023-2025	7/12/24	30/6/26	Covered by Internal funding and additional external funding secured	Weirgin, Lotterystreet and Municipal Funds	GL#0812004 GL#0812005 GL#0812006 GL#0812001	\$127,581	\$28,086	Yes	25%	On Track
Prosperity	11.1.5	Facilitate the delivery of education and training courses in the new Eaton Library and Eaton Community Hub.	Sustainable Development	Manager Community Development	Staff changes to be made to accommodate for specific programs officers, whilst making no changes to the workforce plan.	2024	2024-2027	7/1/24	30/6/27	Covered by Internal funding	Municipal Funds	Library (and PACE) Worgo GL#1130001, 1130002, 1130022, 1130003	\$462,764	\$113,218	Yes	25%	On Track
Prosperity	12.2.1	Facilitate opportunities for youth work experience and employment at the Shire of Dardanup.	Corporate & Governance	Manager HR	Scope and timing dependent upon demand/applications from students.	2024	2024-2025	1/7/24	30/06/2027	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	25%	On Track
Prosperity	12.2.1	Fund partnerships to promote the region and attract visitors to the Shire of Dardanup.	Executive	Chief Executive Officer	Continue to support B07P	2024	2024 - 2027	1/7/22	30/06/2027	Covered by Internal funding	Municipal Funds	GL#1112501	\$20,000	\$0	Yes	25%	On Track
Prosperity	12.2.4	Review sector signage and information needs across the Shire, including welcome signage in Noongar language(s).	Infrastructure	Manager Infrastructure Planning & Design	Review signage across Shire.	2024	2024-2025	10/1/24	30/6/25	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	0%	On Track
Leadership	13.1.1	Conduct an annual review of the Council Plan (Corporate Business Plan elements).	Corporate & Governance	Deputy Chief Executive Officer	Incorporated into the annual review of the LTPP associated with the budget production.	2024	2024-2025	1/7/24	30/06/2027	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	5%	On Track
Leadership	13.1.2	Conduct an annual review of Council's Long Term Financial Plan (including Asset Management Plans, Workforce Plan and other strategic plans).	Corporate & Governance	Deputy Chief Executive Officer	Incorporated into the annual review of the LTPP associated with the budget production.	2024	2024-2025	1/7/24	30/6/27	Covered by Internal funding	Municipal Funds	N/A	N/A	N/A	Yes	5%	On Track
Leadership	13.1.4	Undertake a biennial community survey to benchmark service levels and map community priorities.	Corporate & Governance	Deputy Chief Executive Officer	Conduct Community Satisfaction Survey	2024	2024-2025	1/7/24	30/6/25	Covered by Internal funding	Municipal Funds	GL#0412506	\$21,500	\$0	Yes	0%	On Track

On Track	96%	On Track - Progressing as planned
On Hold	0%	On Hold - Not able to start further due to budget or other external dependencies
Delayed	0%	Delayed - Involving further investigation or action taken
Completed	4%	Completed - Project finalised

Attachment A - Council Plan Schedule

(Appendix ORD: 12.4.4A)

Leadership	13.3.4	Implement a contemporary Enterprise Resource Planning (ERP) system to manage and integrate day-to-day business activities such as accounting, procurement, project management, risk management and compliance.	Corporate & Governance	Deputy Chief Executive Officer/ Manager Information Services/ ERP Project Manager	<p>ERP Replacement - Stage 2, Phase 1 (2024-25)</p> <p>Implementation of:</p> <ul style="list-style-type: none"> 1- Dynamic Business Central Software as a Service (SaaS) system; 2- Finance Systems Software (General Ledger/ Chart of Accounts (COA), Dimensions, Cash Management, Purchase and Payables, Jobs, Fundy Debits); 3- Supplementary Finance Modules (Cash Flow, Actuals, BA, Inventory); 4- HR, ESS & Payroll systems; 5- Property & Rating systems; 6- Cash Receipting systems. <p>Shire of Darlinghurst User Acceptance Testing (UAT), Resolution of Historic Synergy Transition Ledger, Transition to Business As Usual (BAU) for Phase 1 applications.</p> <p>ERP Replacement - Stage 2, Phase 2 (2025-26) and (2026-27) are planned to follow Phase 1.</p>	<p>The ERP Software Replacement implementation project commenced 01-July. The SaaS environment (SaaS) has been provisioned for Development (DEV), User Acceptance Testing (UAT) and Production (PROD). The environment is progressively being configured with proposed software options by the ERP Project team within a series of remote Ready/Go/Converged workshops.</p> <p>As data structures and configuration reach maturity within the project team, items are copied to UAT and made available for future Shire Training and testing.</p> <p>GL, COA, Dimensions and job structures have been developed and a series of reconciliations to existing Synergy/Go systems and the 2023-24 budget report has commenced. Purchase and Payables migration and planning has been prepared and configuration workshops are underway.</p> <p>A list of follow-up items is being maintained to track outstanding Financial Reporting and configurations items for availability to Finance Testing tasks scheduled for January 2025.</p>	2024	2024-2025	1/7/24	30/6/27	Covered by Internal and loan funding	Municipal Funds, Loan and Reserve Funds	GL#433003 & Salaries & Wages (ERP Project Manager and Systems Accountant)	\$520,000	\$25,731	Yes	10%	On Track
Leadership	13.6.1	Participate in regional initiatives through the Bunbury Geographic Group of Councils to address emerging, overlapping and interconnected issues and initiatives.	Executive	Chief Executive Officer	Attend and participate in Bunbury Geographic Group of Councils' meetings.	No meeting of BGSC during this quarter.	2024	2024-2027	1/7/26	30/6/27	Covered by internal funding	Municipal funds	GL#112501	\$500	\$500	Yes	25%	On Track
Leadership	13.6.2	Participate in the SWALGA South West Zone	Executive	Chief Executive Officer	Attend and participate in SWALGA meetings.	Shire President and Acting CEO attended SWALGA meeting in Harvey on 23 August.	2024		1/7/26	30/6/27	Covered by internal funding	Municipal funds	N/A	N/A	N/A	Yes	25%	On Track
Leadership	14.2.1	Communicate the Shire's vision and communicate the progress towards achieving the vision.	Executive	Communications Officer	Ensure updates regarding the Shire's progress towards its vision 2050 is communicated once a quarter.	Regular updates in the Shire's communications and marketing on its 2050 Vision, particularly with the new Library, Administration and Community building award wins. Key platforms include website, social media, radio, print media and internal communications.	2024		1/7/26	30/6/27	Covered by internal funding	Municipal funds	GL#0412010 and GL#0412011	\$18,000	\$1,955	Yes	25%	On Track
Leadership	14.2.2	Engage the Youth Advisory Group in the planning, design and activation of local spaces and places.	Sustainable Development	Manager Community Development	YAG to continue to develop and deliver annual Youth Fest Event, school holiday programs and advocate on local youth issues.	YAG have been successful in delivering the 2024 Youth Fest event held in Youth Haven. The event was planned by the YAG and supported by the PACE team. YAG have also been responsible for school holiday programs such as a quiz night and the annual Halloween Disco in Bunkup.	2024	Ongoing	1/7/24	30/6/27	Covered by internal funding and external funding for Youth Week	Municipal funds and External funding	J08712 - Youth Development Program (\$1000) J10922 - Community Events: Youth Workshops and Activities (\$2,500) J11930: Youth Event (\$5,000)	\$12,500	\$1,068	Yes	25%	On Track
Leadership	14.2.3	Foster and recognise Aboriginal culture and heritage in the region by encouraging engagement with Elders' and/or relevant Community Controlled Organisations for projects where relevant.	Sustainable Development	Manager Community Development	Staff to reach out to Koorpa Boondja Aboriginal Corporation for guidance on Aboriginal culture and heritage matters.	PACE are engaging with Elders outside of the usual sphere of Aboriginal Elders to ensure a fair representation of all families is supported. Elders that are currently being consulted are: Bennett family, Bennett family, Hill family, and Wallman family. This is allowing more input into events, art etc.	2024	Ongoing	1/7/24	30/6/27	Covered by internal funding	Municipal funds	N/A	N/A	N/A	Yes	25%	On Track

