

(e-Appendix ORD: 12.11B)

OCM to be held 30 September 2020

DRAFT
COUNCIL
POLICY
MANUAL

POLICIES

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POLICY NO:-

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

Procedure Link:	PR003	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC7	OCM	24/05/05	Res: 177/05	Synopsis:	Policy created.
			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: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

To guide the Council in the appointment of Honorary Freeman.

3. POLICY

The following shall be taken into account when consideration is given to granting the honour 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.

4. 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.

5. ENTITLEMENTS

The Shire will:

- 5.1 Award the title at a Special Meeting of Council, followed by a reception.
- 5.2 Issue a press statement announcing the awarding of the title.

- 5.3 Present the endorsed nominated person with a certificate attesting his or her quality as the Honorary Freeman of the Shire.
- 5.4 Cause the name of the Honorary Freeman to be engraved on the Shire’s Board of Past and Present Freemen.

6. WITHDRAWAL OR DECLINING OF NOMINATION

- 6.1 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.
- 6.2 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.
- 6.3 A person holding the title of Honorary Freeman may at any time, without having to provide any justification for doing so, renounce the title.
- 6.4 The deliberation of the Council decision will take place Behind Closed Doors.



POLICY NO:-
Exec CP003 – ACTING CHIEF EXECUTIVE OFFICER

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
History:	1	EXEC10	OCM	19/01/12	Res: 02/12	Synopsis:	Policy created.
			OCM:	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted – Procedure Prepared
Version:	2	CP003	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 CP003	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

When the Chief Executive Officer takes annual or other Leave the Chief Executive Officer is to appoint **the Deputy Chief Executive Officer in the first instance; or if the Deputy Chief Executive Officer is unavailable**, one of the Directors **in the second instance, as Acting Chief Executive Officer.**

To enable the CEO to select the most appropriate officer at the time to be Acting CEO, taking into account the workload at the time and availability of the Director. If none of the Directors are available the Chief Executive Officer may appoint one of the Managers.

3. REFERENCE DOCUMENTS

Local Government Act 1995 5.36, **5.39C** and 5.42

4. POLICY

That the Chief Executive Officer be authorised to appoint any of the Directors **(or in special circumstances, a Manager)** to be Acting Chief Executive Officer during the absence of the Chief Executive Officer on leave., ~~the Directors are to be rotated at the Chief Executive Officer's discretion to encourage development of each Director's leadership skills.~~

The Shire President and Council is to be provided with prior notice of the appointment when possible, or as soon as practicable.

In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, the Council will authorise the appointment.

In the event that no Directors are available the Chief Executive Officer may appoint one of the Managers, or an external suitably qualified person to be the Acting Chief Executive Officer.

Appointment by the CEO or Council is to be in writing.



POLICY NO:-

Exec CP004 - PURCHASED LEAVE – DEFERRED SALARY ARRANGEMENT**GOVERNANCE INFORMATION**

Procedure Link:	PR005	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC3	OCM:	24/03/10	Res:	77/10	Synopsis:	Policy created.
	1		OCM:	10/05/12	Res:	138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP004	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 CP004	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

In order to provide employees with greater work-life balance, this initiative has been adopted as an attraction and retention incentive for employees wishing to access one full paid year off **paid at 80%** following a four-year period **of** receiving 80% of their regular salary.

3. POLICY

The salary, as well as superannuation, is reduced over the four years to 80%, thus the fifth year is also paid at 80%.

Eligible employees may apply for the scheme, therefore electing to receive, over a four-year period, 80% of the salary they would otherwise be entitled to receive.

All full-time permanent award based or contract employees may apply for a deferred salary arrangement.

Application must be made in writing on the approved Application for Deferred Salary Scheme Form. The request will be assessed by the employee's Director. The Director (if supportive of the application) requests approval of the Chief Executive Officer.

Leave

Employees may take any form of paid leave during the four years of the deferred salary arrangement, without effect to their participation in the scheme. Periods of leave will also be paid at 80% of the regular salary.

Employees cannot apply for any paid leave during the 5th year off, except for maternity leave or specific approvals of sick leave.

Accruals

No leave entitlements will accrue during the 5th year off. This includes sick leave, annual leave and long service leave.

Terminations

If an employee ceases employment with the Shire during the term of the deferred salary arrangement, payment of accumulated funds will be paid in the final pay (termination pay).

Withdrawal from the Arrangement

An employee may withdraw from the arrangement prior to completion of the fourth year and the withdrawal must be given in the form of a written notice. The officer will receive a lump sum payment of salary forgone to that time, but will not be entitled to equivalent absence from duty.

An early return from the approved period of absence may be approved in special circumstances, but a request for this must be made in writing to the Chief Executive Officer.

Overtime

An employee on a deferred salary arrangement who works authorised overtime will be paid overtime rates based on their normal rate of salary, i.e. the rate of salary payable prior to any fortnightly deferred leave salary deductions being made.

Workers Compensation

Employees receiving workers' compensation payments are not eligible to access a purchased leave agreement. Where an employee who is participating in the deferred salary scheme becomes entitled to workers' compensation, the agreement should be suspended effective from the first day of the period of incapacity and remain suspended until the last day of incapacity.

Outside Work

An employee engaging in work outside the organisation during this period of leave, make it their own responsibility to ensure they are aware of the specific tax and superannuation implications. **No secondary employment is to occur without the prior approval of the CEO.**

Other Formalities of the Arrangement

- Deferred leave must be taken immediately after the completion of the 4 year service period.
- Deferred leave will not constitute a break in service and will count as service for all purposes.
- ~~The employer will ensure that superannuation arrangements and taxation effects are fully explained to the employee.~~
- The 12 months of deferred leave will be paid at 80% of the salary they were otherwise entitled to in the fourth year of deferment.
- During the 4 year service period, an allocation of 20% of the employee's annual salary shall be transferred to the Employee Leave Entitlements Reserve each year, with funds transferred from this Reserve when the leave is taken.



POLICY NO:-

Exec CP006 – DEFENCE RESERVIST LEAVE**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC8	OCM: 25/08/05	Res: 318/05	Synopsis:	Policy created.
	2		OCM: 10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP006	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 CP006	OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

It is recognised that the Australian Defence Reserves are an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness. This Policy applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

To ensure that members of the Defence Reserve Service employed by the Organisation are able to access a reasonable amount of additional leave for that purpose.

3. REFERENCE DOCUMENTS

Defence Reserve Service (Protection) Act 2001

4. POLICY

1. The Defence Reserve Service (Protection) Act 2001 (the Act) provides that:

- “Defence Service” means service in a part of the Reserves and includes training.
- Reserve service may be continuous full-time defence service or other defence service (eg short periods of defence reserve service which may include training), and must not prejudicially affect employees’ entitlements or other conditions of employment.
- The Act does not invoke any obligation on employers to pay the Reservists’ remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees’ public sector pay.
- Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- There is no scope for employers to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist “volunteer(ing)” for service or training.
- There is no discretion under the Act for employers to refuse requests for reserve service or training leave, irrespective of inconvenience to the employer or the nonessential nature of the leave. Employers are only entitled to verify that the leave request relates to the actual reserve service or training.

2. Employer Support Payment Scheme

In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to employers who release Reservists for more than 2 weeks per year.

The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is as recognition of the costs and/or disruption to employers caused as a consequence of releasing a reservists for a period of continuous Defence service.

Service that is considered under the Employer Support Payment is:

- Ordinary Reserve Service, and
- Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) of their delegates have designated the service as protected service.

Under the Scheme an employer is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.

Further details of the operation of the Australian Defence Force Reserves Employer Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Council on 1800 803 485 or their website www.defence.gov.au/reserves.



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: ???-20	Synopsis: Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

As a part of the CEO Contract of Employment a motor vehicle is provided for unlimited private use except for the exceptions listed below in this policy.

To make clear the use rights of the CEO’s use of the Shire vehicle.

3. REFERENCE DOCUMENTS

Local Government Act 1995 5.39

4. POLICY

In accordance with Section 5.3 and the Schedule, forming part of the Employment Contract signed by Council and the Chief Executive Officer, a motor vehicle is provided for the private use of the Officer, additional to business use which includes access by other employees. 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.
2. All Fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officer’s responsibility. (The intent of the “weekend” condition is for fill-ups on long private weekend trips to be at the Officer’s cost.)
3. 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.
4. Prior Council approval **from the Shire President** in writing is required before the vehicle is taken outside the State, or north of the 26th parallel.
5. The vehicle is to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Shire President.
6. The Officer’s spouse and family may drive the vehicle after work hours subject to the approval of the Officer.
7. The Officer’s family members may drive the vehicle providing they are no longer probationary drivers, and the use is authorized by the Officer.



POLICY NO:-

~~CP010 – COUNCIL CHAMBER TABLE, CHAIRS AND DESK - DELETE~~

GOVERNANCE INFORMATION

Procedure Link:	PR014	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC20	OCM	24/07/98	Res: 698/98	Synopsis:	Policy created.
			OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted.
Version:	2	CP010	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

**RECOMMEND DELETION – The sponsored chairs have been returned to the sponsor family as identified on the plaque.
Remaining six chairs are to be advertised and disposed of in accordance with this policy
and the Local Government Act 1995.**

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To secure the ownership details of the furniture at the Dardanup office meeting room.

As Council resolved to move the main administration to Eaton, Council decided to place antique style boardroom tables and chairs in the Dardanup office.

To assist with the financing of this venture the pieces were advertised for members of the community to pay a price to have ownership of a piece, with the furniture to stay in place until Council decided otherwise.

3. REFERENCE DOCUMENTS

Local Government Act 1995 2.7 (2) (b)

4. POLICY

PART ONE

That the Jarrah Boardroom table, desk and 14 floral upholstered chairs be clearly identified as being donated by members of the community by a plaque fixed to the item.

Each plaque to clearly state the name of the sponsor.

PART TWO

That the identified items of furniture remain in the Dardanup office of the Shire of Dardanup.

PART THREE

That if in the event that a future Council wishes to replace the identified Boardroom table, desk and chairs that the items be first offered to be handed over to the sponsor family as identified on the plaque.

PART FOUR

In the event that the sponsor family does not wish to receive the item of furniture the furniture is to be publicly advertised for sale and the proceeds are to be allocated to community projects with the Dardanup townsite.



POLICY NO:-
Exec CP011 – TOURISM POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

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: ???-20	Synopsis: Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

This policy is to be read in conjunction with the document "An Overview of Activity and Strategic Opportunities for Tourism in the Shire of Dardanup" and the Shire of Dardanup Strategic Community Plan.

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. REFERENCE DOCUMENTS

Local Government Act 1995 6.2 and Financial Regulations 1996 11.

4. POLICY

1. Council will work closely with, Ferguson Valley Marketing (Inc.) and other relevant Tourism and Government Departments, in all aspects of tourist development.
2. Council will endeavour to provide an adequate annual budget allocation for tourism expenditure.
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.
4. In the formulations of its planning regulations, Council will have regard to the requirements of tourism development.
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.
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.

7. Council will encourage tourism product development and investment throughout the area and will facilitate the development application process.
8. Council will demand a high standard of design and aesthetics in all forms of tourist development.
9. Council will consider the welfare of the whole community when supporting tourism development and the provision of facilities.
10. When considering tourism developments, Council will consider the social, cultural, economic and environmental impact of the proposal within the area.
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.
12. Council will support the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries.
13. Council will assist in seeking financial involvement from other sources wherever possible in the provision of tourist facilities.
14. Council will encourage the landscaping of residential and commercial centres within Council's area.
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.



POLICY NO:-
Exec CP012 – LEGAL REPRESENTATION – COSTS INDEMNIFICATION

GOVERNANCE INFORMATION			
Procedure Link:	PR017	Administrative Policy Link:	NA

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: ???-20	Synopsis: Reviewed and Adopted by Council

NO CHANGE

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. REFERENCE DOCUMENTS

Local Government Act 1995 Financial Provisions, Section 5.42

4. POLICY

4.1 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

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 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).

4.2 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 \$5000 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.

4.3 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.



POLICY NO:-

Exec CP020 – CIVIC FUNCTIONS**GOVERNANCE INFORMATION**

Procedure Link:	PR034	Administrative Policy Link:	NA
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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: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**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

Local government 2.8 SI(c) Role of Shire President or President

(1) The Shire President 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. REFERENCE DOCUMENTS

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

4. 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.



POLICY NO:-

Exec CP021 – CONSULTANT LIAISON

GOVERNANCE INFORMATION

Procedure Link:	PR035	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC44	OCM	05/11/14	Res:	346/14	Synopsis:	Policy created.
Version:	1	CP0021	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:		Exec CP021	OCM	30/09/20	Res:	??-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

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 ~~working~~ 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 ~~working~~ advisory 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 ~~working~~ advisory groups to ensure that contractual arrangements with consultants are not compromised.

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. The Policy is to ensure that members of committees and ~~working~~ advisory groups do not contact suppliers and/or contractors to discuss the projects subject of the contract.

The policy is to be included in committee agendas immediately following the Affirmation of Civic Duties and Responsibility.

3. POLICY

To be included in Committee 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.

The exception to this Policy is when there is a meeting of the committee or ~~working~~ 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.”



POLICY NO:-

Exec CP026 – SOCIAL MEDIA

GOVERNANCE INFORMATION

Procedure Link:	PR059	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:		Exec CP026	OCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

This policy applies to Shire of Dardanup (including Eaton Recreation Centre & Shire of Dardanup Library Services) Employees (full-time, part-time, casual); Contractors; Elected Members AND Volunteers accessing Social Media for professional AND personal purposes whether via personal devices or those supplied by the Shire of Dardanup.

The Policy objective is to: -

- Guide Shire of Dardanup (including Eaton Recreation Centre & Shire of Dardanup Library Services):
 - Employees;
 - Contractors;
 - Elected Members;
 - Volunteers;

on Council's expectations in relation to the acceptable use of Social Media for professional AND personal purposes.

- Promote responsible use of social media platforms within the organisation;
- Continued enhancement of communication and engagement with the community to improve overall satisfaction with the organisation;
- Define how Social Media will be used in an official capacity by employees of the Shire of Dardanup;
- Educate how conduct when using Social Media in a private/personal capacity can impact community perception of the organisation and responsibilities as an employee, elected member or associated person.

The purpose of this policy is NOT to discourage or limit staff, elected members or other associated persons' usage of Social Media for personal expression or other online activities in their personal life and not associated with their employment or role as an elected member.