Attachment B - Capital Works Projects Schedule

Job	CFWD 23/24	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)	Budget Status	% Budget Expend	Project Status	% Project Progress	Summarised comments
Grand Total - Capital Works				5,510,865	347,930	5,858,795	369,397	427,319	796,717	5,062,078	On Budget	14%			
ROADS															
J12926	No	Henty Road	Upgrade. Road safety improvement treatments including guide post installation	19,000	0	19,000	0	0	0	19,000	On Budget	0%	On Track	0%	Scope is being reviewed and work will be scheduled accordingly. Guideposts have been ordered.
J12927	No	Busher Road	Upgrade. Intersection upgrade	441,350	0	441,350	9,291	2,491	11,782	429,568	On Budget	3%	On Track	5%	Additional design work required due to changes in interface with alignment and levels with the BORR. Application with Western Power to relocate power pole at the intersection of Busher and Moore Rd. WP design has commenced, waiting on timeline for power pole relocation to schedule calling of tenders.
J12928	No	Golding Crescent	Upgrade. Delmarco Intersection upgrade	66,000	0	66,000	0	0	0	66,000	On Budget	0%	On Track	5%	Plans have been reviewed. RFQ will be sent out in October to lock in contractors for the work. Target is to complete this project before the Christmas break.
J12929	No	Council Drive Improvements	Upgrade. ACROD bays in front of admin building, kerb rectification and paving near Recreation Drive	170,000	0	170,000	83,153	26,964	110,117	59,883	On Budget	65%	On Track	75%	ACROD parking and raised plateau was completed and road opened on 20 September 2024. Kerb realignment close to the Recreation Drive intersection and car park entrance to the Football Pavilion Car Park - designs being finalised.
J12904	Yes	Pratt Road Modifications	Upgrade. Improvements to access pathway, ramps, car park and drop off bay in front of Eaton Bowling Club	256,269	0	256,269	5,786	3,630	9,416	246,853	On Budget	4%	On Track	2%	Council resolution 200-24 details the approved scope of works. Officers are working on completing the detailed drawings and developing a procurement plan for the project. RFQ closed 5th Sep 2024, only 1 submission was received, an additional quote has been requested.
J12657	No	Eaton Drive	Traffic Signals at Glen Huon Boulevard	1,200,000	0	1,200,000	19,057	237	19,294	1,180,706	On Budget	2%	On Track	10%	It was decided to deliver the project in two separate portions/ contracts. Procurement Plan for the Traffic Signals at Glen Huon has been completed and approved. RFT document was advertised on 19/08/2024 with closing date 27 September 2024. OCM 28 August 2024 (Res 214-24) no changes to the design after community consultation. Agenda item to the November 2024 OCM for contractor appointment as per the Procurement Plan.
J12657	No	Eaton Drive	New intersection at Cudliss Street	1,082,126	0	1,082,126	19,057	213	19,271	1,062,855	On Budget	2%	On Track	5%	OCM 28 August 2024 Council (Res 215-24) no changes to the design after community consultation. Procurement Plan and Tender document being prepared. Expect to advertise for construction 16 September 2024 and agenda item to the November 2024 OCM for contractor appointment as per the Procurement Plan.
J12831	No	Bunbury Outer Ring Road	Renewal. Impacted Local Roads	50,000	0	50,000	218	0	218	49,782	On Budget	0%	On Track	0%	A Road Safety Audit was done after completion of the widening works on Dowdells Ln. The RSA is being reviewed and improvement work will be scheduled accordingly. Other roads are being monitored as well, these include Railway, Wireless and Damiani Italiano Roads.
Subtotal: Roads - Program				3,284,745	0	3,284,745	136,561	33,535	170,096	3,114,649		5%			
DRAINAGE															
Subtotal: Drainage - Program				0	0	0	0	0	0	0					
BRIDGES															
Subtotal: Bridge - Program				0	0	0	0	0	0	0					
PATHWAYS															
J12691	No	Cudliss Street	Expansion. Hands Ave to Ann St	66,215	0	66,215	475	0	475	65,740	On Budget	1%	On Hold	0%	On hold until the Paths Asset Management Plan (PAMP) has been presented and adopted by Council.
J12692	No	Recreation Drive	Expansion. New pedestrian crossing near Finch Way	10,000	0	10,000	0	0	0	10,000	On Budget	0%	On Hold	0%	On hold until the PAMP has been presented and adopted by Council.

Attachment B - Capital Works Projects Schedule

(Appendix ORD: 12.4.4A)

Job	CFWD 23/24	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)	Budget Status	% Budget Expend	Project Status	% Project Progress	Summarised comments
J12693	No	Millars Creek Pathway	Renewal. Millbridge Boulevard to Hunter Park	50,000	0	50,000	4,000	0	4,000	46,000	On Budget	8%	On Track	25%	Quotes to be sought to determine extent of path replacement/repairs possible within the available budget. Contractor quotation received within budget and works being scheduled now.
J12694	No	Pratt Road Reserve - Watson Reserve	Renewal. Pratt Road Footbridge	100,000	0	100,000	474	0	474	99,526	On Budget	0%	On Hold	0%	Concerns on the budget allowance. Quotations are being requested for 2 options provided by consultants. WML Option 1 (like-for-like replacement) and Timber Insight Option 2 (Raised, widened, two handrails, Fibre Reinforced Plastic (FRP) Grating) to review pricing changes since this project was put in the forward plans.
J12695	No	Alice Court	Renewal. Alice Court to Millards Creek Main Path (West)	8,960	0	8,960	5,731	2,636	8,367	593	On Budget	93%	Completed	100%	Project completed.
J12921	Yes	Crampton Avenue	Renewal. Millards Street - Sanford Way	51,500	0	51,500	446	0	446	51,054	On Budget	1%	On Hold	0%	Considering options and final design to be confirmed.
Subtotal: Pathways - Program				286,675	0	286,675	11,126	2,636	13,762	272,913		5%			

BUILDINGS & STRUCTURES															
J11708	Yes	Dardanup Hall	Urgent repairs	113,612	0	113,612	84,218	1,500	85,718	27,894	On Budget	75%	On Track	95%	Roof repairs underway.
J11705	No	Don Hewison Centre	External Fabric / Interior Finishes - Repaint	5,000	0	5,000	0	0	0	5,000	On Budget	0%	On Track	0%	Scope of works completed with building plans, elevations and repointing lime mortar joints specifications. RFQ to follow.
J11609	No	Eaton Basketball Courts	Replace Basketball Hoops (Equipment) to Ground Floor External	12,300	0	12,300	4,631	974	5,605	6,695	On Budget	46%	Completed	100%	Completed.
J11801	No	Eaton Recreation Centre	External Fabric / Interior Finishes - Repaint.	218,842	0	218,842	755	0	755	218,087	On Budget	0%	On Track	10%	Procurement plan completed. RFQ to follow.
J11801	No	Eaton Recreation Centre	Upgrade/Renewal. ERC Toilets/Change Rooms Refurbishment	297,800	124,866	422,666	755	0	755	421,911	On Budget	0%	On Track	30%	EOI issued, closed on 13 September 2024. Two submissions received, both over budget. Submissions will be submitted to 25 September 2024 Council Meeting.
J14322	No	Administration / Library Building Project	New/Improvements	476,783	0	476,783	87,172	37,755	124,927	351,856	On Budget	26%	On Track	25%	Ongoing
J05009	No	BFB Land & Buildings - Ferguson Bushfire Station	Ferguson BFB Renovation	0	212,650	212,650	0	0	0	212,650	On Budget	0%	On Track	10%	Detailed plans have been completed and sent to Ferguson BFB Captain and FCO for comment and consideration. Once feedback has been received, RFQ to be completed.
105310 010	No	Waterloo BFB - Bore Project	New/Improvements	0	10,414	10,414	0	0	0	10,414	On Budget	0%	On Track	10%	RFQ in progress with closing date 4 October 2024.
Subtotal: Buildings and Structures - Program				1,124,337	347,930	1,472,267	177,531	40,229	217,760	1,254,507		15%			

PARKS & ENVIRONMENT															
J11667		Gascoyne Circle Play Area	Renewal	5,000	0	5,000	3,273	324	3,597	1,403	On Budget	72%	On Track	90%	Timber structures and wooden playing equipment repaired, cleaned and made good, including replacement chain. New log steppers installation to follow.
J11668		Parkridge - Tree Planting	New	18,255	0	18,255	4,350	13,182	17,532	723	On Budget	96%	Completed	100%	Planting completed with ongoing watering of the trees for a period of 8 weeks to establish the trees.
J11669		Parks Renewals	Renewal	54,700	0	54,700	0	0	0	54,700	On Budget	0%	On Track	0%	Final scope and required works to be determined.
J11670		Renew Plantings	Renewal	9,846	0	9,846	301	0	301	9,545	On Budget	3%	On Track	5%	Final scope and required planting to be determined.
J11671		Burekup Oval Drainage Improvements	Renewal	37,513	0	37,513	148	0	148	37,365	On Budget	0%	On Track	10%	Awaiting quotes. Primary school advised that we cannot undertake any works to oval until after 1 November 2024 due to its activities on the oval. Discussions with cricket club and school is ongoing to determine the best delivery of this project.
J11672		Burekup Oval Bollards and chain gates	New	15,000	0	15,000	10,519	0	10,519	4,481	On Budget	70%	Completed	100%	Completed on 6 September 2024.

Attachment B - Capital Works Projects Schedule

(Appendix ORD: 12.4.4A)

Job	CFWD 23/24	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)	Budget Status	% Budget Expend	Project Status	% Project Progress	Summarised comments
J11665	Yes	Eaton Foreshore Bore	Renewal	527,500	0	527,500	3,217	337,412	340,629	186,871	On Budget	65%	On Track	10%	Council resolution 205-24 details of approved works. Contract was signed by both the contractor and the Shire. Awaiting construction program from the contractor..
J11661	Yes	Eaton Foreshore Bore & Landscaping Improvements	Renewal	47,519	0	47,519	4,500	0	4,500	43,019	On Budget	9%	On Track	30%	A consultant has been appointed to carry out site inspection, concept design and estimates for the option of drilling a new Leederville Bore at Garry Engel park, to supplement a reduced Yarragadee abstraction from that location to allow use of Yarragadee water allocation for the new Eaton Foreshore bore.
J11662	Yes	Eaton Drive Islands & Verges	Renewal	47,475	0	47,475	74	0	74	47,401	On Budget	0%	On Track	0%	Discussions ongoing regarding scope.
J11659	Yes	Glen Huon Oval Fencing Reinstatement	New. Protection Netting	52,300	0	52,300	17,797	0	17,797	34,503	On Budget	34%	On Track	40%	Netting and Posts are now at the Depot. RFQ for install to be released when the ground has dried out - likely in January 2025.
Subtotal: Parks - Program				815,108	0	815,108	44,179	350,919	395,098	420,010		48%			

Applications					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
26/04/2024	Department of Health and Aged Care	New Burekup Sports Pavilion	\$ 3,000,000.00	24/25	Play Our Way - Burekup
17/07/2024	Department of Home Affairs	Cyber Security: Cyber Awareness Support for Vulnerable Groups	\$ 11,536.00	24/25	Cyber Security Awareness Support for Vunlerable Groups
8/08/2024	Department of Communities	Youth Week Grant	\$ 3,000.00	24/25	2025 Youth Week Grant
Total			\$ 3,014,536.00		

Approved Grants					
Date of Application	Funding Body	Project	Grant Amount Approved	Year of Project	Tardis
7/02/2024	Department of Fire and Emergency Services	LGGS 24-25	\$ 220,000.00	24/25	Local Government Grants Scheme LGGS - 2024-2025 DFES Bushfire Grant
	Regional Road Group		\$ 1,814,000.00	24/25	2024-2025 Regional Road Group Claims and Projections
	Roads to Recovery		\$ 556,177.60	24/25	Roads to Recovery
	General Financial Assistance Grant		\$ 885,326.00	24-25	WA Local Government Grants Commission LGGC 2024-2025
	Local Roads Financial Assistance Grant		\$ 680,702.00	24/25	WA Local Government Grants Commission LGGC 2024-2025
	MRD Direct Grant		\$ 194,505.00	24/25	2024-2025 Regional Road Group Claims and Projections
	LRCI Phase 4		\$ 556,356.00	24/25	Land Transport Infrastructure Investment Program -LRCI Phase 4
30/08/2023	Department of Local Government, Sport and Cultural Industries	The ERC Bathroom Upgrade	\$ 124,866.00	23/24	DDLGSC - CSRFF - Eaton Recreation Center - ECC - Bathroom Upgrade
22/01/2024	Department of Fire and Emergency Services	Shire of Dardanup Alternative Power Supply in Emergencies	\$ 63,998.00	24/25	National Disaster Risk Reduction - NDRR - 24-25
26/04/2024	Department of Infrastructure, Transport, Regional Development and Planning	New city in the South West - Wanju - Developer Contribution	\$ 300,000.00	24/25	Housing Support Program - Wanju DCP
Total			\$ 5,395,930.60		

Unsuccessful Grants					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
13/11/2023	National Emergency Management Agency - EOI ONLY	Dardanup Hall Evacuation Centre Upgrade	\$ 1,960,000.00	23/24	Disaster Ready Fund - Dardanup Hall and Dardanup Admin Centre
19/03/2024	CSRFF	Pratt Road Bore	\$ 200,000.00	24/25	CSRFF - New Bore at Eaton Foreshore
30/05/2024	Department of Local Government, Sport and Cultural Industries	Symphony & Cinema	\$ 27,100.00	24/25	Final - Grant Application Export for GA01009182
Total			\$ 2,187,100.00		

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Deputy Chief Executive Officer Quarterly Corporate Performance Report RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 4 - Document Management Processes RISK ASSESSMENT CONTEXT: Strategic								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.	Major (4)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.4B)

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms RISK THEME PROFILE: 2 - Business and Community Disruption 13 - Project Management RISK ASSESSMENT CONTEXT: Project								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	By not upgrading - Existing poor state of change room facilities	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Potential loss of CRSFF Grant Funding if works not carried out.	Moderate (3)	Almost Certain (5)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	By public not having access to changerooms and toilets during refurbishment	Moderate (3)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	The potential of legal action against the Shire should a contract be entered into without available funds to complete the project.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Existing state of changeroom facilities and notice already provided to public that they would be upgraded	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	Damage to property by contractor.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.5)

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Monthly Statement of Financial Activity for the Period Ended on the 30 th of September 2024						
RISK THEME PROFILE:		3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)						
RISK ASSESSMENT CONTEXT:		Operational						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Insignificant (1)	N/A	N/A	Not required	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.6A)



Monthly Financial Report

For the Period

1 July 2024 to 30 September 2024

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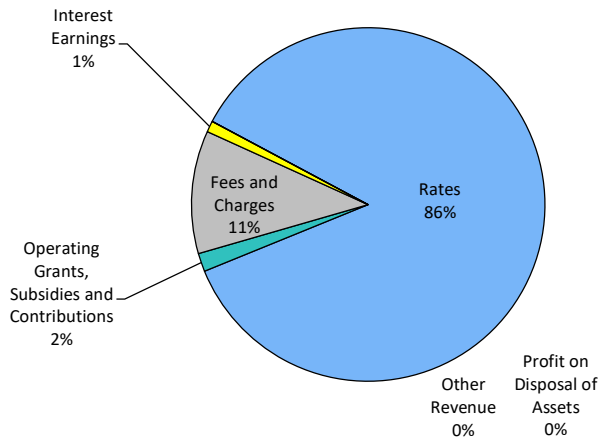
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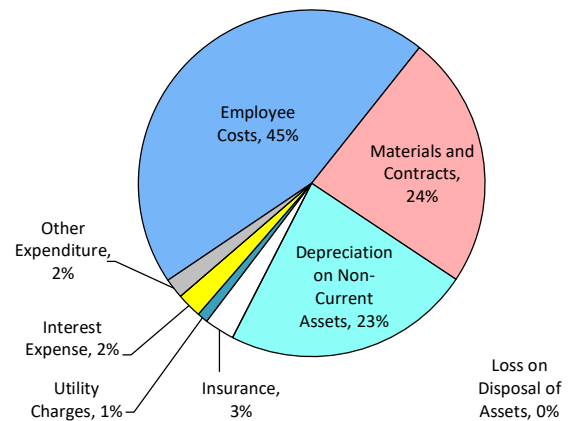
Monthly Financial Report
For the Period Ended 30 September 2024

SUMMARY GRAPHS

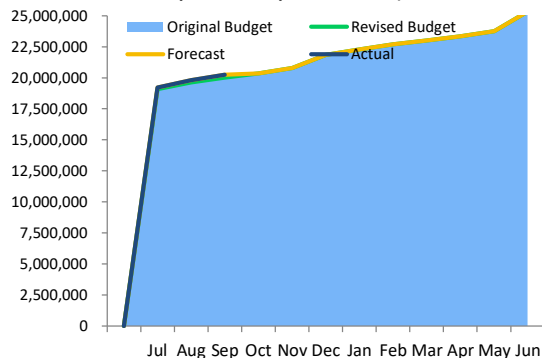
OPERATING REVENUE - ACTUAL YTD



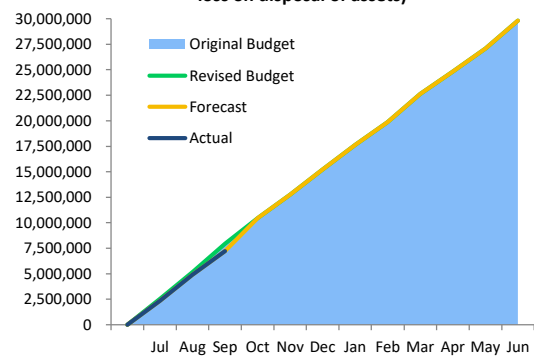
OPERATING EXPENSES - ACTUAL YTD



Total Operating Revenue - Budget - v Actual (excludes profit on disposal of assets)



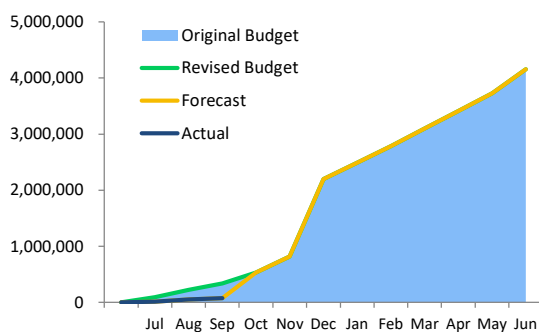
Total Operating Expenses - Budget - v Actual (excludes loss on disposal of assets)



CAPITAL REVENUE

(Non-operating grants, subsidies and contributions; sale of assets)

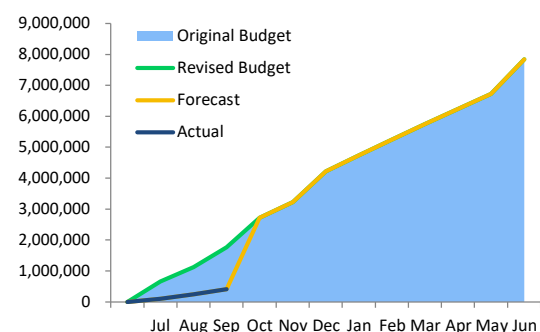
Capital Revenue - Budget - v - Actual



CAPITAL EXPENSES

(Acquisition of assets)