3. DEFINITIONS

Social Media:

"Websites and applications that enable users to create and share content or to participate in social networking" (Oxford Dictionary).

Social Media is a range of tools that enable people or organisations to:

- Create their own content using words, pictures or videos
- Share that content with others to initiate discussion
- Receive feedback

~~In 2017,~~ Some of the most widely-used examples of Social Media tools are Facebook, Instagram, YouTube, Snapchat and Twitter. Other examples include blogs, wikis, podcasts and online forums.

4. POLICY

4.1 Authorisation to update Social Media on behalf of the Shire of Dardanup

Speaking on behalf of the Local Government is the role of the Shire President. Only the Shire President has the authority to speak with the media on behalf of the Shire of Dardanup.

However, the Shire President has the power to delegate this authority to the Chief Executive Officer and the Chief Executive Officer likewise to other officers. This power is delegated to the Chief Executive Officer ~~annually under delegation GD21~~. The Shire President may delegate approval to speak to the media to an elected member on an issue by issue basis.

As a result, the Chief Executive Officer has the authority to establish and terminate official Shire of Dardanup Social Media accounts or can delegate authority to the ~~Deputy CEO~~ **others** to do so.

The Chief Executive Officer ~~and Deputy CEO~~ provide authority to selected Shire of Dardanup personnel who manage and moderate Shire of Dardanup Social Media activities.

Authorised personnel are outlined in the Social Media Procedure Document.

4.2 Elected Members

The following is in reference to elected members and social media:

- Elected members are not authorised to make contributions (Facebook posts, YouTube clip uploads) to official Shire of Dardanup (including Eaton Recreation Centre and Library Services) Social Media channels however are permitted to engage with Shire activities on Social Media such as by comment, share, or 'Like' – provided this activity is in the best interests of the Local Government;
- This Policy does not prevent elected members from establishing their own personal Social Media sites or presence;
- Content posted by elected members shall comply with the Shire of Dardanup Code of Conduct;
- Elected member Social Media sites will have no official Shire of Dardanup standing;
- Shire of Dardanup resources will not be used in establishing or maintaining elected member Social Media sites;
- The views expressed and published by an elected member on Social Media sites shall be their personal opinion only and are not to represent the position of the Shire of Dardanup;
- The Shire of Dardanup accepts no responsibility arising from Social Media comments or postings made by elected members.

SOCIAL MEDIA QUICK GUIDE				
	Post on behalf of Shire of Dardanup	Like	Comment	Share
Authorised Staff	✓	✓	✓	✓
Staff	x	✓	✓	✓
Contractor	x	✓	✓	✓
Elected Member	x	✓	✓	✓
Volunteer	x	✓	✓	✓

4.3 Social Media posts and contributions shall be based on the following principles:

- (a) Contributions are lawful.
 - Officer contributions shall comply with Australian law.
 - Officer contributions shall comply with the terms and conditions of the site provider.
 - Officer contributions shall comply with copyright.
- (b) Adherence to Shire Policies (including Code of Conduct).
 - Officer contributions shall comply with Council policies.
 - Officer contributions shall comply with Council's Code of Conduct.

- (c) Contributions are to be accurate and factual.
- (d) Officers are to ensure published content, contributions and responses to questions from the public are:
 - Accurate
 - Factual
 - Apolitical
 - Impartial
 - Professional
- (e) Contributions are to represent the formal Council position.
- (f) Officers are not to post personal views or opinions.
- (g) Promotion of Commercial Enterprises.
 - Private commercial enterprises are not to be promoted or endorsed unless in conjunction with the promotion of a Shire of Dardanup event/service/promotion.
- (h) Photos and videos for official purposes.
 - Photos or videos featuring members of the public must not be published to Social Media sites without written consent. In the case of a subject under 18 years of age, consent must be provided by a parent or guardian.

4.4 Responding to comments/queries by the public on Shire of Dardanup Social Media sites

An Acceptable User Policy will be provided on all Shire of Dardanup (including Eaton Recreation Centre and Library Services) Social Media sites. Wording for the Acceptable User Policy is contained in the Social Media Procedures Document.

Staff members authorised to respond to comments, enquiries by members of the public on Shire of Dardanup Social Media sites should refer to Social Media Triage in the Social Media Procedures Document to guide appropriate responses.

4.5 Using Social Media in a private or personal capacity

Shire of Dardanup employees must be aware that any Social Media activity – either in an official capacity on behalf of the Shire of Dardanup or personal – will often be permanently available, traceable and able to be reproduced in other media (including print media).

Social Media profiles often identify the place of work of the individual using it. In any circumstance where an employee, contractor, volunteer or elected member is using Social Media outside the context of the workplace and can be identified as employed by or associated with the Shire of Dardanup, they are personally responsible for the content produced.

Under no circumstances is an employee, contractor, volunteer or elected member to damage the reputation of the Shire of Dardanup as a community leader. Any inappropriate postings or actions carried out on Social Media may result in disciplinary action or review of contractual relationships.

Employees using Social Media either for official or personal purposes during business hours or at Council facilities are held accountable for their Social Media activity. Only your own personal time can be spent on private social media activities.

An employee, contractor, volunteer or elected member is able to share links to items posted on official Shire of Dardanup Social Media sites or submit a 'Like' action or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government and aligned with Shire of Dardanup policy.

4.6 Use of Social Media for Investigative Purposes

Facebook's Terms of Service state that information users choose to share as 'Public' on the platform is considered public information and can therefore be seen by anyone, even those not connected to Facebook. As a source of public information, Facebook can therefore be used to assist with investigative purposes in circumstances of an alleged crime or legal breach.

4.7 Statement of Disclaimer

The Shire of Dardanup will not and does not warrant the completeness or accuracy of public comments found on its' Social Media sites, nor its usefulness for any particular purpose. Nor will the Shire of Dardanup represent or warrant that the comments on the pages comply with the laws of any country outside Australia.

Views expressed by a participant, invitee, expert, guest or other person are not necessarily the views of the Shire of Dardanup.

The Shire of Dardanup accepts no responsibility arising from reliance by any person or party on any comment or information published on any Shire of Dardanup Social Media site. Further, the Shire of Dardanup does not guarantee the accuracy or currency of any comment published on a Shire of Dardanup Social Media site.

Links to external websites and users Social Media accounts are provided as a convenience to users and such sites and associated content are not under the control of the Shire of Dardanup. When links have been included, the content of these links does not and should not imply endorsement of that website, service or person by the Shire of Dardanup.

4.8 Variation

This policy may be cancelled or varied from time to time. All Shire of Dardanup employees and contractors will be notified of any variation to this policy by the normal communication method.

5. **REFERENCE DOCUMENTS**

- Code of Conduct
- Electronic Mail and Internet Usage Policy
- The What, How and Why of Social Media: A Guide for Local Government, Howard Partners, 2013.



POLICY NO:-

Exec CP031 – PASSING OF EX SHIRE COUNCILLORS**GOVERNANCE INFORMATION**

Procedure Link:	PR002	Council Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC5	OCM	27/03/98	Res: 323/98	Synopsis:	Policy created.
Version:	1		OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
	2	CP0031	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:		Exec CP031	OCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

As a sign of recognition and respect to past Councillors the Council wishes to acknowledge to the family of the deceased their respect and high regard for the deceased and to express openly these signs of honour and sympathy.

To be respectful toward the people that have committed many long hours of community service and to show the families that the people still remember the commitment made for the community by their loved ones.

3. POLICY

On receiving advice that a past Councillor of the Shire of Dardanup has passed away, the Chief Executive Officer is authorised to fly the Shire Flags at half-mast on the day of the deceased person's funeral as a sign of respect to the deceased and their family.

On receiving advice that a past Councillor of the Shire of Dardanup, or his/her partner, has passed away, the Chief Executive Officer shall forward a sympathy card to the surviving partner and or family of the deceased on behalf of the Shire President, Councillors and Staff.



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

History:				Synopsis:	
Version:	New	OCM	27/11/19	Res: 335-19	Synopsis: Policy created and endorsed.
Version:	Exec CP088	OCM	30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

NO CHANGES**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 will be held on the Wednesday afternoon prior to the Ordinary Council Meetings.

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 (Rules of Conduct) Regulations 2007* 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.

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 Concept Forum to proceed. If a non-technical quorum is unable to be achieved the forum is to lapse and reconvene again at another opportunity.

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 regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

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 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 should then 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.

3.2 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 employees 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 Monday or Tuesday (depending on public holidays) preceding the Ordinary Council meeting. Preference will be for Monday 2pm to 3pm. Agenda Forums will only be called if an item or items on the agenda 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 (Rules of Conduct) Regulations 2007* and the Shire of Dardanup Code of Conduct for Council Members, Committee Members and Employees, in relation to their conduct at Agenda Forums.

The forums 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 an Agenda Forum 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 regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

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 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 should then 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

Councillors and employees shall adhere to the provisions of the Local Government (Rules of Conduct) Regulations 2007 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 regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007* and regulation 34(C)(1) of the *Local Government (Administration) Regulations 1996* (Impartiality Interests).

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 written disclosures of Interest to the Chair at the Workshops.

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 should then 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.

4. REFERENCE DOCUMENTS

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



POLICY NO:-
Exec CP089 –ADVISORY 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: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Chief Executive Officer

2. PURPOSE OR OBJECTIVE

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

Terms of Reference

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

- The role of an Advisory 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 Group will only consider matters referred to it by the Council through its Terms of Reference.
- An Advisory 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.
- Advisory 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 Group are to be recorded in meeting notes and retained in the Shire of Dardanup record keeping systems.
- Advisory Group members either collectively or individually are not authorised to speak on behalf of the Shire of Dardanup or provide comment to the media or other persons, 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 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.
- At the first meeting of the Advisory Group, a Confidential Agreement will be provided to members for their review and execution.
- Members of the Advisory 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 Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.
- Members are not to speak to the media in their capacity as Advisory Group Members and any comments on social media are to be in their personal capacity and not in their capacity as an Advisory Group Member.

Role of Chairperson

- The Advisory 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 Group operates in accordance with the Advisory Groups Terms of Reference at all times.

Meeting Notes

- The Chief Executive Officer or the relevant Director having responsibility for the Advisory Group, in liaison with the Advisory 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 five (5) working days after the date of the meeting.
- Advisory Group unconfirmed meeting notes will be reported to Council through the Council's Information Bulletin.
- 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 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 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 Group member

5. REFERENCE DOCUMENTS

- Community Engagement Framework



POLICY NO:-

Exec CP090 – COMMUNITY ENGAGEMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1	CP128	OCM	27/11/19	Res: 334-19	Synopsis:	Policy Created
Version:	2	Exec CP128	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Directorate – Chief Executive Officer

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 Procedure – 10 Steps Guide
- Community Engagement Toolkit



COUNCIL POLICY NO:-

Exec CP122 – PRIVATE USE OF MOTOR VEHICLES – PRINCIPAL COMPLIANCE OFFICERS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	Version	OCM	15/05/13	Res:	130/13	Synopsis:	Policy created.
	2	AP008	OCM	23/11/16	Res:	297/16	Synopsis:	New Admin Policy Document endorsed
	3	CP122	OCM	30/05/18	Res:	177-18	Synopsis:	Council Policy – excludes commuting
Version:	2	Exec CP122	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

To establish the rules that apply to Senior and Compliance Officers in their use and care of Council vehicles.

3. REFERENCE DOCUMENTS

Local Government Act 1995 6.2, 6.5 Financial Regulations 1996.

4. POLICY

In circumstances where the Shire provides a vehicle for use by Officers, the following conditions apply;

- The Chief Executive Officer shall assign the vehicle to the officer of Council to care for the vehicle after hours (The Caretaker).
- The Caretaker is granted private use of the vehicle, including commuting rights.
- A maximum of 7,500 kilometres per Fringe Benefit Tax (FBT) reporting year applies to private use excluding commuting to and from work. Officers that exceed the 7,500 kilometre provision will be required to contribute to the operating costs of the vehicle via a fortnightly after tax contribution based on ~~\$0.70~~ **Australian Tax Office* rate of** cents per kilometre of private use. Payments for fuel for private use is to be deducted from the employee's liability for exceeding the 7,500 kilometre private use limit.
** Reimbursement Rate for Private Vehicle Use – The Australian Taxation Office's 'cents per kilometre' method will be used to calculate vehicle reimbursement costs. For example, 0.72c per kilometre for all vehicles. The rates are available on the [Australian Taxation Office website](#).*
- The vehicle may be used during periods of annual leave and sick leave as a benefit and is considered private use.
- All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Caretakers responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips are to be at the Caretakers cost.)
- 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.
- The Caretaker is not to take the vehicle outside of Western Australia or above the 26th parallel.
- The vehicle is only to be driven by the Caretaker, other Council employees or Council members unless with specific written approval of the Chief Executive Officer. The Caretakers partner or designated family member may drive the vehicle after work hours subject to the approval of the Caretaker and limited to a 200 kilometre radius of the Shire of Dardanup boundary.
- The Caretaker is responsible for the washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an employee of Council having the privilege of use of a Shire vehicle.

10. The vehicle is to be available for use by other employees of Council during normal working hours. The vehicle may be required for use by other employees after hours and this may be arranged through mutual agreement between the officers involved.
11. When the vehicle is used by other Officers, the Caretaker is to ensure that the Vehicle Use Register is completed as required by the Road Traffic Act and the Shire's Governance policy.
12. The Caretaker is responsible for ensuring the vehicle is in a roadworthy condition, and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state.
13. The Caretaker is to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
14. The Caretaker is to ensure that at all times the driver of the vehicle is known and identified. In the case that a traffic infringement has been issued and where the driver cannot be identified, the Caretaker takes full responsibility for any infringement relating to the vehicle.
15. Where a dispute arises with respect to use of the vehicle the Chief Executive Officer is to intervene and the Chief Executive Officer's decision is final.

5. VARIATION TO THIS POLICY

This policy may be cancelled or varied from time to time. All the Shire of Dardanup's employees will be notified of any variation to this policy by the normal communication method. Employee's directly affected by this Policy will be consulted prior to any changes being made.

6. NOTES

This policy should be read in conjunction with Parts 2 and 3 of Resolution 176-18 of the Ordinary Council Meeting held 30 May 2018.

Resolution 176-18 clarifies that CP122 is applicable only to existing employees [as at 30 May 2018] who are receiving the benefit of limited private use of the vehicle.

All employees in a position below manager level that are employed after 30 May 2018, or existing employees that move from their current position to a higher level position after 30 May 2018 and provided with a vehicle will not be eligible to have private use of the vehicle, but will have commuting use only.