Capital Expenses - Budget - v - Actual



This information is to be read in conjunction with the accompanying Financial Statements and Notes

(Appendix ORD: 12.4.6B)



Statement of Financial Activity by Nature For the Period Ended 30 September 2024 (Covering 3 months or 25% of the year)

	2024/25 Adopted Budget \$	2024/25 Revised Budget \$	2024/25 Y-T-D Revised Budget \$	2024/25 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2024/25 Forecast \$	2023/24 Last Year Actual \$
OPERATING ACTIVITIES								
Operating revenue								
Rates	17,146,049	17,146,049	17,025,538	17,065,960	40,422	0.2%	17,146,049	16,132,310
Grants, subsidies & contributions (other than capital grants, subsidies and contributions)	2,377,281	2,377,281	412,326	333,621	(78,705)	(19.1%) ▼	2,382,119	2,333,129
Fees and charges	4,188,470	4,188,470	2,419,727	2,578,141	158,414	6.5%	4,188,470	4,244,114
Interest earnings	884,598	884,598	152,238	277,872	125,634	82.5% ▲	884,598	1,243,081
Other revenue	10,914	10,914	2,728	0	(2,728)	0.0%	10,914	17,145
Profit on asset disposal	730,000	730,000	0	0	0	0.0%	730,000	22,418
Total Operating Revenue	25,337,312	25,337,312	20,012,557	20,255,594	243,037	1.2%	25,342,150	23,992,197
Operating expenses								
Employee costs	(13,107,505)	(13,107,505)	(3,368,453)	(3,244,568)	123,885	3.7%	(13,107,505)	(11,810,080)
Materials and contracts	(8,013,850)	(8,013,850)	(2,210,719)	(1,703,042)	507,677	23.0% ▲	(8,237,530)	(6,733,044)
Utility charges	(690,724)	(690,724)	(172,596)	(115,259)	57,337	33.2% ▲	(690,724)	(646,659)
Depreciation on non-current assets	(6,670,135)	(6,670,135)	(1,667,517)	(1,667,538)	(21)	(0.0%)	(6,670,135)	(6,780,102)
Finance costs	(523,460)	(523,460)	(181,419)	(167,449)	13,970	7.7%	(523,460)	(417,984)
Insurance expenses	(412,418)	(412,418)	(148,171)	(202,769)	(54,598)	(36.8%) ▼	(412,418)	(380,356)
Other expenses	(434,682)	(434,682)	(204,404)	(133,950)	70,454	34.5% ▲	(434,682)	(537,805)
Loss on asset disposals	0	0	0	0	0	0.0%	0	(2,955)
Total operating expenditure	(29,852,774)	(29,852,774)	(7,953,279)	(7,234,575)	718,704	9.0%	(30,076,454)	(27,308,985)
Adjustments of non cash items								
(Profit)/Loss on Asset Disposals	(730,000)	(730,000)	0	0	0	0.0%	(730,000)	(19,462)
Movement in non-current assets and liabilities	0	0	0	10,808	10,808	100.0%	0	(34,746)
Movement in contract liabilities held in Reserves	0	0	0	0	0	0.0%	0	(450,231)
Depreciation on Assets	6,670,135	6,670,135	1,667,517	1,667,538	21	0.0%	6,670,135	6,780,102
Non-cash amounts excluded from operating activities	5,940,135	5,940,135	1,667,517	1,678,346	10,829	0.6%	5,940,135	6,275,663
Adjusted net operating activities	1,424,673	1,424,674	13,726,795	14,699,365	972,570	7.1%	1,205,832	2,958,875
INVESTING ACTIVITIES								
Capital grants, subsidies & contributions	2,920,564	3,181,530	326,315	71,878	(254,437)	(78.0%) ▼	3,181,530	1,998,499
Proceeds from disposal of assets	1,232,480	1,232,480	9,519	0	(9,519)	(100.0%)	1,232,480	114,684
Payments for land and buildings	(1,276,813)	(1,553,461)	(178,569)	(179,514)	(945)	(0.5%)	(1,409,488)	(13,253,990)
Payments for transport infrastructure	(3,571,420)	(3,571,420)	(1,064,043)	(132,367)	931,676	87.6% ▲	(3,472,431)	(1,977,150)
Payments for parks and reserves infrastructure	(827,371)	(827,371)	(38,934)	(44,677)	(5,743)	(14.7%)	(807,498)	(213,829)
Payments for motor vehicles	(1,297,287)	(1,297,287)	(290,223)	0	290,223	100.0% ▲	(1,297,287)	(359,244)
Payments for plant & equipment	(10,000)	(20,414)	(2,499)	0	2,499	100.0%	(20,414)	(11,079)
Payments for furniture & fittings	(851,300)	(851,300)	(212,820)	(56,053)	156,767	73.7% ▲	(851,300)	(129,995)
Amount attributable to investing activities	(3,681,147)	(3,707,243)	(1,451,254)	(340,733)	1,110,521	76.5%	(3,444,408)	(13,832,104)
Non-cash amounts excluded from investing activities								
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	0	0	0.0%	0	0
Adjusted amount attributable to investing activities	(3,681,147)	(3,707,243)	(1,451,254)	(340,733)	1,110,521	76.5%	(3,444,408)	(13,832,104)
FINANCING ACTIVITIES								
Proceeds from new debentures	1,600,000	1,600,000	1,600,000	0	(1,600,000)	0.0%	1,600,000	1,500,000
Transfers from reserves	7,367,765	7,367,765	2,532,142	1,868,233	(663,909)	(26.2%) ▼	7,104,929	17,726,556
Repayment of debentures	(541,020)	(541,020)	(193,899)	(190,615)	3,284	1.7%	(541,020)	(456,556)
Principal portion of lease liabilities	(104,356)	(104,356)	(40,500)	(15,429)	25,071	61.9%	(104,356)	(142,944)
Transfers to reserves	(6,212,485)	(6,212,485)	(1,621,653)	(212,791)	1,408,862	86.9% ▲	(6,212,485)	(7,347,300)
Amount attributable to financing activities	2,109,904	2,109,904	2,276,090	1,449,398	(826,692)	(36.3%)	1,847,068	11,279,756
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	652,816	684,594	684,594	684,594	0	0.0%	684,594	278,067
CLOSING FUNDS (A+B+C+D)	506,246	511,928	15,236,225	16,492,624	1,256,399	8.2%	293,085	684,594

KEY INFORMATION

▲ ▼ Indicates a significant variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.

▲ indicates a positive impact on the surplus/deficit position. ▼ indicates a negative impact on the surplus/deficit position.

Refer to Note 2 for an explanation of the reasons for the variance.

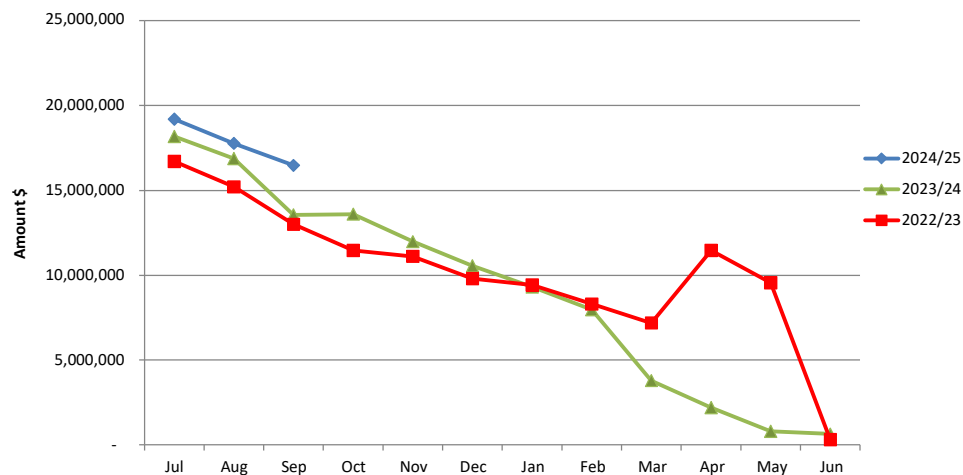
This statement to be read in conjunction with the accompanying Financial Statements and Notes