COUNCIL POLICY NO:-

Exec CP123 – FRAUD, CORRUPTION AND MISCONDUCT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	New	OCM	26/07/18	Res:	251-18	Synopsis:	Policy created.
Version:	2	Exec CP089	OCM	30/09/20	Res:	???-20	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

This Policy has been established to communicate the Council's zero tolerance approach and response actions to fraudulent and corrupt conduct within the performance of its functions and interactions with contractors and suppliers, the community and all other stakeholders of the Council.

This Policy applies to :

- Elected Members;
- Committee Members;
- All workers whether by way of appointment, secondment, contract, agency staff, temporary arrangement or volunteering;
- Any external party involved in providing goods or services to the Council such as contractors, consultants and outsourced service providers.

3. REFERENCE DOCUMENTS

Local Government Act 1995
 Shire of Dardanup Code of Conduct
 Corruption, Crime and Misconduct Act 2003
 Public Interest Disclosure Act 2003

4. DEFINITIONS

"fraud" - Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity but where deception is not used is also considered 'fraud'. (Australian Standard AS8001:2008 Fraud and Corruption Control)

"corruption" - Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of corruption can also involve corrupt conduct by the entity, or a person purporting to act on behalf and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly. (Australian Standard AS8001:2008 Fraud and Corruption Control)

"serious misconduct" – Serious misconduct occurs when:

- a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or

- c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by two or more years' imprisonment. (Corruption, Crime and Misconduct Act 2003)

“minor misconduct” – Minor misconduct occurs if a public officer engages in conduct that:

- a) adversely affects the honest or impartial performance of the functions of a public authority or public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- b) involves the performance of functions in a manner that is not honest or impartial; or
- c) involves a breach of the trust placed in the public officer; or
- d) involves the misuse of information or material that is in connection with their functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person; and
- e) constitutes, or could constitute, a disciplinary offence providing reasonable grounds for termination of a person's office or employment. (Corruption, Crime and Misconduct Act 2003)

“public interest information” - means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- a) improper conduct; or
- b) an act or omission that constitutes an offence under a written law; or
- c) a substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
- d) an act done or omission that involves a substantial and specific risk of –
 - (i) injury to public health; or
 - (ii) prejudice to public safety; or
 - (iii) harm to the environment;or
- e) a matter of administration that can be investigated under section 14 of the Parliamentary Commissioner Act 1971. (Public Interest Disclosure Act 2003)

“public officer” – Includes a member, officer, or employee of an authority, board, corporation, commission, local government, Council, committee or other similar body established for a public purpose under an Act. (Corruption, Crime and Misconduct Act 2003)

“public authority” – Includes an authority, board, corporation, commission, Council, committee, local government, regional local government or similar body established under a written law. (Corruption, Crime and Misconduct Act 2003)

5. POLICY

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

A zero tolerance attitude is taken to fraudulent or corrupt conduct which will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

5.1 Fraud Control Framework

The Council's organisational structure provides clearly defined responsibilities and appropriate segregation of duties and controls within systems, particularly financial and procurement, that inhibits opportunities for fraud to occur. The zero tolerance tone is set by the Chief Executive Officer and the Executive Management Team. The structure also includes an independent external audit function and a proactive internal audit process which provides reports to the Chief Executive Officer on the appropriateness and effectiveness of internal control, legislative compliance and risk management.

5.2 Policies and Procedures

A Code of Conduct is prepared and adopted by Council as required by section 5.103 of the Local Government Act 1995. The Code sets out the principles and standards of behaviour. Elected Members, Committee Members and employees must observe when performing their duties and is intended to promote accountable and ethical decision making. The Code provides for the reporting of breaches or suspected breaches of the Code.

The Risk Management Policy and the Risk Management Framework outlines the Council's commitment and approach to managing risks and all employees within the Council are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

The Purchasing Policy and the associated Purchasing Protocols commit the Council and officers to developing and maintaining purchasing systems and practices that ensure goods are obtained in an equitable and transparent manner that complies with applicable legislation.

5.3 Prevention and Detection

Systems and processes, including the Purchasing Protocols, are designed in such a way to help prevent fraud occurring and to detect it if it does occur. This includes adequate segregation of duties, financial and compliance reports and appropriate reporting lines with management oversight. The Purchasing Protocols are subject to regular review and will be updated whenever appropriate.

The Annual Internal Audit Plan includes audits of high risk areas to ensure controls are adequate and are working as intended. Audit reviews are carried out by the Council's Internal Auditor who reports the results of the audits directly to the Deputy CEO or Chief Executive Officer. Whenever necessary, independent external auditing companies may be engaged by the Council to carry out audits.

5.4 Response Strategies

All incidents of fraud, or suspected incidents of fraud, will be thoroughly investigated and whenever necessary the appropriate reporting and notification lines followed, including to external investigative and/or oversight agencies.

5.5 Chief Executive Officer's Duty to Notify

As a principal officer of a notifying authority the Council's Chief Executive Officer is required by the Corruption, Crime and Misconduct Act 2003 to notify the Corruption and Crime Commission or the Public Sector Commission in writing of any matter that they suspect, on reasonable grounds, concerns either serious or minor misconduct by a public officer.

5.6 Reporting Serious or Minor Misconduct

A public officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct that:

- (a) has or may have occurred; or
- (b) is or may be occurring; or
- (c) is or may be about to occur; or
- (d) is likely to occur.

5.7 Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (includes a local government). The legislation which governs such disclosures is the Public Interest Disclosure Act 2003.

A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the Act, the person making them is protected from reprisal. This means that the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The Act requires local governments to appoint a person, known as the Public Interest Disclosure Officer (PID Officer), to whom disclosures may properly be made. The PID Officer should be consulted when considering whether to make a disclosure.

Information on public interest disclosures and the Council's PID Officer (Deputy CEO) are maintained on the Council's public website.

5.8 Disciplinary and Recovery Action

On all occasions the Council will seek to recover any losses it may have suffered through fraudulent or corrupt conduct, which for an employee may include the termination of their employment.



COUNCIL POLICY NO:-

Exec CP125 – LITIGATIONS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	New	OCM	26/07/2018	Res: 251-18	Synopsis:	Policy created.
Version:	Exec CP125	OCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Executive

2. PURPOSE OR OBJECTIVE

This Policy has been endorsed by the Shire of Dardanup to assist in maintaining proper standards in litigation. It is intended to reflect the existing law and is not intended to amend the law or impose additional legal or professional obligations upon legal practitioners or other individuals.

This Policy applies to civil claims and civil litigation involving the Shire, including litigation before courts, tribunals, inquiries and in arbitration and other alternative dispute resolution processes.

3. REFERENCE DOCUMENTS

Local Government Act 1995
NSW Model Litigant Policy M2016-03.

4. POLICY**4.1 Council's Obligation**

The Shire of Dardanup must act as a model litigant in the conduct of litigation.

4.2 Nature of the Obligation

The obligation to act as a model litigant requires more than merely acting honestly and in accordance with the law and court rules. It also goes beyond the requirement for lawyers to act in accordance with their legal ethical obligations. Essentially it requires that the Council act with complete propriety, fairly and in accordance with the highest standards.

The obligation requires that the Council act honestly and fairly in handling claims and litigation by:

- a) Dealing with claims promptly and not causing unnecessary delay in the handling of claims and litigation;
- b) Paying legitimate claims without litigation, including partial settlements of claims or interim payments, where it is clear that liability is at least as much as the amount to be paid, verified by a cost benefit analysis of a defence of the claim;
- c) Acting consistently in the handling of claims and litigation;
- d) Endeavouring to avoid litigation, wherever possible;
- e) Where it is not possible to avoid litigation, keeping the costs of litigation to a minimum, including by:
 - i.) Not requiring the other party to prove a matter which the Council knows to be true; and
 - ii.) Not contesting liability if the Council knows that the dispute is really about quantum;
- f) When settling civil claims the Council should consider the use of confidentiality clauses in relation to settlements on a case by case basis;
- g) Not taking advantage of a claimant who lacks the resources to litigate a legitimate claim;
- h) Only undertaking and pursuing appeals where the Council believes that it has reasonable prospects for success or the appeal is otherwise justified in the public interest. The commencement of an appeal may be justified in the public interest where it is necessary to avoid prejudice to the interest of the Council pending the receipt of proper

consideration of legal advice, provided that a decision whether to continue the appeal is made as soon as practicable;
and

- i) Apologising where the Council is aware that it or its lawyers have acted wrongfully or improperly.

The obligation does not require that the Council be prevented from acting firmly and properly to protect its interests. It does not prevent all legitimate steps being taken in pursuing litigation, or from testing or defending claims made.

In particular, the obligation does not prevent the Council from:

- a) Enforcing costs, orders or seeking to recover costs;
- b) Relying on claims of legal professional privilege or other forms of privilege and claims for public interest immunity;
- c) Pleading limitation periods;
- d) Seeking security for costs;
- e) Opposing unreasonable or oppressive claims or processes;
- f) Requiring opposing litigants to comply with procedural obligations; or;
- g) Moving to strike out untenable claims or proceedings.

Corporate & Governance Directorate



POLICY NO:-

CnG CP002 - REFRESHMENTS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC1	OCM: 23/10/98	Res: 984/98	Synopsis:	Policy created.
	2		OCM: 10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP002	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	CnG CP002	OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Corporate and Governance Directorate

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup is a progressive local authority that has established a role as a community and regional leader. The Council encourages senior employees (the Chief Executive Officer and Directors) to promote the Shire as a place to live and do business.

Many community members volunteer their time freely to contribute to the affairs of Council.

Council and staff regularly engage in discussion and negotiation with business people that are investing or considering investing within the Shire.

To be professional in offering refreshments following meetings to encourage interaction, the forming of networks and to express thanks to volunteers and to be hospitable toward visitors generally.

3. REFERENCE DOCUMENTS

Local Government Act 1995 2.10 (Councillors) 5.41 (CEO) 5.44 (Employees)
Code of Conduct

4. POLICY

All Council and Senior Staff have free reasonable use of the refreshment facilities in the Council Chambers.

Councillors have the authority to extend reasonable use of those facilities to members of the community provided the occasion is to the benefit of the Shire Community.

The Chief Executive Officer is authorised to make reasonable use of these facilities at his/her discretion providing the function is of benefit to the Community.

The following conditions apply: -

1. Use of facilities and consumption of refreshments is not to be abused.
2. Use is not permitted for personal benefit.
3. Visitors and guests are not to be left in the premises alone at any time.
4. A staff member is to be the last to leave the premises and set the security system.
5. Where circumstances dictate that an elected member is the last to leave, they are to set the security system.

6. The facilities are to be tidied up to the extent that empty bottles, plates, dishes and glasses are to be stacked within the kitchen.
7. The Chief Executive Officer is responsible under the Occupational Health and Safety Act for the duty of care of people using the facilities, the CEO may ask persons to leave or cease serving refreshments where he/she is concerned for their health, safety and welfare.



POLICY NO:-

CnG CP007 – COST SHIFTING ASSESSMENT**GOVERNANCE INFORMATION**

Procedure Link:	PR024	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC9	OCM: 13/07/06	Res: 242/06	Synopsis:	Policy created.
	2	CP007	OCM: 10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	3		OCM 31/08/16	Res: 225/16	Synopsis:	New Council Policy Document endorsed
Version:	4	CnG CP007	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version			OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Council having experienced considerable administration burdens associated with the additional functions being imposed upon local government by state and federal government have adopted the following policy to place government on notice that the Shire will not accept these impositions without additional resources being committed for ongoing funding.

To ensure the officers and elected members of the Council initiate this policy as a precursor to all discussions with government about new services to ensure government provides the resources to fully fund these services.

3. REFERENCE DOCUMENTS

Local Government Act 1995 Section 2.7 the Role of Council.

- (1) *The Council-*
- (a) *directs and controls the local government's affairs: and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the Council is to –*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

4. POLICY

- i) The Shire of Dardanup will not undertake any additional function/tasks until an independent analysis has been undertaken, at the cost of the Australian Government, State Government, Department or any other organisation involved in imposing these additional functions/tasks, to determine if additional resources are required to adequately cater for the additional functions/tasks being expected of the Shire.
- ii) If the outcome of the analysis is the Shire would need additional resources to undertake the additional functions/tasks then the Shire will perform these functions/tasks whilst such resources are available.
- iii) In the event additional resources are not made available for the additional functions/tasks being requested of the Shire, the Shire may formally advise the relevant organisation(s) and all relevant parliamentarians that they cannot perform these functions/tasks. Should this advice be given it is to state that in the event of any claim against the Shire, due to non-compliance with the requirement to perform the additional functions/tasks, the Shire will use as a defence the fact they informed the relevant individuals and organisations of their inability to comply due to adequate resources not accompanying the additional functions/tasks.



POLICY NO:-

CnG CP009 – VOLUNTARY WORKS/TASKS - EQUIPMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	EXEC19	OCM	15/05/98	Res: 487/98	Synopsis:	Policy created.
			OCM	10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted – Procedure Prepared
Version:	2	CP009	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	CnG CP009	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

To provide some security to volunteers in having them insured whilst doing volunteer work, and to show support by providing plant and equipment as required.

Council is thankful for the work undertaken by volunteers on behalf of the community and wishes to encourage the continued support of volunteers.

3. REFERENCE DOCUMENTS

Local Government Act 1995 2.7 (2) (b)

Local Government Insurance – Volunteer Risk

4. POLICY

All voluntary organisations are required to provide the Chief Executive Officer a list of members and tasks to be undertaken to ensure that the members of the organisation are adequately covered by insurance when undertaking voluntary tasks and/or acts within the Shire of Dardanup. This information is to be maintained in the Volunteer Register held by the Council.

Works requiring registered or qualified tradespeople to undertake these works, must be carried out by the appropriately qualified and registered tradespeople.

Volunteers are required to undertake a Volunteer Induction with the Council before they undertake any tasks/acts to ensure all occupational, health and safety obligations have been met.

Delegation – Voluntary Workers/Tasks/Equipment

THAT the Chief Executive Officer be authorised to approve, on behalf of Council, the list of members within an organisation and the tasks and/or acts to be undertaken by the organisation with respect to the above policy. The authority includes the use of Council plant and equipment as necessary or required, providing the volunteers have the required license issued by the Department of Transport and they have received training in the use of the plant or equipment.

The volunteers are to provide the Chief Executive Officer with evidence of applicable current licenses and training accreditation.



POLICY NO:-
CnG CP013 – PENSIONER AND SENIOR REBATE CONCESSION ENTITLEMENT ON LAND WITH COMMERCIAL USE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
History:		New	OCM	05/06/19	Res:	148-19	Synopsis:	Policy created.
Version:		New					Synopsis:	
Version	2	CnG CP013	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Corporate and Governance

2. PURPOSE OR OBJECTIVE

To determine, in an equitable manner, the extent of entitlement to a State Government Rebate on Council Rates and the State Government Emergency Services Levy, in accordance with Section 28(2) of the Rates and Charges (Rebates and Deferments) Act 1992, where the rateable land is used for residential as well as commercial or farming (non-residential) use.

3. DEFINITIONS

Commercial use – any income producing activity, but not where the income or activity is incidental to the main residential use of a property (e.g. hobby, home occupation).

4. POLICY

In accordance with the Rates and Charges (Rebates and Deferments) Act 1992 and the Procedural Manual issued in accordance with section 9(3) of that Act, the following methods shall be used to determine the extent of a State Government rebate concession to eligible and registered pensioners and seniors, on prescribed charges on rateable land that has residential use as well as another use including commercial and farming activities.

Where the basis of rating is Gross Rental Valuation:

- Where a sub-value for the residential portion can be provided by Landgate (at no cost to the Council), the entitlement percentage shall be determined by dividing the residential sub-value by the total value of the land; or
- Where a sub-value is not available, the entitlement percentage shall be determined by dividing the floor area of the residential building component by the total area of buildings on the land.
- Where the basis of rating is Unimproved Valuation, the entitlement shall be calculated on the basis of the Council's Unimproved Valuation minimum rate for the relevant year as set in its annual budget.
- These methods are included in the Procedural Manual as acceptable options to allow a concession for the residential use of a property that also has commercial use.

~~The application of this policy will take effect from 1 July 2018.~~

5. REFERENCE DOCUMENTS

Rates and Charges (Rebates and Deferments) Act 1992

Procedure Manual – issued under Section 9 of the Rates and Charges (Rebates and Deferments) Act 1992, by the Government of Western Australia – Office of State Revenue.



POLICY NO:-

CnG CP014 – EQUAL OPPORTUNITY EMPLOYER

GOVERNANCE INFORMATION

Procedure Link:		Administrative Policy Link:	
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ADMINISTRATION INFORMATION

History:		EXEC33	OCM	07/10/03	Res:	380/03	Synopsis:	Policy created.
Version:	1	CP014	OCM	25/01/17	Res:	02/17	Synopsis:	Revised Policy Adopted
Version:	2		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	CnG CP014	OCM	30/09/20	Res:	???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The *WA Equal Opportunity Act 1984*, requires all local government authorities to prepare and implement an Equal Opportunity Management Plan in order to achieve the objects of the Act.

3. REFERENCE DOCUMENTS

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- **Age Discrimination Act 1975**
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992
- Shire of Dardanup Grievance Information Handbook
- **Disciplinary Policy**

4. DEFINITIONS

Discrimination is defined as treating an individual less favourably than another individual in the same or similar circumstances. Discrimination can be direct or in-direct.

Harassment is defined as unwanted, uninvited and inappropriate behaviour.

5. POLICY

The Shire of Dardanup recognises its legal obligations under the *Equal Opportunity Act 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy and breastfeeding, race, impairment, age, religious or political conviction, publication of name on Fines Enforcement Registry, family responsibility and family status or gender history and sexual orientation, as follows:

1. All employment training will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements of such training.
2. All promotional policies and opportunities will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements for such promotion.
3. All offers of employment will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements of engagement.
4. The Shire of Dardanup will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, age, language, ethnicity, political or religious convictions, sex, marital status, impairment or other unwarranted comment.

This policy applies in the workplace including work outside of normal hours and at work related events such as conferences, training and social functions and at any other place where an individual is a representative of the Shire of Dardanup.

The Shire of Dardanup is committed to providing:

1. Recruitment, selection and promotion processes will be directed towards providing equal opportunity with decisions based on merit and the individual's ability to meet the minimum requirements of engagement.
2. The Shire of Dardanup will not tolerate discrimination within its workplace.
3. The Shire of Dardanup will not tolerate harassment within its workplace.
4. The Shire of Dardanup will provide individuals with education and training in relation to their rights and responsibilities relating to discrimination and harassment.
5. The Shire of Dardanup will provide individuals with appropriate methods for reporting alleged occurrences of discrimination and harassment.
6. The Shire of Dardanup will ensure individuals that make a complaint or are witness to a report of discrimination or harassment are not victimised because of the complaint.
7. The Shire of Dardanup will manage substantiated occurrences of discrimination and harassment in accordance with the disciplinary policy.



POLICY NO:-

CnG CP015 – STUDY LEAVE / STUDY ASSISTANCE**GOVERNANCE INFORMATION**

Procedure Link:	PR025 -	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC35	OCM	17/04/13	Res: 91/13	Synopsis:	Policy created.
Version:	1	CP015	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	CnG CP015	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup commits to the academic and personal development of employees by providing financial assistance (study assistance) and time off with pay (study leave) for study relevant to the employee's Shire of Dardanup role and responsibilities. The study must be from a recognised Australian, or other approved educational institution.

Employees have equal access to **apply for** training and development opportunities offered by the Shire and/or as identified in the staff annual performance review process.

This policy provides guidance on the eligibility and entitlements for employees requesting study assistance and or study leave. By agreement, the Shire and the employee shall follow the principles of organisational and personal development to;

- **Address skill deficiencies within the workforce or section of the workforce;**
- Promote continuous learning and development as a joint responsibility;
- Encourage a continuous learning environment;
- Support employees to study on a part-time basis;
- Provide consistent and equitable access to learning and development opportunities;
- Contribute value to the organisation by adding to its knowledge, skill and abilities base; and
- Understand the significance of these opportunities as a privilege of working for the Shire of Dardanup.

Management reserves the right to refuse an application for study leave. Reasons for refusing the application may include, but are not limited to, the following:

- The unit or course is not closely related to the role the applicant has with the organisation;
- The officer has not successfully completed other previous studies;
- The officer is not performing their normal daily duties to a suitably high standard;
- The allocated budget has been exceeded; and/or
- The applicant has advised management that they plan to resign in the near future.

3. POLICY**3.1 Eligibility**

Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation.

Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course.

Criteria

The following criteria are to be applied when assessing an employee's eligibility to receive Study Leave/Study Assistance under this Policy.

- The employee shall have completed at least 12 months service with the Shire of Dardanup;
- The course of study is to be aligned with the organisation's aspirations as defined by the Strategic Community Plan and the Workforce Plan;
- The priority of any course is that the course is to be aligned to the employee's role in the organisation;
- An employee may apply for approval for a course that is not aligned to their role, however the application is to be supported by a submission to support the application and providing reasons as to how the proposed course of study will be of benefit to the Shire and/or the employee;
- The course of study is to have been referred to in previous performance reviews and identified as forming part of the employee's professional growth; and
- The performance management of the applicant is a relevant factor, that is; approval of an application for study assistance is considered a reward for meeting performance standards.

3.2 Approved Courses

- Applicants must be able to demonstrate that the proposed study holds benefit for the organisation. This 'benefit' may be either:
 - direct: taken to mean a course that contains content that is in line with the employee's current role;
 - or**
 - indirect: taken to mean a course that contains content that is in line with a potential role that the employee may reasonably be expected to aspire to in the future.
- If the proposed study relates to an 'indirect benefit' for a future potential role, there must be a reasonable probability that this role will be available in the foreseeable future within the Shire of Dardanup through being referenced in the Workforce Plan.
- Some courses of study may offer more benefit to the Shire than the course title or content may otherwise suggest. In such a case, it is the responsibility of the applicant to provide justification, in writing to their Manager/Director, outlining the ways in which the Shire will benefit from the employee's completion of the proposed course.
- A Manager is able to recommend that an officer consider a particular course of study subject to the application of this policy.
- In all cases, a study application requires the written approval of the relevant Director and Chief Executive Officer.

3.3 Responsibility for Information Accuracy

The timing of academic semesters and duration of units of study can vary between different study modes and institutions. It is the employee's responsibility to make sure that:

- Information regarding their study is kept up-to-date and current.
- Their immediate Supervisor is notified of any changes to their study commitments.

The Shire has the right to query any relevant discrepancies in the employee's documentation, especially where relevant to a reimbursement claim.

3.4 Study Assistance (Fees)

- The Shire will provide financial assistance to approved employees studying an approved course on an enrolled unit basis. Evidence confirming enrolment into unit(s) of study must be provided as part of the study application. The Shire will pay the unit tuition and administration fees, in full and up front, in order to receive any discount offered by the educational institution.
- Employees will reimburse Council 50% of the cost of the unit tuition and administration fees by 30 June in the applicable financial year via fortnightly after-tax payroll deductions.
- Employees are responsible for purchasing text books associated with an approved unit of study and Council will reimburse the employee 50% of the costs.
- Recipients of study assistance shall provide the Chief Executive Officer with a copy of their results within 14 days of them being published by the educational institution. Results must show evidence of the unit of study, semester or study period and the final grade received.

Note:

- a) Successful completion means receiving a minimum pass as defined by the educational institution for the unit.
- b) An employee may choose to fund a course themselves and/or defer payment of the course fees by incurring a HECS/HELP debt. Upon successful completion of each unit the employee can claim the Shire's contribution as per this Policy. The study course will have to be approved before commencement of study in line with this Policy to qualify.

3.5 Repayment of Fees

- Should an employee fail a course or unit of study that has been paid for by the Shire, then 100% of the fees paid are to be repaid by the employee to the Shire. This will occur by 30 June in the applicable financial year via fortnightly after-tax payroll deductions.
- If the employee leaves the employ of the Shire or the Shire terminates the employee's employment contract within 12 months following the successful completion of approved study, the employee shall be liable to reimburse the Shire on a pro-rata basis for unit tuition fees, books and all associated expenses upon termination in accordance with Table A.

Table A.

Months of service after completion date of unit of study	Percentage of fees repayable to the Shire
0-3 months	75%
3-6 months	50%
6-12 months	25%

- Calculation of the length of service in accordance with Table A will be based on the date the results for the relevant unit of study are released by the educational institution.

3.6 Study Leave

The Shire may provide the opportunity for an employee to take paid time off work subject to operational requirements being maintained with the following conditions;

Full-time Employees: provision of up to a maximum of **one day study leave every three weeks** (or equivalent), as negotiated with the relevant Manager. This leave is subject to the requirements of the unit of study and the operations of the Shire being met.

Part-time Employees: provision of up to a maximum of the **pro-rata** equivalent of one day study leave every three weeks (calculated on hours worked – e.g. 0.5 FTE entitled to the equivalent of one full day every six weeks or one half-day every three weeks).

3.7 Examinations

- Employees undertaking examinations arising from an approved unit of study may be granted time off with pay (study leave) to attend the examination of **up to four hours study leave per exam**.
- Any additional time will be subject to an application for leave being submitted and approved by the employee's Manager.
- Should the employee wish to take the entire day off work they will be required to access their own leave entitlements e.g. RDO or Annual Leave in negotiation with their Manager.

3.8 Promotion:

The successful completion of any approved course does not entitle an employee to a higher classification or salary level.

3.9 Other Expenses:

- Accommodation, travel and meals will not be the responsibility of the Council while employees are undertaking a course of study, or sitting examinations.
- Council employees will be required to use their own private vehicle (or arrange private travel arrangements) to attend a course of study, or to sit examinations, unless the employee is entitled to private use of a Council vehicle as part of their employment conditions.
- If private use of a Shire vehicle forms part of the employee's conditions of employment, then that employee is able to use the Shire vehicle for study purposes.

3.10 Policy Review and Variation:

- The operation of this Study Leave/Study Assistance Policy will be reviewed annually and the continued operation of the Policy is at the discretion of the Chief Executive Officer.
- This policy may be cancelled or varied from time to time. All Shire employees will be notified of any variation to this policy by the normal communication method(s).



POLICY NO:-

CnG CP016 – SEVERANCE POLICY – SECTION 5.50 OF THE LOCAL GOVERNMENT ACT 1995**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC38	OCM	02/12/09	Res:	395/09	Synopsis:	Policy created.
Version:	1		OCM:	10/05/12	Res:	138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP0016	OCM	25/01/17	Res:	02/17	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	CnG CP016	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Corporate and Governance

2. PURPOSE OR OBJECTIVE

S5.50(1) of the Local Government Act 1995, prescribes that Council must prepare a policy in relation to employees whose employment with the local government is finishing.

The policy is to set out:

- a) the circumstances in which the Shire of Dardanup will pay an employee an amount in addition to any amount which the employee is entitled under a contract of employment or award relating to the employee; and
- b) the manner of assessment of the additional amount.

As required under Section 5.50(1) of the Local Government Act 1995 this severance payment policy outlines the circumstances and manner of assessment upon which the Shire of Dardanup will pay an employee an amount (severance payment) in addition to any amount to which the employee is entitled under a contract of employment, award, industrial agreement, or order by a Court or Tribunal.

3. REFERENCE DOCUMENTS

Local Government Act 1995

4. POLICY**4.1 Application**

4.1.1 This policy applies to all employees of the Shire of Dardanup.

4.1.2 Decisions under this policy are to be made.

- a) By Council where decision involves a severance payment to the CEO.
- b) By the CEO where the decision involves a severance payment to any other employee of the Shire of Dardanup.

4.2 Circumstances for Severance Payment

4.2.1 The Shire of Dardanup may pay a severance payment in the following circumstances:

- a) Redundancy.
- b) Local Government boundary change and amalgamations.
- c) Any other termination matter that does not relate to an employee being made redundant (e.g. dismissal).

4.3 Exclusions

4.3.1 A severance payment will not be made to an employee who:

- a) Is redeployed within the Shire of Dardanup
- b) Is dismissed for misconduct
- c) Is employed on either a temporary or casual basis
- d) Is under probation

4.4 Determination of Severance Payment

4.4.1 Recognition of Service

Recognition of service may be extended to employees upon cessation of employment with the Shire of Dardanup. In the following manner:

- ~~a) Service 0-5 Years = A contribution towards a gift of up to \$50~~
- a) Service 1-3 Years = A contribution towards a gift of up to \$50.
- b) Service more than 3 years and less than 5 years = A contribution towards a gift of up to \$100.
- b) Service more than 5 year and less than 10 years = A contribution towards a gift of up to \$200.
- c) Service more than 10 years = A contribution towards a gift of up to \$500, and at the discretion of the Chief Executive Officer, a contribution toward a function up to \$2,000.