**Statement of Financial Activity by Nature
For the Period Ended 30 September 2024
NET CURRENT ASSETS**

Note	Year to Date Actual 30-Sep-2024 \$	Same Time Last Year' Actual 30-Sep-2023	Last Year Closing 30-Jun-2024 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	25,933,024	31,534,466	18,240,106
Rates Debtors Outstanding	7,681,484	7,038,443	373,780
Pensioner Rates Rebate	21,045	217,712	29,319
Sundry Debtors	87,678	62,913	207,234
Accrued Revenue	304,026	0	316,893
Prepaid Expenses	0	0	176,567
Goods & Services Tax / BAS Refund	110,634	419,384	381,388
Other Receivables	77,467	(300)	
Inventories - Land Held for Resale	0	1	
Inventories - Materials	32,002	32,002	32,002
Inventories- Trading Stock - Recreation Centre	8,323	6,781	8,322
Current Assets	34,255,682	39,311,402	19,765,611
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(7,977)	(498)	(445,839)
Goods & Services Tax / BAS Payable	0	0	0
Other Payables	(739,758)	(636,182)	(4,953)
Municipal Bonded Liabilities	(458,776)	(507,671)	(357,730)
Contract Liabilities	(2,054,925)	(1,423,726)	(1,199,611)
Prepaid Revenue - Rates / PPL	(271,533)	(182,022)	(1,070,030)
Accrued Interest on Debentures	(102,280)	(101,879)	(102,280)
Accrued Salaries & Wages	0	0	(238,712)
Other Accrued Expenses	0	0	(28,127)
Borrowings - Debentures	(311,510)	(273,340)	(458,385)
Provisions:			
Staff Leave Provisions	(1,776,698)	(1,749,215)	(1,627,183)
Current Liabilities	(5,723,457)	(4,874,533)	(5,532,850)
Net Current Assets	28,532,225	34,436,869	14,232,761
Less: Restricted Assets / Reserve Funds	(12,561,318)	(21,616,122)	(14,216,760)
Add: Current - Borrowings	311,510	273,340	458,385
Add: Current - Contract Liabilities held in Reserve accounts	126,199	318,597	126,199
Add: Current - Contract Liabilities - Leases	84,009	141,270	84,009
CLOSING FUNDS / NET CURRENT ASSETS	16,492,624	13,553,954	684,594

Liquidity Over The Year



(Appendix ORD: 12.4.6B)



Statement of Comprehensive Income by Program For the Period Ended 30 September 2024 (Covering 3 months or 25% of the year)

	2024/25 Adopted Budget \$	2024/25 Revised Budget \$	2024/25 Y-T-D Revised Budget \$	2024/25 Y-T-D Actual \$	Variance Y-T-D		2024/25 Forecast \$	2023/24 Last Year Actual \$
					Actual to Revised Budget \$	Actual to Revised Budget %		
Revenue								
General Purpose Funding	19,486,076	19,486,076	17,047,740	17,147,027	99,287	0.6%	19,486,076	18,640,252
Governance	800	800	195	0	(195)	(100.0%)	800	1,645
Law, Order, Public Safety	339,273	339,273	72,900	67,483	(5,417)	(7.4%)	339,273	494,882
Health	29,050	29,050	7,260	23,074	15,814	217.8%	29,050	28,667
Education and Welfare	119,081	119,081	29,766	0	(29,766)	100.0%	119,081	22,204
Community Amenities	2,207,583	2,207,583	2,004,509	2,036,813	32,304	1.6%	2,207,583	1,998,342
Recreation and Culture	1,828,147	1,828,147	552,254	636,602	84,348	15.3%	1,832,985	2,102,696
Transport	181,799	181,799	169,712	195,105	25,393	15.0%	181,799	199,104
Economic Services	156,250	156,250	63,424	82,792	19,368	30.5%	156,250	159,460
Other Property and Services	259,253	259,253	64,797	66,698	1,901	2.9%	259,253	322,527
	24,607,312	24,607,312	20,012,557	20,255,594	243,037	1.2%	24,612,150	23,969,779
Expenses								
General Purpose Funding	(666,627)	(666,627)	(148,590)	(145,688)	2,902	2.0%	(666,627)	(438,190)
Governance	(1,718,718)	(1,718,718)	(435,547)	(401,097)	34,450	7.9%	(1,718,718)	(1,405,063)
Law, Order, Public Safety	(2,460,323)	(2,460,323)	(667,957)	(547,916)	120,041	18.0%	(2,460,323)	(2,071,714)
Health	(729,027)	(729,027)	(190,896)	(188,502)	2,394	1.3%	(729,027)	(616,238)
Education and Welfare	(1,302,733)	(1,302,733)	(321,415)	(291,495)	29,920	9.3%	(1,302,733)	(1,001,896)
Community Amenities	(4,377,747)	(4,377,747)	(994,711)	(1,069,143)	(74,432)	(7.5%)	(4,377,747)	(3,772,383)
Recreation & Culture	(10,342,004)	(10,342,004)	(2,681,503)	(2,538,459)	143,044	5.3%	(10,565,684)	(9,468,714)
Transport	(7,405,691)	(7,405,691)	(1,851,293)	(1,847,611)	3,682	0.2%	(7,405,691)	(7,604,148)
Economic Services	(613,818)	(613,818)	(221,100)	(211,757)	9,343	4.2%	(613,818)	(543,033)
Other Property and Services	(236,087)	(236,087)	(409,622)	7,092	416,714	101.7%	(236,087)	(384,650)
	(29,852,774)	(29,852,774)	(7,922,634)	(7,234,575)	688,059	8.7%	(30,076,454)	(27,306,029)
Operational Surplus / (Deficit)	(5,245,461)	(5,245,461)	12,089,923	13,021,019	931,096	(7.7%)	(5,464,303)	(3,336,250)
Grants & Contributions for the Development of Assets	2,920,564	3,181,530	326,315	71,878	(254,437)	(78.0%)	3,181,530	1,998,499
Profit on Asset Disposals	730,000	730,000	0	0	0	(100.0%)	730,000	22,418
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(2,955)
	3,650,564	3,911,530	326,315	71,878	(254,437)	78.0%	3,911,530	2,017,962
NET RESULT	(1,594,897)	(1,333,931)	12,416,238	13,092,897	676,659	5.4%	(1,552,773)	(1,318,288)
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	(1,594,897)	(1,333,931)	12,416,238	13,092,897	676,659	(5.4%)	(1,552,773)	(1,318,288)



**Statement of Financial Position
as at 30 September 2024**

	This Year \$	30 June 2024 \$
CURRENT ASSETS		
Cash and cash equivalents	25,933,023	18,240,105
Trade and other receivables	7,902,040	991,722
Other financial assets	0	0
Inventories	40,325	40,324
Other assets	304,026	493,459
TOTAL CURRENT ASSETS	34,179,414	19,765,610
NON-CURRENT ASSETS		
Trade and other receivables	159,549	159,549
Other financial assets	83,171	83,171
Property, plant and equipment	61,575,541	62,105,668
Infrastructure	213,153,377	214,260,287
Right-of-use assets	60,930	91,431
TOTAL NON-CURRENT ASSETS	275,032,568	276,700,106
TOTAL ASSETS	309,211,982	296,465,716
CURRENT LIABILITIES		
Trade and other payables	1,502,857	2,247,670
Other liabilities	1,970,916	1,115,602
Lease liabilities	84,009	84,009
Borrowings	311,510	502,125
Employee related provisions	1,776,698	1,627,183
Other provisions	0	0
TOTAL CURRENT LIABILITIES	5,645,990	5,576,589
NON-CURRENT LIABILITIES		
Other Liabilities	0	0
Lease liabilities	11,724	11,724
Borrowings	9,297,809	9,297,809
Employee related provisions	230,988	220,180
Other provisions	195,729	195,729
TOTAL NON-CURRENT LIABILITIES	9,736,250	9,725,442
TOTAL LIABILITIES	15,382,240	15,302,031
NET ASSETS	293,829,742	281,163,685
EQUITY		
Retained surplus	81,065,649	66,745,350
Reserve accounts	12,562,518	14,216,760
Revaluation surplus	200,201,575	200,201,575
TOTAL EQUITY	293,829,742	281,163,685



Notes to the Statement of Financial Activity For the Period Ended 30 September 2024

1. NATURE CLASSIFICATIONS

REVENUE

Rates

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Grants, subsidies & contributions (other than capital grants, subsidies and contributions)

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Capital grants, subsidies & contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Revenue from Contracts with Customers

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity, water and neighbourhood surveillance services. Exclude rubbish removal charges.

Interest on Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

Profit on Asset Disposal

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

Employee Costs

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on Asset Disposal

Shortfall between the value of assets received over the net book value for assets on their disposal.

Depreciation on Non-Current Assets

Depreciation expense raised on all classes of assets. Excluding Land.

Finance Cost

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation, leasing and refinancing expenses.