4.4.2 Settlements and other terminations

For the purposes of determining the amount of severance payment in respect of settling a matter under clause 2.1 (c) of this policy, the following may be taken into account:

- a) advice of an industrial advocate or legal practitioner on the strength of the case of respective parties in any litigation or claim in an industrial tribunal.
- b) the cost of any industrial advocate or legal advice support.
- c) the general costs associated with the hearing including witness fees, travel costs.
- d) disruption to operations.

4.4.3 Additional Payment

Council may pay to an employee whose employment with the Shire of Dardanup is finishing an additional severance payment over and above that prescribed in the relevant award or contract of employment.

The maximum severance payment made to an employee shall be in accordance to that prescribed under the Local Government Act 1995.

- 19A. Payments to employee in addition to contract or award —
s. 5.50(3)*
- (1) The value of a payment or payments made under section 5.50(1)
and (2) to an employee whose employment with a local
government finishes after 1 January 2010 is not to exceed in
total —*
- (a) if the person accepts voluntary severance by resigning as
an employee, the value of the person's final annual
remuneration; or*
- (b) in all other cases, \$5 000.*

An additional payment made under clause 4.3 will require local public notice to be made in relation to this payment.



POLICY NO:-

CnG CP018 - CORPORATE BUSINESS PLAN & LONG TERM FINANCIAL PLAN**GOVERNANCE INFORMATION**

Procedure Link:	PR033	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		EXEC40	OCM	26/07/12	Res: 257/12	Synopsis:	Policy created.
Version:	1	CP0018	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	CnG CP018	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

- Each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June.
- To achieve this aim the draft Corporate Business Plan and draft Long Term Financial Plan needs to be compiled and reviewed within the last weeks of May. In order for staff to assess budget requests it is imperative that ample time be provided for research, referral to Council and if endorsed to proceed to the budget, to include in the Corporate Business Plan papers.
- To establish the parameters for the development of the Corporate Business Plan, Long Term Financial Plan and Annual budget, including any forecast rate change.
- To remove late items being presented for consideration for inclusion in the Corporate Business Plan after the draft has been prepared.

3. REFERENCE DOCUMENTS

Local Government Financial Management Regulations Part 2 5. (g)

Local Government Act 1995 6.2

4. POLICY

- 4.1 All requests from community groups, elected members and staff to be included in the annual Corporate Business Plan shall be lodged with the Chief Executive Officer no later than the 31st of March in each year.
- 4.2 If the Chief Executive Officer receives a request later than the 31st of March the Chief Executive Officer is to advise the applicant without reference to Council that the request is rejected due to lateness and that the request will be referred to the mid-year review with no guarantees of success.
- 4.3 The Chief Executive Officer is to advertise in February each year in a newspaper circulating in the district that submissions for the Corporate Business Plan close on the 31st of March each year and that there will be no exceptions for late submissions.
- 4.4 The initial parameters for the development and annual update of the 4 year Corporate Business Plan and 10 year Long Term Financial Plan shall be based on the previous years adopted plans rolled forward one year.
- 4.5 Year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.



POLICY NO:-
CnG CP019 – USE OF COUNCIL CREST & SHIRE CORPORATE LOGO

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:		EXEC41	OCM 17/04/13	Res: 98/13	Synopsis: Policy created.
Version:	1	Reference:	OCM: 10/05/12	Res: 138/12	Synopsis: Reviewed Policy Adopted
Version:	2	CP0019	OCM 25/01/17	Res: 02/17	Synopsis: New Council Policy Document endorsed
Version:	3		SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version	4	CnG CP019	OCM 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

There is no legislative requirement for Council to have a policy relating to this matter. It is considered appropriate and good management to establish some formal arrangements for the use of Council’s logos.

Use of logos by external organisations require approval by Council or the Chief Executive Officer.

3. DESIGN

Recommend: Remove reference to previous shire logo [Council Crest] now that it has been out of regular use for the past 7 years. The logo is no longer used on documentation.

Council Crest

Council Crest / Shield Shape Design

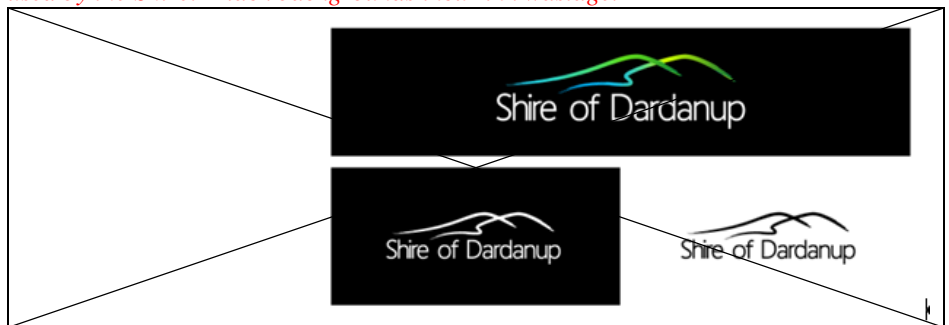
Horizontal lines representing ploughed agricultural land surmounted by representation of hills

The tree is representative of forests and the reflection being the Collie River.



Shire Corporate Logo

Recommend: Remove different versions of the logo from policy – they can be used, but the coloured adopted logo is the one that is officially used by the Shire. Black backgrounds incur ink wastage.



Corporate Logo Design

Shire of Dardanup



Representation of the Shire’s geographical features. Abstract of greens hills to the right (representing the East) of the design. An intersection of lines in the design (or other representation) representing the Ferguson Valley transiting into vibrant blue on the left (representing the West) of the design representing the Collie River and the

current and future urbanised areas of the Shire along the river.

Colours of Logo - Vibrant Green representing fertile green hills & agricultural and Blue representing the Collie River & Ferguson River.

Logo Font Name - Homizio

Additional Logo – Functional Areas

“Eaton Recreation Centre”



“Eaton Community Library”



“Wanju”



4. POLICY

The **Corporate Logos are to be** used for the public branding of the Shire of Dardanup. To be used on correspondence, marketing activities and promotions of Council activities and services. This includes (but not limited to) stationery, brochures, printed media, to identify Council assets used within the community and on internal documentation.

Council Crest

~~The predominate use of the Council Crest is for the purpose of being the badge of office of the Shire President and Council. Examples of use includes (but not limited to), included on legal documents of Council and other documents where the common seal is used under resolution of Council.~~

Use of Logos

Council permits an organisation/individual to use the Shire Corporate Logo if the organisation/individual is conducting an event or project towards which Council has provided financial or in kind support by way of sponsorship.

The use of the Shire Corporate Logo by private enterprise/commercial organisations is only permitted where some advantage could, in the opinion of the CEO, accrue to the Council.

The approval by the CEO shall be required to the use in each case.

If an organisation obtains permission to use the Shire Corporate Logo, the following conditions apply:

- The logo remains the property of Shire of Dardanup and can only be used on approved materials.
- The Shire Corporate Logo must not be used in conjunction with any merchandise, fundraising appeal or activity, or any product, without prior written approval from the CEO.
- The logo must be reproduced without alteration or modification. There is to be no manipulation of individual elements, including colour, in any way. Tilting, compressing or expanding the logo components is not acceptable. The elements of design and text are integral components of the logo device and must not be deleted or modified.
- No fees will be charged but eligible groups will be responsible for any costs associated with artwork, design and production.
- The use of Council’s logos must not in any way bring discredit or disrepute upon Council.

- Council or the CEO may exercise its right to withdraw any authorisation at any time

Use of Logos by Councillors & Staff

Council's logos shall only be used by Councillors & Staff for Council related business.

Candidates at elections are to be expressly advised that the Council logo is not authorised to be used for electoral purposes.



POLICY NO:-

CnG CP022 – USE OF CLOSED CIRCUIT TELEVISION [CCTV]**GOVERNANCE INFORMATION**

Procedure Link:	PR037	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	CORP1	OCM	30/01/08	Res:	008/08	Synopsis:	Policy created.
			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:	??-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**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.

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 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

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 qualified operating staff and their Directors and there will be no unauthorised access to the data.

Principle 11

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 28 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 28 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.

2.5.2 State of the art 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 used.

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 thirteen (13) cameras with an additional four (4) proposed.*
- ii) Council Depot nine (9) cameras.*

- iii) *Investigation will be undertaken in conjunction with the design and construction of the new Eaton Administration Centre to have up to four (4) further cameras mounted in and around the Eaton Administration Centre, which will provide additional surveillance of the Eaton Skate Park.*

2.7 Ownership of the CCTV Camera Program

- 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 will be 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*
- 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.*

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
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.*



POLICY NO:-

CnG CP023 – USE OF CORPORATE CREDIT CARD**GOVERNANCE INFORMATION**

Procedure Link:	PR039 -	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	CORP3	OCM	10/11/05	Res: 441/05	Synopsis:	Policy created.
			OCM:	10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP023	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 CP023	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Corporate Credit 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 credit cards by ensuring that operational and administrative costs and the risks associated with credit card use are minimised. This policy provides cardholders with a convenient method of purchasing goods and services on behalf of the Shire of Dardanup.

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).

Shire of Dardanup Code of Conduct.

4. POLICY

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.**

Authority for Approval of Corporate Credit Cards

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 **Local Government Act 1995** does not allow for the issue of corporate credit cards to elected members of Local Governments. Elected Members are entitled to allowances or the reimbursement of expenses incurred on Council business.

Limit

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).

Reward/Bonus Points

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.

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.

Purchasing Responsibilities

- 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;
- 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;
- Personal expenditure is prohibited;
- The Credit Card Credit shall not be used for cash withdrawals;
- Expenditure shall comply with the officers delegated purchasing authority;
- All expenditure shall have a Purchase Order raised;
- 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.
- 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.
- The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.

Finance Department Responsibilities

The Deputy CEO is responsible for arranging the issue or cancellation of the Corporate Credit 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.
2. Arrange for all cardholders to sign Form 177 Approval Form Corporate Credit Card (Refer Appendices) 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. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

Use of Corporate Credit Card by other Shire of Dardanup Staff

Under no circumstance shall another Shire of Dardanup Staff member unknowingly use a Corporate Credit Card.

If the purchase of goods or services on behalf of the Shire of Dardanup by a non-card holder is required, then this officer may apply to the Chief Executive Officer or Manager Financial Services to use the 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 (Refer Appendices) 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 will then complete the purchase transaction either over the phone with the supplier or online. The corporate credit card number is NOT to be given to other staff members to use.
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 department~~ Senior Finance 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.

Non Compliance of Use of Corporate Credit Cards Policy

Failure to comply with this policy may incur disciplinary action at the discretion of the Chief Executive Officer or Council. Any incidents of non-compliance by staff will be reported to the Deputy CEO and Chief Executive Officer or in the case of the Chief Executive Officer, to Council. The use of a Shire of Dardanup Corporate Credit 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 Use of Credit Cards Policy, any liability arising from the use of the card may be passed to the cardholder.

APPENDICES: [Tardis Links Provided Below]

[Form 177 - Approval Form - Corporate Credit Card](#)

[Form 100 - Request Form - Use of Corporate Credit Card](#)



POLICY NO:-

CnG CP024 – RECORDS MANAGEMENT**GOVERNANCE INFORMATION**

Procedure Link:	PR041	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	CORP6	OCM 22/10/03	Res: 410/03	Synopsis:	Policy created.
			OCM: 10/05/12	Res: 138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP024	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 CP024	OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Sound record management practices are an integral part of any business, legislative changes are ensuring that local government as an industry is more accountable.

To capture, control and provide accurate records in all formats, by developing systems and practices that make the recording, storing and accessibility of information more readily available to all staff.

To safeguard records of continuing value for legal, fiscal, administrative, or historical purposes.

3. REFERENCE DOCUMENTS

State Records Act 2000

Australian Standards ISO 15489

General Disposal Authority for Local Government Records 1999

[Shire of Dardanup Record Keeping Plan](#)[Synergy Soft Records Management System](#)**4. POLICY**

Council will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposition of its records in accordance with the State Records Act 2000.

This includes all records whether received or created by staff or by Elected Members acting in their official capacity as Councillors, will capture, create or provide full and accurate records, in the appropriate form, of the Council's business decisions and transactions to meet all legal, evidential, administrative, financial and historical requirements.



POLICY NO:-

CnG CP025 –SELF SUPPORTING LOANS**GOVERNANCE INFORMATION**

Procedure Link:	PR046	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		CORP11	OCM	11/03/03	Res:	099/03	Synopsis:	Policy created.
	1		OCM:	10/05/12	Res:	138/12	Synopsis:	Reviewed Policy Adopted
Version:	2	CP025	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 CP025	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

To ensure fairness and equity in the assessment of all applications for self-supporting loans by community and sporting groups from within the Shire of Dardanup.

To ensure that all applications are treated in the same manner and meet the same criteria, and to ensure the amount borrowed is adequately covered by guarantors from the borrowing party, to protect Council and the Community from becoming liable for the balance of the loan debt, should the borrower default in their repayment of the loan.

3. POLICY

That Community Groups and Sporting organisations located in the Shire of Dardanup be advised that all self-supporting loans funded through Council must meet the following conditions;

- 3.1 Incorporated community groups or sporting clubs, which are resident and operate within the Shire of Dardanup can apply in writing for a self-supporting loan to be considered by Council.
- 3.2 All applications are to be supported with a business plan that sets out the purpose, objectives and benefits to their members and the community at large.
- 3.3 Community groups and sporting clubs must provide with their request a copy of their last five years audited financial statements and current year's budget which will demonstrate the organisations/clubs ability to repay the loan funds advanced.
- 3.4 Guarantors, legally bound by contract, will be required for all self-supporting loans, Council has the right to set a lower percentage of cover required, if the financial information provided by the applicant adequately shows that the Club/Organisation has been financially sound for the past five years and can prove it can meet its financial obligations in being able to repay the loan whilst carrying on its normal activities.
- 3.5 All self-supporting loans will require a written agreement to be signed by both parties, stating the loan repayment dates and amounts payable along with a list of guarantors, before any loan funds are advanced.
- 3.6 The loan borrower will supply to Council on an annual basis a set of the audited financial statements within four months of the close of the financial year, as well as a copy of the budget for the current year, Council may at any time during the period of the loan request that the loan borrower to provide current financial statements and budgets.
- 3.7 Self-funding loan requests not previously approved and included in Councils annual budget, will need to be advertised in accordance with the requirements of the Local Government Act 1995, to allow for written submissions to be made, these submissions will be presented to Council, so that a decision to approve or disapprove a self-funding loan request can be made.



POLICY NO:-
CP027 — OCCUPATIONAL SAFETY & HEALTH POLICY – DELETE & REPLACE

GOVERNANCE INFORMATION			
Procedure-Link:		Administrative-Policy-Link:	

ADMINISTRATION INFORMATION					
History:		CP027	OCM 06/04/16	Res: 62/16	Synopsis: Policy created.
Version:	2		SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

THIS POLICY IS DELETED AND REPLACED WITH NEW POLICY - REFER CnG CP202

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Dardanup Shire Council values the health and safety of its staff, contractors, volunteers, visitors and the general public. The Shire is resolutely dedicated to minimising workplace accidents, illnesses and incidents.

To achieve this objective, Dardanup Shire Council recognises that the safety and health of all the above persons is a shared responsibility. In fulfilling its responsibilities, management has a duty to provide and uphold, to as low as is reasonably practicable, a working environment that is safe and without risk to health.

3. POLICY

Council will provide management with acceptable resources and finance to allow the objectives of this policy to be achieved by:

- Ensuring a consultative and cooperative workplace culture that provides and upholds safe work areas, equipment and plant and systems of work.
- Providing and monitoring measures for the safe usage, handling, storage and transportation of plant, material and chemicals.
- Maintaining regular workplace inspections and audits and implementing systematic processes and safe work procedures for the identification, reporting and elimination of hazards and risks in the workplace.
- Providing Council staff information, instruction, training, PPE, and supervision that enables staff to work in a safe and healthy manner and to be aware of their legislative responsibilities (including new/and or amended legislation).
- Continually assessing health and safety performance and resources through the use of Occupational Health and Safety Committees, appointed and trained Health and Safety Workplace Representatives and through feedback from all stakeholders.
- Develop realistic and measurable key performance indicators and work diligently towards OHS performance in line with the objectives of this policy.
- Provide an effective structure of injury management, recuperation and rehabilitation.
- Implement effective processes to investigate incidents and identify the root cause.



POLICY NO:-

CnG CP034 – PROCUREMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link:	PR045	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	CORP9	OCM: 12/10/11	Res: 302/11	Synopsis:	Policy created.
	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	CnG CP034	SCM 13/02/19	Res 27-19	Synopsis	Reviewed and Adopted by Council
Version	5	CnG CP034	OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**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 Code 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

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

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the 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.

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; and
- 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

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.

Purchasing that exceeds \$150,000 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
- 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 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 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:

<i>Purchasing Thresholds (ex GST)</i>	<i>Purchasing Practice Required</i>
<i>Up to \$2,999</i>	<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

Purchasing Thresholds (ex GST)	Purchasing Practice Required
	<p>from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement (ie: equotes); or • other suppliers that are accessible under another tender exempt arrangement; or • the open market.
\$3,000 - \$19,999	<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 at least two (2) written quotations (eg 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 (ie: equotes); 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 suppliers 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 <i>Office Copy</i> Purchase Order.</p>
\$20,000 - \$49,999	<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 three (3) 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 (eg 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 (ie: equotes); 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 suppliers 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>
\$50,000 - \$149,999	<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, at least three (3) written quotations from the panel suppliers only in accordance with the

Purchasing Thresholds (ex GST)	Purchasing Practice Required
	<p>procedures prescribed in Section 6, OR</p> <p>2. If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then at least three (3) written quotations (eg formal RFQ) must be sought from either:</p> <ul style="list-style-type: none"> • a supplier included in the relevant WALGA Preferred Supplier Arrangement (ie: equotes); 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 suppliers 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 assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Quotation Evaluation Report Template.</p>
\$150,000 and above	<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 <i>Local Government Act 1995</i> and relevant Shire of Dardanup Policy requirements. <p>The purchasing decision is to be based upon assessment of the suppliers 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 assesses 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>
Emergency Purposes (Not included in budget)	<p>Only applicable where, authorised in advance by the President in accordance with s6.8 of the <i>Local Government Act 1995</i> 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>
LGIS Services Section 9.58(6)(b)	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS</p>

Purchasing Thresholds (ex GST)	Purchasing Practice Required
Local Government Act	insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

Purchasing Thresholds Summary Table:

Purchasing Thresholds (ex GST)	Purchasing Practice Required				
Up to \$2,999	No quote required from a pre-qualified supplier <u>OR</u> 1 verbal or written quotes from other suppliers				
\$3,000 - \$19,999		1 written quote from a pre-qualified supplier <u>OR</u> 2 written quotes from other suppliers			
\$20,000 - \$49,999			3 written quotes based on brief outline of requirements. Brief Evaluation Report required.		
\$50,000 - \$149,999				A Procurement Plan is to be developed. 3 written quotes based on a detailed specification. Quotation Evaluation Report required.	
\$150,000 and above					A Procurement Plan is to be developed. Tender <u>OR</u> 3 quotes from a tender exempt panel. Quotation or Tender Evaluation Report required.

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 \$150,000 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 \$150,000, 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 \$3,000; 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 three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

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, ~~or~~ Director Infrastructure or Director Sustainable Development 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 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; and
- Order forms and requisitions; and
- Notification and award documentation.

4.9 Exemption from Procurement Quotations Requirements

4.9.1 Sole Source of Supply (Monopoly Suppliers).

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

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

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

4.9.5 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.

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

4.9.7 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 ~~\$100,000~~ **\$150,000** 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.

4.9.8 Shire of Dardanup Panel of Pre-Qualified Suppliers where the value is less than \$3,000.

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 \$3,000.

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

4.9.10 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;
- 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 criteria 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, where 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 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; and
- 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.

.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 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
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ADMINISTRATION INFORMATION

History:	1	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: ???-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

In accordance with clause 12 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. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical ie: electricity, water, etc. 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.
- d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer 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.
- 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. ~~paid in the prior three (3) weeks, shall be presented to the Council.~~ 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. Where a payment is made by EFT, it shall be made utilising Council's online banking facility.
2. The EFT file shall only be generated electronically using Council's Accounts Payable, or Payroll system.
3. 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.
4. Both signatories shall be independent of payment processing and EFT file generation.
5. 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.

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
CHIEF EXECUTIVE OFFICER	X	X	X	X
DEPUTY CHIEF EXECUTIVE OFFICER	X	X	X	X

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
DIRECTOR INFRASTRUCTURE			X	X
MANAGER FINANCIAL SERVICES	X	X	X	X
MANAGER GOVERNANCE & HR			X	X
SENIOR FINANCE OFFICER	X	X		
ACCOUNTANT	X	X	X	X
PAYROLL OFFICER		X		
ACCOUNTS PAYABLE OFFICER		X		
SENIOR /RATES OFFICER		X		
RELIEVING OFFICER		X		

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 Recreation Centre – Administration Officer <ul style="list-style-type: none"> Eaton Community Library – Shire Librarian
Date Due:	Daily

CUSTODIANSHIP C)	Petty Cash funds shall be separated from other cash by an exclusive use securable “Petty Cash Tin”
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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

CUSTODIANSHIP E)	Petty Cash limit for purchase to any one supplier shall be \$50 (Fifty Dollars) <i>Officer Comment: Increase from \$20 to \$50 to reduce the volume of small payments occurring in the Creditors system.</i>
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 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:	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" <u>NEVER TO</u> "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
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ADMINISTRATION INFORMATION

History:		CORP10	OCM:	Res:	Synopsis:	
	1		22/08/01	388/01	Synopsis:	Policy created.
	2	CP036	10/05/12	138/12	Synopsis:	Revised Policy Adopted
Version:	3		28/06/17	168/17	Synopsis:	New Council Policy Document endorsed
	4		30/08/17	237/17	Synopsis:	Revised Policy Adopted
Version:	5		SCM 26/07/18	251-18	Synopsis:	Reviewed and Adopted by Council
	6	CP036	OCM: 06/11/19	315-19	Synopsis:	Amended and Adopted by Council
Version:	6	CnG CP036	OCM 30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**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	Definition
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.

Term	Definition
Counterparty	Means the other party that participates in a financial transaction.
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 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 (refer to Appendix 2):

- 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 (refer to Appendix 1). 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:
- a) Derivative or derivative based instruments and/or Structured Products;
 - b) Principal only investments or securities that provide potentially nil or negative cash flow;
 - c) Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
 - d) 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:
- a) **Portfolio Credit Framework:** limit overall credit exposure of the portfolio;
 - b) **Counterparty Credit Framework:** limit exposure to individual counterparts/institutions;
 - c) **Term of Maturity Framework:** limits based on maturity of securities;
 - d) **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.

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:

- 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:-

CP037 — PROVISION FOR SUPPRESSING PROPERTY INFORMATION — **DELETE**

GOVERNANCE INFORMATION

Procedure Link:	PR048	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		CORP13	OCM: 24/10/01	Res: 475/01	Synopsis:	Policy created.
	1		OCM: 10/05/12	Res: 138/12	Synopsis:	Revised Policy Adopted
Version:	2	CP037	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

DELETE AND MOVE TO ADMINISTRATIVE POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Persons claiming suppression of personal information being given out can do so under a Section 51B Notice, as provided for under the Electoral Act 1907.

This policy is intended to assist in the anonymity of the applicants for reasonable, lawful purposes, however Council will not accept any liability where such information is given out by accident, or where such information is available from existing reports or other sources.

3. REFERENCE DOCUMENTS

Electoral Act 1907

4. POLICY

That Council suppress and withhold property information on the following basis:

- Where the State Electoral Commission has granted a “silent address” under Section 51B of the Electoral Act 1907; or
- Where the applicant makes a written application to the Chief Executive Officer for the withholding of the property information.
- The Chief Executive Officer will approve applications on the following concept:
- That the applicants have real fears for their own and families safety.
- This policy will not apply to those wishing to not receive advertisement mail. Where Council approves the withholding of property information, property information will include:
- The lot number, street number and name, the certificate of title details, zoning, lot size, plan or diagrams, Valuer General’s valuation, the names of the owner/s and any previous owners, the residential and postal address of the owners, all enrolled electors, any animal registration information, any building health planning or engineering information.



POLICY NO:-

CnG CP039 – RELATED PARTY DISCLOSURES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	NEW	OCM:	09/08/17	Res:	215/17	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	4	CnG CP039	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Under the Local Government Act 1995, and Local Government (Financial Management) Regulations 1996, all local governments in Western Australia must produce annual financial statements that comply with the Australian Accounting Standards (AASB).

The Australian Accounting Standards Board has determined that from 1 July 2016, AASB 124 (Related Party Disclosures) will apply to government entities including local governments. The objective of AASB 124 *“is to ensure that an entity’s financial statements contain the disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties”*.

This policy provides a framework for the identification of related party relationships and the disclosure of related party transactions with Council.

The objective of this policy is to provide guidance on:

- The identification of Council’s related parties;
- Management of related party transactions;
- Recording such transactions; and
- Disclosure of the transactions in the Shire of Dardanup annual financial statements in accordance with AASB 124.

3. DEFINITIONS

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

TERM	DEFINED AS:
AASB 124	Australian Accounting Standards Board, Related Party Disclosures Standard 124.
Close family members of Key Management Personnel (KMP)	Those family members who maybe expected to influence, or be influenced by, that person in their dealings with Council and include: <ul style="list-style-type: none"> • the KMP’s children, and spouse or domestic partner; • children of that KMP’s spouse or domestic partner; and • dependents of the KMP or the KMP’s spouse or domestic partner.
Compensation	To include all employee benefits in the form of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered to the entity Refer AASB 119 Employee Benefits.
Entity	Includes a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.
Entity Related to Council	An entity that is either controlled, or jointly controlled, or over which Council has significant influence. A person or entity is that is a Related Party of Council if any of the following apply: <ul style="list-style-type: none"> • They are members of the same group (which means that each parent, subsidiary and

TERM	DEFINED AS:
	<p>fellow subsidiary is related to the others);</p> <ul style="list-style-type: none"> • They are an associate or belong to a joint venture of which Council is part of; • They and Council are joint ventures of the same third party; • They are part of a joint venture of a third party and Council is an associate of the third party; • They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council • They are controlled or jointly controlled by close family members of the family of a KMP; • They are identified as a close or possible close family member of the family of a person with significant influence over Council or a close possibly close member of the family of a person who is a KMP of Council; • Or, they, or any member of a group of which they are part of, provide KMP services to Council.
Entity Related to Key Management Personnel (KMP)	<p>An entity that is related to key management personnel and includes entities that are:</p> <ul style="list-style-type: none"> • Controlled, or jointly controlled by a KMP; • Apart from Council, where a KMP has significance influence over, or is a member of the key management personnel of the entity or parent of the entity; or • Controlled or jointly controlled by a close family member of a KMP of Council. <p>A person or entity is deemed to have control if they have:</p> <ul style="list-style-type: none"> • Power over the entity; • Exposure, or rights, to variable returns from involvement with the entity; or • The ability to use power over the entity to affect the amount of returns. <p>To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>
Key Management Personnel (KMP)	<p>Those persons having authority and responsibility for planning, directing and controlling the activities of Council or Council entities, directly or indirectly. Key Management Personnel for the Shire of Dardanup are:</p> <ul style="list-style-type: none"> • Elected Members (including the President); • Persons employed under section 5.36 if the Local Government Act 1995 in the capacity of Chief Executive Officer or Director or Manager.
Materiality	<p>The assessment of whether a transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements.</p>
Ordinary Citizens Transaction (OCT)	<p>A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Dardanup.</p>
Related Party	<p>A person or entity that is related to the local government that is preparing its financial statements.</p> <p>A person or close member of that person's family is related if that person:</p> <ul style="list-style-type: none"> • Has significant influence over the reporting entity; or • Is a member of the key management personnel of the reporting entity. <p>An entity is related if any of the following conditions apply:</p> <ul style="list-style-type: none"> • the entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others); or • a person is a member of the key management personnel of the entity.

TERM	DEFINED AS:
Related Party Transaction	The transfer of resources, services or obligations between the Shire of Dardanup and a related party, regardless of whether a price is charged.