Other Expenditure

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2024/25 Y-T-D Revised Budget \$	2024/25 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
ADJUSTMENTS OF NON CASH ITEMS						
(Profit)/Loss on Asset Disposals	0	0	0	0.0%		
Fair value adjustment to financial assets	0	10,808	10,808	(100.0%)		
Depreciation on non-current assets	1,667,517	1,667,538	21	0.0%		
Adjusted Net Operating Activities	13,726,795	14,699,385	972,590	7.1%		
INVESTING ACTIVITIES						
Revenue						
Capital grants, subsidies & contributions	326,315	56,099	(270,216)	(82.8%) ▼	Timing	The recognition of Grants as revenue is linked to specific expenditure incurred on asset acquisition or construction. To date, no significant expenditure has incurred on capital works.
Proceeds from disposal of assets	9,519	0	(9,519)	(100.0%)		
Payments for land and buildings	(178,569)	(179,514)	(945)	(0.5%)		
Payments for transport infrastructure assets	(1,064,043)	(132,367)	931,676	87.6% ▲	Timing	No significant payments to date on upgrade and renewal of roads, bridges, drainage and pathways capital works.
Payments for parks infrastructure assets	(38,934)	(44,677)	(5,743)	(14.7%)		
Payments for motor vehicles	(290,223)	0	290,223	100.0% ▲	Timing	Purchases of motor vehicles are not yet started.
Payments for furniture & fittings	(212,820)	(56,053)	156,767	73.7% ▲	Timing	Recreation centre gym and court equipment, administration centre IT equipment are not yet purchased.
Net investing activities	(1,451,254)	(356,512)	1,094,742	75.4%		
Non-cash amounts excluded from investing activities						
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	0.0%		
Adjusted net investing activities	(1,451,254)	(356,512)	1,094,742	75.4%		

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2024/25 Y-T-D Revised Budget \$	2024/25 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	
FINANCING ACTIVITIES						
Revenue						
Proceeds from new debentures	1,600,000	0	(1,600,000)	0.0%		
Transfers from reserves	2,532,142	1,868,233	(663,909)	(26.2%)	▼ Timing	Reserve Fund transfers for capital asset acquisition/construction are not yet required.
Repayment of debentures	(193,899)	(190,615)	3,284	1.7%		
Principal portion of lease liabilities	(40,500)	(15,429)	25,071	61.9%		
Transfers to Reserves	(1,621,653)	(212,791)	1,408,862	86.9%	▲ Timing	Interest earned on Reserve Fund Cash Investment are transferred to reserve when received. Budgeted transfer to reserve figure will be made later in the year.
Total financing activities	2,276,090	1,449,398	(826,692)	(36.3%)		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	684,594	684,594	0	0.0%		
CLOSING FUNDS (A+B+C+D)	15,236,225	16,476,866	1,240,641	8.1%		



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

3. TRUST FUNDS

Funds held at reporting date over which the Shire has no control and which are not included in the financial statements are as follows:

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Ross & Deborah Bevan	42,672.02	0.00	0.00	0.00	0.00	42,672.02
Public Open Space	546,328.68	0.00	0.00	0.00	0.00	546,328.68
Dept Communities Grant - Auspicing for Goodstart Eaton Child Care Centre	4,764.21	0.00	0.00	0.00	0.00	4,764.21
Accrued Interest	0.00	0.00	6,262.27	0.00	0.00	6,262.27
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	593,764.91	0.00	6,262.27	0.00	0.00	600,027.18

4. RESERVES - CASH BACKED

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Council Restricted						
Executive & Compliance Vehicles Reserve	350,572.76	0.00	0.00	0.00	0.00	350,572.76
Plant & Engineering Equipment Reserve	806,403.91	0.00	0.00	0.00	0.00	806,403.91
Eaton Recreation Centre - Equipment Reserve	327,123.67	0.00	0.00	0.00	0.00	327,123.67
Building Maintenance Reserve	685,231.36	0.00	0.00	(4,631.00)	0.00	680,600.36
Employee Relief Reserve	283,317.08	0.00	0.00	0.00	0.00	283,317.08
Employee Leave Entitlements Reserve	51,160.76	0.00	0.00	0.00	0.00	51,160.76
Refuse Site Environmental Works Reserve	200,178.91	0.00	0.00	0.00	0.00	200,178.91
Information Technology Reserve	826,864.63	0.00	0.00	0.00	0.00	826,864.63
Roadwork Construction & Major Maintenance Reserve	2,223,012.54	0.00	0.00	(83,963.00)	0.00	2,139,049.54
Accrued Salaries Reserve	525,096.04	0.00	0.00	0.00	0.00	525,096.04
Tourism Reserve	12,114.87	0.00	0.00	0.00	0.00	12,114.87
Recycling Education Reserve	58,364.61	0.00	0.00	0.00	0.00	58,364.61
Road Safety Programs Reserve	32,946.20	1,200.00	0.00	0.00	0.00	34,146.20
Council Land Development Reserve	28,487.57	0.00	0.00	0.00	0.00	28,487.57
Carried Forward Projects Reserve	1,438,908.49	0.00	0.00	(196,592.00)	0.00	1,242,316.49
Election Expenses Reserve	35,201.31	0.00	0.00	0.00	0.00	35,201.31
Town Planning Consultancy Reserve	61,923.89	0.00	0.00	0.00	0.00	61,923.89
Parks & Reserves Upgrades Reserve	178,504.68	0.00	0.00	(14,368.00)	0.00	164,136.68
Strategic Planning Studies Reserve	108,106.97	0.00	0.00	0.00	0.00	108,106.97
Pathways Reserve	225,593.72	0.00	0.00	(10,754.00)	0.00	214,839.72
Asset / Rates Revaluation Reserve	268,757.93	0.00	0.00	0.00	0.00	268,757.93
Refuse & Recycling Bin Replacement Reserve	71,715.45	0.00	0.00	0.00	0.00	71,715.45
Sale of Land Reserve	1,393,129.55	0.00	0.00	0.00	0.00	1,393,129.55
Storm Water Reserve	152,277.59	0.00	0.00	0.00	0.00	152,277.59
	10,344,994.49	1,200.00	0.00	(310,308.00)	0.00	10,035,886.49
Statute Restricted						
Contribution to Works Reserve	959,636.26	13,384.58	0.00	(4,350.00)	0.00	968,670.84
Eaton Drive - Access Construction Reserve	38,612.75	10,012.20	0.00	0.00	0.00	48,624.95
Eaton Drive - Scheme Construction Reserve	53,292.22	18,529.40	0.00	0.00	0.00	71,821.62
Fire Control Reserve	11,925.81	0.00	0.00	0.00	0.00	11,925.81
Collie River (Eaton Drive) Bridge Construction Reserve	34,293.01	14,172.55	0.00	0.00	0.00	48,465.56
Unspent Grants Reserve	1,664,249.54	0.00	0.00	(1,506,525.00)	0.00	157,724.54
Swimming Pool Inspection Reserve	9,084.86	0.00	0.00	0.00	0.00	9,084.86
Burekup - Public Open Space	74,733.53	0.00	0.00	0.00	0.00	74,733.53
Unspent Specified Area Rate - Bulk Waste Collection Reserve	74,532.74	0.00	0.00	0.00	0.00	74,532.74
Unspent Specified Area Rate - Eaton Landscaping Reserve	449,739.75	0.00	0.00	(3,587.00)	0.00	446,152.75
Unspent Loans Reserve	501,665.42	0.00	0.00	(43,463.00)	0.00	458,202.42
Dardanup Expansion Developer Contribution Plan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	3,871,765.89	56,098.73	0.00	(1,557,925.00)	0.00	2,369,939.62
Interest	0.00	156,691.91	0.00	0.00	0.00	156,691.91
Less: Outstanding Debtors	0.00	(1,200.00)	0.00	0.00	0.00	(1,200.00)
TOTAL	14,216,760.38	212,790.64	0.00	(1,868,233.00)	0.00	12,561,318.02



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

5. MUNICIPAL LIABILITIES

Funds held at reporting date for bonds and deposits not required to be held in the Trust Fund and classified as restricted to recognise that they are owed to developers/hirers and others. These are now classified as Municipal Liabilities as follows:

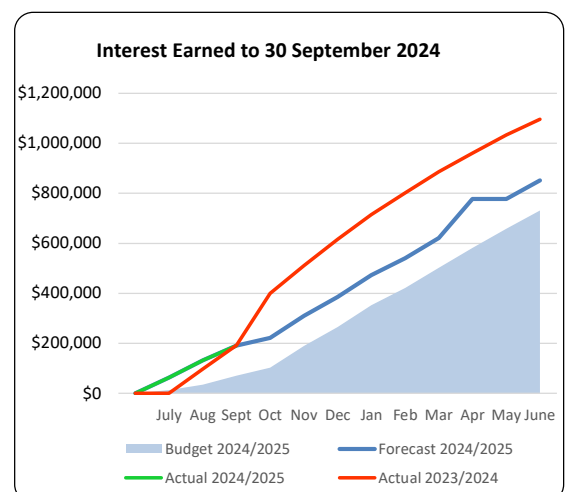
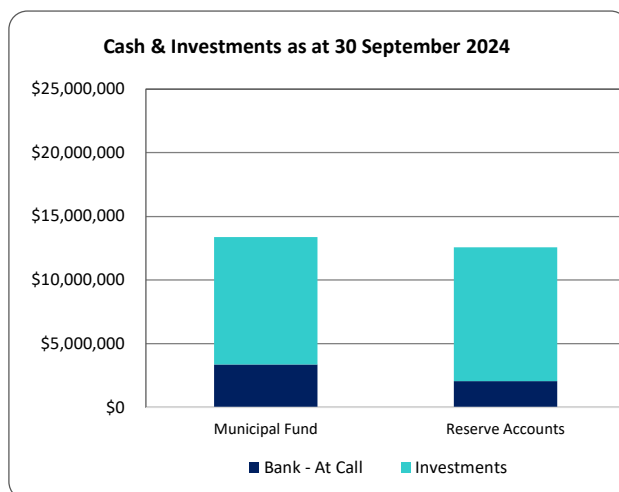
	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Retention Bonds						
Parkridge Group	2,176.90	13,815.10	0.00	0.00	0.00	15,992.00
Winterfall Nominees Pty Ltd	0.00	0.00	0.00	0.00	0.00	0.00
Holland Loop Pty Ltd	0.00	0.00	0.00	0.00	0.00	0.00
T J Coman	8,384.63	0.00	0.00	0.00	0.00	8,384.63
Thompson Surveying Consultants	0.00	0.00	0.00	0.00	0.00	0.00
Anstee Earthmoving Pty Ltd	0.00	0.00	0.00	0.00	0.00	0.00
Ability Support 6 Pty Ltd	34,470.15	0.00	0.00	0.00	0.00	34,470.15
Bethanie Group Inc	0.00	0.00	0.00	0.00	0.00	0.00
Allesac Pty Ltd	77,877.98	65,821.63	0.00	0.00	0.00	143,699.61
Anthony Frank Pantlin		9,700.00	0.00	0.00	0.00	9,700.00
Total - Retention Bonds	122,909.66	89,336.73	0.00	0.00	0.00	212,246.39
Construction Contract Retention						
Kalamunda Electrics	0.00	0.00	0.00	0.00	0.00	0.00
LD Total (Sanpoint Pty Ltd)	0.00	0.00	0.00	0.00	0.00	0.00
Carbone Bros	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
Extractive Industry Rehabilitation Bonds						
L G Davidson	1,290.20	0.00	0.00	0.00	0.00	1,290.20
M Denholm	845.24	0.00	0.00	0.00	0.00	845.24
S Catalano	1,340.36	0.00	0.00	0.00	0.00	1,340.36
Bunbury Agricultural Society	2,387.88	0.00	0.00	0.00	0.00	2,387.88
D Busher	1,282.84	0.00	0.00	0.00	0.00	1,282.84
Valli & Co	2,600.14	0.00	0.00	0.00	0.00	2,600.14
Charles Hull Contracting	7,603.41	0.00	0.00	0.00	0.00	7,603.41
J & P Group	135,809.01	0.00	0.00	0.00	0.00	135,809.01
Total - Extractive Industries Bonds	153,159.08	0.00	0.00	0.00	0.00	153,159.08
Sundry Deposits						
Unclaimed Monies	1,829.65	0.00	0.00	0.00	0.00	1,829.65
Bunbury Wellington Group of Councils (BunGeo Group of Councils - BGGC)	56,532.31	3,000.00	0.00		0.00	59,532.31
Youth Advisory Group Donation from Youth Fest	0.00	0.00	0.00	0.00	0.00	0.00
Total - Sundry Deposits	58,361.96	3,000.00	0.00	0.00	0.00	61,361.96
Election Deposits	0.00	0.00	0.00	0.00	0.00	0.00
Key Bonds	620.00	360.00	0.00	0.00	0.00	980.00
Hire Bonds	2,089.50	1,000.00	0.00	(300.00)	0.00	2,789.50
Kerb Bonds	4,968.25	0.00	0.00	0.00	0.00	4,968.25
Construction Training Fund	2,921.95	4,728.57	0.00	(1,356.35)	0.00	6,294.17
Building Services Levy	12,699.13	4,277.30	0.00	0.00	0.00	16,976.43
Development Assessment Panel	0.00	0.00	0.00	0.00	0.00	0.00
Less Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	357,729.53	102,702.60	0.00	(1,656.35)	0.00	458,775.78



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

6. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCE	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2024-2025
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 1,392,563.22	4.15%					\$27,149.37
CBA	Municipal - Business Online Saver	\$ 1,976,453.14	4.30%					\$11,222.19
CURVE	BOQ	\$ 1,000,000.00	4.95%	180	09/2024	03/2025	\$24,410.96	
CURVE	Bank of China	\$ 4,000,000.00	5.13%	180	09/2024	03/2025	\$101,194.52	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	152	09/2024	02/2025	\$20,821.92	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	180	09/2024	03/2025	\$24,657.53	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	210	09/2024	04/2025	\$28,767.12	
NAB	National Australia Bank	\$ 2,000,000.00	5.00%	243	09/2024	05/2025	\$66,575.34	
	Interest received on matured deposits							
		<u>\$ 13,369,016.36</u>					<u>\$266,427.40</u>	<u>\$38,371.56</u>
TRUST FUND								
CBA	Trust Fund Bank Account	\$ 600,027.18	4.15%					\$6,262.27
		<u>\$ 600,027.18</u>					<u>\$0.00</u>	<u>\$6,262.27</u>
RESERVE ACCOUNTS								
CBA	Reserve Bank Account	\$ 221,681.18	4.15%					\$23,466.90
CBA	Reserve - Business Online Saver	\$ 1,839,636.84	4.30%					\$133,225.01
CURVE	BOQ	\$ 1,500,000.00	4.95%	180	09/2024	03/2025	\$36,616.44	
CURVE	Bank of China	\$ 4,000,000.00	5.13%	180	09/2024	03/2025	\$101,194.52	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	152	09/2024	02/2025	\$20,821.92	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	180	09/2024	03/2025	\$24,657.53	
NAB	National Australia Bank	\$ 1,000,000.00	5.00%	210	09/2024	04/2025	\$28,767.12	
NAB	National Australia Bank	\$ 2,000,000.00	5.00%	243	09/2024	05/2025	\$66,575.34	
	Interest received on matured deposits							
		<u>\$ 12,561,318.02</u>					<u>\$278,632.88</u>	<u>\$156,691.91</u>
Total Interest Received								<u><u>\$201,325.74</u></u>





Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

6. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 10,000,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 10,500,000.00
	<u>\$ 20,500,000.00</u>

Investment Policy - Portfolio Risk Exposure

Council's investment policy provides a framework to manage the risks associated with financial investments.

Portfolio - Terms of Maturity

Limits are placed on the term to maturity thereby reducing the impact of any significant change in interest rate markets and to provide liquidity.

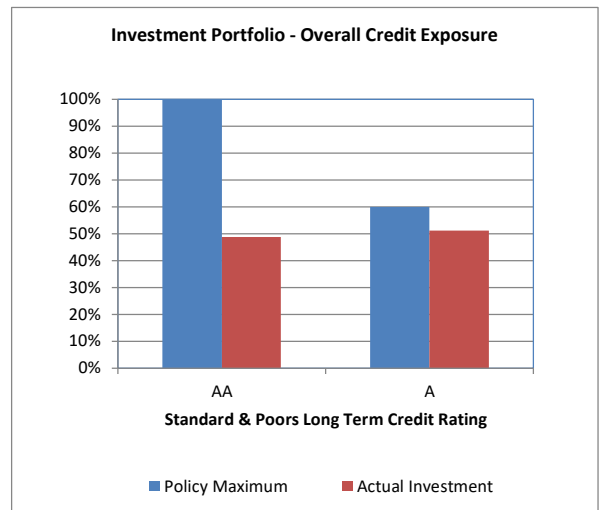
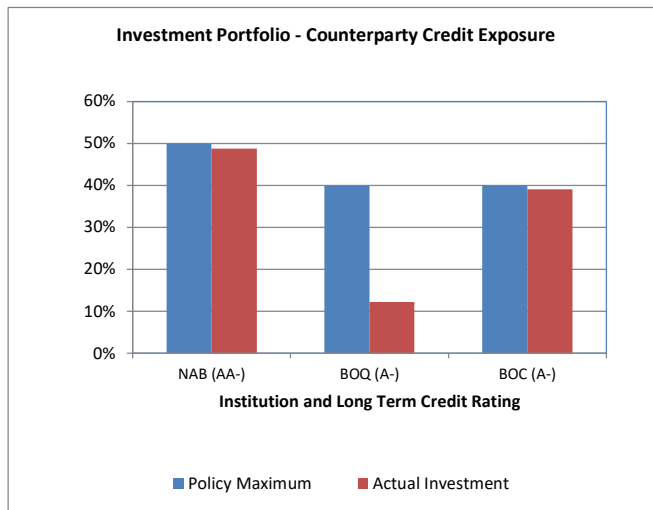
Counterparty Credit Exposure

Exposure to an individual authorised deposit-taking institution (ADI) counterparty will be restricted by their credit rating so that single entity exposure is limited.

Overall Credit Exposure

To control the credit quality on the entire portfolio, limits are placed on the percentage exposed to any particular credit rating category.

The following charts demonstrate the current portfolio diversity and risk compliance with the policy framework.