4. POLICY

The related party disclosure policy seeks to reduce the risk that the Shire of Dardanup's transactions may be influenced by the interests of parties related to the transaction. This occurs where the parties are in a position to influence the decision of whether a benefit is provided to them, and the terms of the provision of that benefit. It is therefore important that Key Management Personnel act honestly and with reasonable care and diligence whilst avoiding improper use of their position and information. It is equally important that Key Management Personnel of the Shire of Dardanup are subject to a high level of accountability, including appropriate disclosure of their transactions with the Council in the annual financial statements.

4.1 Identification of Related Parties

AASB 124 provides that the Shire of Dardanup is required to disclose in its Annual Financial reports related party relationships, transactions and outstanding balances. For the purpose of determining application of the standard, the Shire of Dardanup has identified the following persons as meeting the definition of Related Party:

- Elected Members (including the President);
- Key Management Personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director or Manager, with purchasing limits of \$20,000 or greater;
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner;
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

The Shire of Dardanup will therefore be required to assess all transactions made with these persons or entities. Other parties may be assessed to be related parties from time to time depending upon Council's structure and delegations or in accordance with the requirements of AASB 124.

4.2 Key Management Personnel

All Key Management Personnel are responsible for assessing and disclosing their own, their close family members', and their related entities' relationship with Council. All related parties must be included in the self-assessment. A *Related Party Disclosures Declaration* form is provided as an attachment to this policy.

4.2.1 KMP Compensation

Council is required to disclose KMP compensation in total and for each of the following categories:

- (a) Short-term employee benefits (e.g. salary, motor vehicle benefits, fringe benefits)
- (b) Post-employment benefits (e.g. superannuation)
- (c) Other long-term benefits (e.g. annual leave and long service leave)
- (d) Termination benefits (N/A, unless the recipient of voluntary severance)
- (e) Share-based payments (NA).

4.3 Related Party Transactions

KMP must provide a *Related Party Disclosures Declaration Form 183* [[Form 183 - Declaration Form - Related Party Disclosure.docx](#)], notifying of any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members.

4.3.1 Ordinary Citizen Transactions (OCTs)

Ordinary Citizen Transactions are transactions with a related party that are made on terms that are considered reasonable if the parties were dealing at 'arm's length'. Related party transactions excluded from disclosure requirements on the basis of classification as Ordinary Citizen Transactions are transactions that:

- occur during the normal course of Council delivering its public service goals;
- are under the same terms that would be available to a member of the community; and

- belong to a class of transaction that an ordinary member of the community would normally transact with Council.

Examples of Ordinary Citizen Transactions include:

- facility hire;
- use of Council owned facilities such as Recreation Centre, libraries, parks, ovals and other open public spaces (whether charged a fee or not);
- payment of rates, dog registrations, or fines;
- any valid discounts or fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance;
- any service or benefit provided as part of the normal Council business operation to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance.

Transactions between Council and Related Parties that would normally be considered Ordinary Citizen Transactions but where the terms and conditions differ from normal practice however, must be disclosed.

4.3.2 Non-Ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of Ordinary Citizen Transaction must be disclosed in accordance with AASB 124.

Examples of transactions that must be disclosed if they are with a related party, and are not an Ordinary Citizen Transaction:

- Purchase of sales or goods (finished or unfinished);
- Purchases or sales of property or other assets;
- Rendering or receiving services;
- Leases;
- Transfers of research and development;
- Transfers under licence agreements;
- Transfers under finance arrangements (including loans and equity contributions in cash or kind);
- Provisions of guarantees or collateral;
- Commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognized or unrecognized); and
- Settlement of liabilities on behalf of Council or by Council on behalf of the related liability.

4.4 Disclosure Requirements

4.4.1 Council Disclosure

Transactions between Council and related parties, whether monetary or not, are required to be identified. Disclosure of these transactions within the annual financial statements will be determined in accordance with materiality by assessment against the nature and size when considered individually and collectively.

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- The nature of any related party relationships;
- The amount of transactions;
- The amount of outstanding balances, including commitments, including:
 - i. Terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. Details of any guarantees given or received;
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognized during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining materiality and significance of any related party transactions:

- Significance of transaction in terms of size;

- Whether the transaction was carried out on non-market terms;
- Whether the transaction is outside of normal day-to-day business operations, such as the purchase and sale of assets;
- Whether the transaction is disclosed to regulatory or supervisory authorities;
- Whether the transaction has been reported to senior management; and
- Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

4.4.2 Key Management Personnel Disclosure

For the purposes of determining relevant transactions, elected members and key management personnel will be required to complete a *Related Party Disclosures Declaration Form 183* [[Form 183 - Declaration Form - Related Party Disclosure.docx](#)] twice yearly, and no later than the following dates each financial year:

- 30 December each year; and
- 30 June each year.

A review of KMP's and their related parties will be completed every 6 months. Particular events such as change of Councillors, Chief Executive Officer or Executive Managers or a corporate restructure will also trigger a review of Council's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

4.5 Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements. In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Materiality thresholds are reviewed annually as part of the audit process and reported related party disclosures will be in compliance with the framework of the Australian Accounting Standard AASB 124 and other relevant standards, as required.

4.6 Register of Related Party Transactions

Council will maintain and keep up to date a register of related party transactions that captures and records information required for disclosure purposes for each existing or potential related party transaction (including ordinary citizen transactions assess as being material in nature) during a financial year.

4.7 Information Privacy

The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a Freedom of Information Application:

- information (including personal information) provided by a key management person in a Related Party Transaction Notification; and
- personal information contained in a register of related party transactions.

4.7.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of section 4 are:

- The Chief Executive Officer;
- Deputy CEO;
- Manager Financial Services;
- An auditor of Council including an auditor from the WA Auditor General's Office; and
- Other officers as determined by the Chief Executive Officer.

4.7.2 Permitted Purposes

Persons specified in section 4.7.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- Assess and verify the disclosed related party transaction;
- Reconcile identified related party transactions against those disclosed in the related party Disclosure or contained in the register of related party transactions;
- Comply with the disclosure requirements of AASB 124; or
- Verify compliance with the disclosure requirements of AASB 124.

5. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Australian Accounting Standards – AASB 124 Related Party Transactions, AASB 2015-6

Shire of Dardanup Code of Conduct



POLICY NO:-

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

Procedure Link:	NA	Administrative Policy Link:	NA
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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:	??-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**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, r33, r33A

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 and upon submission of a Councillor Claim request form.

Councillors' fees and allowances shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.

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 34 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 SAT, 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 70% 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 33 of the Administration Regulations and is based on 70% of the maximum band value. The President's allowance shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.

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 33 of the Administration Regulations and is based on 70% of the maximum band value. The Deputy President's allowance shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.

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 70% 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 quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.

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 any body 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;
- 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 any body 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 (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form. This Claim form shall be submitted within fourteen (14) days after the close of each quarter or month if applicable.

4.7.1 Reimbursement Of Child Care 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.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the 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 10 April 2018, 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) Interim Award 2011 (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 quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form. This Claim form shall be submitted within fourteen (14) days after the close of each quarter or month if applicable.

In submitting claims for reimbursement the Councillor shall detail the date of the claim, particulars of the claim and nature of business, eg. the amount paid for child care 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 CP043 – USE OF UNMANNED AERIAL VEHICLE [UAV] - DRONE**GOVERNANCE INFORMATION**

Procedure Link:	PR060	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	NEW	OCM:	22/11/17	Res:	301/17	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	CnG CP043	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The objective of this policy is to provide the Shire of Dardanup employees with a framework which guides the use of drone technology so that it complies with all the relevant safety and statutory requirements, whilst meeting the business requirements of the Shire in an effective and ease of use manner.

~~This policy outlines the approval process required to operate a drone and the associated check list that will be used by any authorized Council officer.~~ This will guide and regulate the use of drone(s) in order to ensure compliance with CASA regulation as other legislative and safety requirements.

3. REFERENCE DOCUMENTS

CASA Standard Operating Conditions
Civil Aviation Safety Regulations (CASA) – Part101,
The Privacy Act 1988 (Privacy Act)
Law of trespass, Surveillance Devices Act 1988 (WA)

4. POLICY

This Policy requires operators to be familiar with the general requirements applicable to Drone use. Operators must have been trained by the in-house trainer.

4.1 Approvals

- A person nominated by the Chief Officer who is appropriately qualified to approve all drone capture campaigns and must be reasonably assured that any flight undertaken meets the standards outlined in the CASA Standard Operating Guide for very small RPA (100g < 2kg) remotely piloted aircraft, commercial flying with no license category, as modified from time to time.
- Any request to fly the Drone for a purpose other than mapping is discretionary, and must be authorized by the CEO or respective Director of the section concerned.
- In areas where there is a high possibility of concern regarding public privacy, consideration should be given to advising those affected before Drone flight.
- Drones flights should only be undertaken by an operator who has had the appropriate training.
- The survey requirements for each of these requests shall be assessed on a case by case based on regulatory and statutory compliance check lists ~~which are linked to a risk log.~~

4.2 Framework for Drone Flight.

The Shire of Dardanup will enable Council employees to fly Drones within the framework described by CASA. The Council will adhere to the current CASA practice, as modified from time to time.

A current standard is summarised as follows;

- Will ONLY fly a very small (100g < 2kg) remotely piloted aircraft (RPA) commercially and unlicensed.
- Must be registered before you fly the first time. CASA issue a registration number (ARN).
- Registration is valid for 24 months and must be renewed thereafter.
- Must not fly out-of-sight.
- No higher than 120m
- Not closer than 30m to any person; not closer than 5.5kms from controlled space.
- Not to fly over crowds or emergency activities.
- Respect privacy considerations.

4.3 Custodian

The custodian for the Drone equipment is the ~~Senior Geographical Information Systems (GIS) Officer~~. ~~Information Services Department~~. The Officer is responsible for maintaining awareness of the CASA regulations and any other related compliance issues that affect Drone flights and is to ensure that Council officers are aware of their responsibilities when approving Drone flight.

4.4 Drone Operators

Shire of Dardanup officers assigned to fly a drone must have prior training. ~~Training is performed by the Senior GIS officer.~~

Operators must obtain written approval in accordance with this Policy and complete the Form 'DRN01 – Approval to Fly - Drone' prior to any drone flights occurring.

An acceptable drone use guide will be made available to any officers intending to operate the drone. Where possible the flight restrictions will be pre-configured on the flight planning software.

Autonomous flying will be the preferred method of flying, using the approved flight planning and capture software.

4.5 Information Privacy - Drone Data Use

The Shire will in its best endeavour apply the Australian Privacy Principles (APPs) in the management of the data retrieved from Drone flights.

Drone data acquired by the Shire of Dardanup is intended solely for the purposes of Shire of Dardanup business operational needs and the data recording acquired is owned by the Shire of Dardanup and is subject to the Shire's Information Management Policy.

Any acquired drone data of a personal nature will be handled according to the APP standards. The Shire must not collect and store personal information where that information has no relevant use to the data collected.

Data will be post processed, edited and redacted and filtered for any inadvertent collected personal information where necessary.

5. SUPPORTING POLICIES, GUIDELINES AND PROCEDURES

Information Management Policy.

Records Management Guidelines.

Protection of Corporate Records Guidelines.

Privacy of Client and Employee Information Guidelines.

Safe Operation of a Drone - Safe Work Method Statement – OSH031.

6. DEFINITIONS AND ABBREVIATIONS

TERM	MEANING
CASA	Civil Aviation Safety Australia
CASR	Civil Aviation Safety Regulations
Drone	'Drone', in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remotely piloted aircraft'

TERM	MEANING
DoP	Shire of Dardanup Drone Operating Procedures
RPA	'Remotely piloted aircraft' is the common term used to reference an unmanned aircraft. This term is used interchangeably with 'drone'.
UAV	Unmanned Aerial Vehicle - term used interchangeably with 'drone'
GIS	Geographic Information Systems
VLOS	Visual line of sight

DELETE ATTACHMENT – NOT RELEVANT – REFER CASA WEBSITE

1. Go to the CASA website and notify us five business days before flying.

- To notify CASA, you will need an aviation reference number (ARN). If you do not already have an ARN, you will need to apply for one.
- Your notification is only valid for 24 months, so you will need to renotify CASA every two years.

2. Operate within the standard operating conditions:

- You must only fly during the day and keep your RPA within visual line-of-sight.** This means being able to see the aircraft with your own eyes (rather than through first-person view [FPV]) at all times.
- You must not fly your RPA higher than 120 metres (400ft) AGL.**
- You must keep your RPA at least 30 metres away from other people.**
- You must not fly your RPA over or near an area affecting public safety or where emergency operations are underway (without prior approval).** This could include situations such as a car crash, police operations, a fire and associated firefighting efforts, and search and rescue.
- You must only fly one RPA at a time.**
- You must not fly over populous areas** where—if your drone was to fail—it could hit someone. This could include beaches, parks, or sport ovals where there is a game in progress.
- You must keep your RPA at least 5.5km away from controlled aerodromes.**
- Remember, you must not operate your RPA in a way that creates a hazard to another aircraft, person or property.**
- Respect personal privacy** Don't record or photograph people without their consent—this may breach state laws.



POLICY NO:-
CnG CP071 - WORKPLACE BULLYING & WORKPLACE VIOLENCE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	ENG33	OCM: 25/01/05	Res: 02/05	Synopsis: Policy created
	2	CP071	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP071	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version	3	CnG CP071	OCM 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup has a duty under ~~occupational safety and health laws~~ **workplace health and safety legislation** to protect people within the workplace from **bullying and violence**. This includes protection from other workers and also from **external sources such as customers, visitors and suppliers**.

To ensure that anti bullying strategies are in place with an aim to eliminate workplace bullying **and workplace violence**.

3. REFERENCE DOCUMENTS

- Occupational Safety and Health Act 1984
- Shire of Dardanup - Equal Opportunity and Diversity Plan
- Shire of Dardanup - Grievance Information Handbook

4. POLICY

This policy applies in the workplace including work outside of normal hours and at work related events such as conferences, training and social functions and at any other place where an individual is a representative of the Shire of Dardanup.

4.1 The Shire of Dardanup considers workplace bullying unacceptable and will not tolerate it under any circumstances.

~~Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.~~

4.2 Workplace bullying may cause the loss of trained and talented people reduce productivity and morale and create legal risks.

4.3 The Shire of Dardanup will provide individuals with education and training in relation to their rights and responsibilities relating to bullying and workplace violence.

4.4 The Shire of Dardanup will provide individuals with appropriate methods for reporting alleged occurrences of bullying and workplace violence.

4.5 The Shire of Dardanup will take every measure to ensure individuals that make a complaint or are witness to a report of bullying and workplace violence are not victimised because of the complaint.