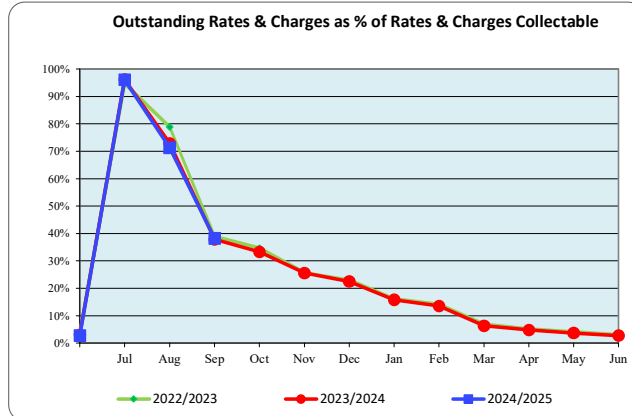
Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

7. Accounts Receivable as at 30 September 2024

Rates and Charges Outstanding

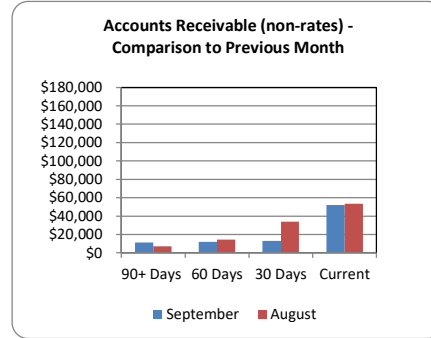
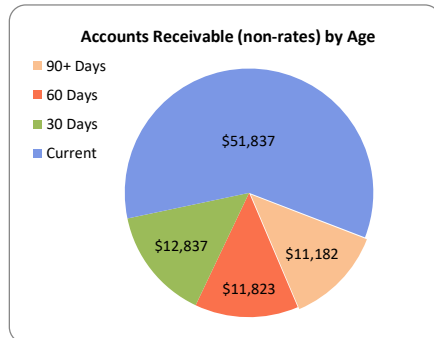
2024/25 annual rates were raised on 31 July 2024 and are due by 11 September 2024 for payment in full or for the first of four instalments. The final instalment is due 19 March 2025.

As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$7,841,033. This equates to 38.28% of rates and charges collectable and is at a similar position to previous years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



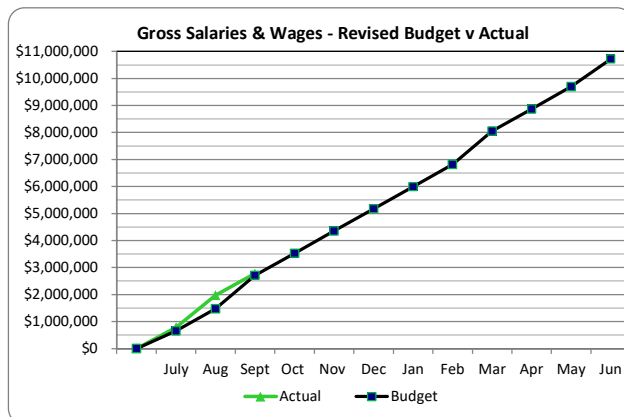
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$87,678. There are no significant outstanding debts.



8. Salaries and Wages to 30 September 2024

At the reporting date, total salaries and wages expenditure is \$2,777,979 (25.92%) of the annual budget of \$10,717,922 for the 2024/25 financial year.





Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

9. RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2024/25 Budget rate revenue	2024/25 Budget interim rates	2024/25 Budget back rates	2024/25 Budget total revenue	2024/25 Actual total revenue	2023/24 Actual total revenue	2023/24 Budget total revenue
	\$		\$	\$	\$	\$	\$		\$	\$
Differential general rate or general rate										
Gross rental valuations										
Residential (including residential vacant)	0.115710	4,473	81,214,396	9,397,317	163,181	0	9,560,498	9,415,502	8,813,594	8,813,594
Commercial (including commercial vacant)	0.113990	60	14,966,396	1,706,020	0	0	1,706,020	1,702,172	1,625,008	1,625,008
Industrial (including industrial vacant)	0.114260	73	10,050,752	1,148,399	0	0	1,148,399	1,137,874	1,033,133	1,033,133
Rural residential (including rural residential vacar	0.115270	399	9,394,102	1,082,858	0	0	1,082,858	1,075,582	991,808	991,808
Accommodation	0.115890	2	439,400	50,922	0	0	50,922	50,922	82,351	100,359
UV Rural (including UV1, UV2, UV3 and Mining)	0.005633	507	356,109,893	2,005,967	0	0	2,005,967	181,980		
				0	0	0	0	1,824,748	1,884,140	1,884,140
				0	0	0	0	87,129		
				0	0	0	0	0		
Sub-Totals		5,514	472,174,940	15,391,483	163,181	0	15,554,664	15,475,910	14,430,034	14,448,042
Minimum										
Minimum payment										
Gross rental valuations										
Residential (including residential vacant)	1,625.00	511	5,114,424	830,375	0	0	830,375	516,750	809,343	809,343
Commercial (including commercial vacant)	1,722.00	7	46,010	12,054	0	0	12,054	8,610	13,927	13,928
Industrial (including industrial vacant)	1,722.00	46	475,350	79,212	0	0	79,212	12,054	66,543	66,543
Rural residential (including rural residential vacar	1,722.00	79	642,206	136,038	0	0	136,038	20,664	117,610	117,610
Accommodation	1,722.00	0	0	0	0	0	0	0		
UV Rural (including UV1, UV2, UV3 and Mining)	1,722.00	128	19,868,357	220,416	0	0	220,416	12,054		
0				0	0	0	0	173,922	198,482	198,482
0				0	0	0	0	34,440	26,246	26,246
0				0	0	0	0	494,726		
Sub-Totals		771	26,146,346	1,278,095	0	0	1,278,095	1,273,220	1,232,151	1,232,152
		6,285	498,321,286	16,669,578	163,181	0	16,832,759	16,749,130.00	15,662,185	15,680,194
Concession on general rates							(20,596)	(18,414)	(27,553)	(8,531)
Rates write-off								(214)	(125)	
Total amount raised from general rates							16,812,163	16,730,501	15,634,507	15,671,663
Specified area rates - bulk waste collection	0.001735			147,869			147,869	148,720	110,918	112,447
Specified area rates - Eaton landscaping	0.002006			186,017			186,017	186,740	268,148	276,345
Total specified area and ex gratia rates							333,886	335,459	379,066	388,792
Interim Back Rates										
Total rates							17,146,049	17,065,961	16,013,573	16,060,455



Notes to the Statement of Financial Activity
For the Period Ended 30 September 2024

10. INFORMATION ON BORROWINGS

Debenture Repayments

		Principal Opening Balance 01 July 2024	New Loans 2024/25		Principal Repayments 2024/25		Interest Repayments 2024/25		Principal Outstanding 30 September 2024	
Particulars	Loan No.		Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities										
Wanju/Waterloo Industrial Park										
Developer Contribution Plans	70	536,190	0	0	0	(73,340)	0	(11,149)	536,190	462,850
Waste Bins (3 Bin System)	71	232,873	0	0	(22,304)	(44,821)	(2,223)	(5,476)	210,569	188,052
Recreation and Culture										
Glen Huon Oval Club Rooms	69	790,946	0	0	(23,742)	(47,940)	(15,186)	(35,328)	767,203	743,006
Eaton Oval Club Rooms	72	678,174	0	0	(11,295)	(22,854)	(15,789)	(35,930)	666,879	655,320
Transport										
Depot Land	66	253,729	0	0	(34,094)	(68,881)	(5,163)	(11,379)	219,636	184,848
Economic Services										
Gravel Pit Land - Panizza Road	61	0	0	0	0	0	0	0	0	0
Other Property and Services										
Library / Adminstration Centre (#1)	73	5,808,022	0	0	(99,179)	(200,548)	(128,221)	(294,220)	5,708,842	5,607,474
Library / Adminstration Centre (#2)	74	1,500,000	0	0	0	(46,192)	0	(83,501)	1,500,000	1,453,808
		9,799,934	0	0	(190,615)	(504,576)	(166,583)	(476,983)	9,609,319	9,295,358

All debenture repayments are financed by general purpose revenue.

(Appendix ORD: 12.4.6B)



Notes to the Statement of Financial Activity For the Period Ended 30 September 2024

11. BUDGET AMENDMENTS

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Revised Budget Running Balance \$
Budget Adoption		Opening Surplus (Budgeted)					506,246
Permanent Changes		Adjustment to Opening year end Surplus (30/6/24) from \$652,816 to \$684,594.			31,778.00		538,024
0522501.48	Grant Revenue - Capital ESL MUN	31/08/2024 - 219-24	Non-operating Revenue		187,500		725,524
J05009	Upgrades to Ferguson Bush Fire Brigade	31/08/2024 - 219-24	Asset Acquisition			(212,650)	512,874
0522501.48	Grant Revenue - Capital ESL MUN	31/08/2024 - 219-24	Non-operating Revenue		9,468		522,342
0531001	Plant & Equipment - Fire Prevention - FESA provided MUN	31/08/2024 - 219-24	Asset Acquisition			(10,414)	511,928
J14322	Administration Building/Library Project - Land & Buildings	30/09/2024 - 245-24	Asset Acquisition			(76,998)	434,930
J14325	Staff Design Costs - Other Building Construction	30/09/2024 - 245-24	Operating Expense		13,000		447,930
0524501.48	Grant Revenue - OLPS (Taxable) MUN	30/09/2024 - 245-24	Non-operating Revenue		63,998		511,928
					273,966	(300,062)	511,928

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Schedule of Paid Accounts as at the 30th of September 2024

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

6 - Community Engagement

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	: No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.7)