4.6 The Shire of Dardanup will manage substantiated occurrences of bullying and workplace violence in accordance with the disciplinary policy.

Employees, contractors and volunteers [workers] in meeting these obligations will comply with this policy and the requirements of associated legislation.

~~Shire of Dardanup believes all people should be able to work in an environment free of bullying. The Shire President and Chief Executive Officer must ensure people are not bullied.~~

~~Shire of Dardanup has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.~~

~~Shire of Dardanup encourages all people to report workplace bullying in accordance with the Commission for Occupational Safety & Health Guidelines. The Shire President and Chief Executive Officer must ensure people who make complaints, or witnesses, are not victimised.~~

~~Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.~~

~~The Shire of Dardanup is to identify hazards in the workplace and assess and control risks associated with those hazards. Reducing the risk of exposure to workplace bullying by providing safe and healthy systems of work with adequate information, instruction, training and supervision for people.~~

~~Each person to be supplied with a copy of the Commission for Occupational Safety and Health Guide for Workers “Dealing with Bullying at Work”.~~

~~**Commission for Occupational Safety and Health Guide for Workers “Dealing with Bullying at Work”.** (Appendix: <http://www.commerce.wa.gov.au/publications/guidance-note-dealing-workplace-bullying-guide-workers>)~~



POLICY NO:-

CnG CP081 – ELECTED MEMBER AND CEO ATTENDANCE AT EVENTS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:						Synopsis:	
Version:	1	New	OCM	25/03/20	Res	46-20	Synopsis: Policy Created
Version:		CnG CP081	OCM	30/09/20	Res:	??-20	Synopsis Reviewed and Adopted by Council

RECENTLY ADOPTED POLICY – NO CHANGES.**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup is required under the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The Objective of this Policy is to:

- Ensure compliance with *Local Government Act 1995*, Section 5.90A.
- Provide guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Definition

Events - Events are defined in Section 5.90A of the *Local Government Act 1995* and include concerts, conferences, functions or sporting events, whether free of charge or part of a sponsorship agreement, or paid by the Shire of Dardanup.

CEO – Refers to the Chief Executive Officer of the Shire of Dardanup.

In accordance with sections 5.87A and 5.87B of the Act, Council members and CEO's are required to disclose gifts that are received in their capacity as a Council member (or CEO) and:

- Are valued over \$300; or
- Are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 1 month period.

In accordance with section 5.62(1B)(a) of the *Local Government Act 1995*, attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

3. REFERENCE DOCUMENTS

Local Government Act 1995, sections 5.62, 5.87A, 5.87B, and 5.90.

Local Government (Administration) Regulations 1996, regulation 20AB, 20B.

4. POLICY

All invitations or offers of tickets for a Council member or CEO to attend an event should be in writing and addressed to the Shire of Dardanup.

Any invitation or offer of tickets not addressed to the Shire of Dardanup is not captured by this policy and must be disclosed in accordance with the gift and interest provisions of the Act.

The Shire of Dardanup authorises in advance the attendance of all Elected Members and the CEO at the annual WALGA Local Government Week State conference.

4.1 *Key Issues To Consider*

In considering whether a benefit, such as an invitation to an event or hospitality given to an elected member or the CEO, is a gift for the purposes of the Act and Regulations, the key issues include:

- a) Who is a donor, the person who is offering or giving the benefit?
- b) What is the value of the benefit?
- c) Does the elected member or the CEO contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
- d) If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

4.2 *Commercial Entertainment Events*

Any tickets accepted by an Elected Member or the CEO without payment for any commercial entertainment event, for which a member of the public is required to pay, whether sponsored by the Council or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the Shire President or his / her representative attends the event in an official capacity to perform a civic or Shire Presidential function.

Where there is a commercial entertainment event that, in the opinion of the Shire President / Chief Executive Officer, it is in the interests of the Council for one or more elected members or the CEO to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or the CEO by the Council at full cost.

4.3 *Other Commercial (Non-Entertainment) Events*

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Shire President / Chief Executive Officer is of the opinion that it is in the interest of the Council for one or more Elected Members or the CEO to attend (such as for their professional development or to undertake a function as an Elected Member or the CEO), then one or more registrations or other benefits for that event will be purchased for the relevant Elected Member or the CEO by the Council at full cost to enable attendance.

If the Council does not pay for the event, free registration or any other benefit (such as hospitality) given to an Elected Member or the CEO would be classified as a 'gift' unless the contribution of the Elected Member or the CEO to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member or the CEO.

4.4 *Community/Local Business Events*

Acceptance of reasonable and modest hospitality by an Elected Member or the CEO at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Elected Member or the CEO to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the Elected Member or the CEO attends the event in his or her capacity as an Elected Member or the CEO - preferably where the attendance has been specifically authorised by the Council, but otherwise where the person is performing his or her functions as an Elected Member or the CEO.

4.5 *Perceived or Actual Conflict of Interest*

Event attendance may create a perceived or actual conflict, which may preclude Council members participating or the CEO providing advice at a future Council meeting. In accordance with Regulation 20AB of the *Local Government (Administration) Regulations 1996*, if the amount of an event ticket (gift) is less than \$1,000 and relates to a matter before Council, under Section 5.68 of the Act Council may allow the disclosing Council member to participate on the condition that the interest, the Council's decision and the reasons for that decision are recorded in the minutes.

If the event ticket (gift) is greater than \$1,000 the Council or CEO must apply to the Minister for permission to allow the member or the CEO to participate.

4.6 Exclusions

This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel must be disclosed in writing to the CEO within 10 days of receipt of the contribution. Contributions to travel costs, whether financial or otherwise are incorporated within the definition of gift.

The following situations are specifically excluded under Regulation 20B of the *Local Government (Administration) Regulations 1996*, where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS).
- Local Government Professionals Australia (WA.)
- Australian Local Government Association.
- A department of the public service.
- A government department of another State, a Territory or the Commonwealth.
- A local government or regional local government.

The gift is still required to be recorded in the “gift register”.



POLICY NO:-

CnG CP098 - COVID19 FINANCIAL HARDSHIP POLICY FOR RATES AND SUNDRY DEBTORS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1		OCM	27/05/20	Res: 126-20	Synopsis:	Policy Created
Version	4	CnG CP002	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**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 arising from the COVID19 pandemic, the Shire of Dardanup recognises that these challenges will result in financial hardship for our ratepayers and sundry debtors.

The COVID-19 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.

TERM	DEFINITION
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, <i>Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:</i> http://www.ombudsman.wa.gov.au/
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 for the 2020/21 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.

- **Policy Statement**

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. The Shire of Dardanup recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. 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 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received in the 2020/21 financial year.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

4.3 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.

4.4 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).

4.5 Interest Charges

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

4.6 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.

4.7 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 2021, we will offer the ratepayer further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

4.8 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.

4.9 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.



POLICY NO:-

CnG CP112 – COUNCILLORS’ INDUCTION TRAINING AND PROFESSIONAL DEVELOPMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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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: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**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. REFERENCE DOCUMENTS

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

Local Government (Administration) Regulations 1996.

4. POLICY**4.1 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.

4.2 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.

4.3 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.

This training will be generally be delivered face to face, but may be completed on-line where required. The training is valid for 5 years, requiring a Council member to undertake the training gain 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 to be reviewed after each election to take into account the needs and skills sets of new Councillors.

4.4 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 effected 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 will be carried forward to the next financial year but will not be carried forward to subsequent years.

4.5 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);
 - 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.

4.6 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.

4.7 Accommodation

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

4.8 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.

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

4.10 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.

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.

4.11 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.



COUNCIL POLICY NO:-

CnG CP124 – SUPERANNUATION**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	New	OCM	26/07/2018	Res:	251-18	Synopsis:	Policy created.
Version:	CP124	OCM	14/08/2019	Res:	244-19	Synopsis	Reviewed and Adopted by Council
Version	3 CnG CP124	OCM	30/09/20	Res:	??-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES**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. REFERENCE DOCUMENTS

Superannuation Guarantee Charge Act 1992,
Superannuation Guarantee (Administration) Act 1992.

4. POLICY**4.1 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.

4.2 Policy Statement

- a) 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 outlines below.
- b) 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%.
- c) 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.
- d) 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.
- e) 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.
- f) Variations within individual contracts of employment may be negotiated on a case by case basis.



COUNCIL POLICY NO:-
CnG CP126 – CYBER SECURITY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:		New	OCM	26/06/19	Res: 187-19	Synopsis:	Policy created.
Version	2	CnG CP126	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGES

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

Cyber Security is about defending Information Technology (IT) 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 IT acceptable use policy defines acceptable behaviour expected of users of the Shire of Dardanup IT 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 IT 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 IT 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 IT facilities and services will be provided, managed and operated such that:

- 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.
- 4.3.4 Disaster recovery plans for security critical applications and foundational IT infrastructure are developed and maintained and an associated testing program is approved annually.

5. REFERENCE DOCUMENTS

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



COUNCIL POLICY NO:-

CnG CP127 – ASSET CAPITALISATION THRESHOLD POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	New	OCM	26/06/19	Res: 188-19	Synopsis:	Policy created.
Version:	CnG CP127	OCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to provide a consistent and practical approach to the administration and control of the Portable and Attractive Items Register. The Portable and Attractive Items Register will be regularly audited and maintained by the Finance Department , **and will promote accountability and transparency in the management of Portable and Attractive assets during the entirety of their life cycle.**

3. REFERENCE DOCUMENTS

Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

4. POLICY**Portable and Attractive items:**

- **Must be recorded in the Portable and Attractive Items Register to be safeguarded against theft, fire and loss.**
- Are **defined as** portable by nature, can easily be removed or concealed and are usually easily converted to cash or attractive for personal use. ~~These items:~~
- Have a value between \$300 - \$4999 (GST exclusive), but are less than the Shire of Dardanup capitalisation threshold of \$5,000 (GST exclusive),
- are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale, must be recorded on the Portable and Attractive Items Register by the Finance Department.

Items with a value below \$300 are not capitalized or recorded on the Portable and Attractive Items Register.

If the items have been issued to a specific employee, the item will be returned on or before the employees last day of employment.

By their nature items that are securely attached to land or building are not portable, and are therefore not to be recorded in the Portable and Attractive Items Register (eg whiteboards).



POLICY NO:-

CnG CP128 – SIGNIFICANT ACCOUNTING POLICIES**GOVERNANCE INFORMATION**

Procedure Link:	NA	Council Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1	CP128	OCM	27/11/19	Res: 348-19	Synopsis:	Council Policy Document endorsed
Version	2	CnG CP128	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is summarise the significant accounting policies that form part of the notes that accompany the Shire of Dardanup's statutory budgets and financial statements, describing the key policies being followed by financial and asset management services.

The Policy summary is mandated by the applicable accounting framework (such as AASB or LG Act). These frameworks require an entity to disclose its most important or significant accounting policies, the appropriateness of those policies, and how they impact the reported financial position of the entity.

3. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Generally Accepted Accounting Principles (GAAP) - is a framework of accounting standards, rules and procedures defined by the professional accounting industry.

International Financial Reporting Standards (IFRS) - are a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements.

Australian Accounting Standards Board (AASB) – Australian Accounting Standards

4. POLICY**4.1 Basis of Preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a Local Government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the Local Government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

- **New Accounting Standards for Application in Future Years**

On 1 July 2020 the following new accounting standards are adopted:

- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards –Materiality*

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report. Specific impacts of *AASB 2018-7 Amendments to Australian Accounting Standards – Materiality*, have not been identified.

- **Critical Accounting Estimates**

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

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

- **The Local Government Reporting Entity**

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

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

~~All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 30 to these financial statements.~~

4.2 SIGNIFICANT ACCOUNTING POLICIES

(a) ~~Grants, donations~~ **subsidies** and ~~other~~ contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature. Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

(b) Fees and charges

Revenue (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.

~~Grants, donations and other contributions are recognised as revenues when the Local Government obtains control over the assets comprising the contributions.~~

~~Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in the Notes. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the Local Government's operations for the current reporting period.~~

(c) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance). Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(d) Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(e) Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

(f) Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

(g) Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise at fair value gains and losses through other comprehensive income.

(h) Impairment and risk

Information regarding impairment and exposure to risk can be found in the Notes.

(i) Trade and other receivables

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

(j) Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in the Notes.

~~(f) Previous accounting policy: Impairment of trade receivables~~

~~In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectible were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.~~

(k) Classification and subsequent measurement

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

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

(l) General - Inventories

Inventories are measured at the lower of cost and net realisable value.

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

(m) Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

(n) Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

(o) Non-current assets held for sale current assets

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

~~(j) Other financial assets at amortised cost~~

~~The Shire classifies financial assets at amortised cost if both of the following criteria are met:~~

- ~~— The asset is held within a business model whose objective is to collect the contractual cashflows, and~~
- ~~— The contractual terms give rise to cash flows that are solely payments of principal and interest.~~

~~(k) Financial assets at fair value through profit and loss~~

~~The Shire classifies the following financial assets at fair value through profit and loss:~~

- ~~— Debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.~~
- ~~— Equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.~~

~~(l) Impairment and risk~~

~~Information regarding impairment and exposure to risk can be found in the Notes.~~

~~(m) Previous accounting policy: available for sale financial assets~~

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

~~(n) Previous accounting policy: Loans and receivables~~

~~Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.~~

~~Refer to the Notes for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.~~

(p) Fixed assets

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

(q) Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

Assets for which the fair value as the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulations 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

(r) Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

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

(s) Australian Accounting Standards – Inconsistency - Land under control

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

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

(t) Land under roads

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

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

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

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

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

(u) Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

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

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

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

(v) Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings:	
- Sub-structure	50 to 100 years
- Super-structure	8-100 years
- Roof	25-100 years
- Finishing & Fittings	8 to 75 years
- Services (mechanical, hydraulic, electrical, fire)	10 to 75 years
- Site surround works	10 to 75 years
Land:	Not depreciated
Furniture and Equipment:	4 to 10 years
Plant and Equipment:	5 to 10 years
Motor Vehicles:	4 to 5 years
Works in Progress	Not depreciated

Infrastructure Assets:Sealed Roads and Streets

- Roads – Formation	Not depreciated
- Roads – Pavement	30 to 80 years
- Roads – Seal: Bitumen	20 years
- Roads – Seal: Asphalt	40 years
- Roads – Seal: Brick Paving	40 years
- Roads – Kerbing	60 years
- Roads – Drainage	40 years

Gravel Roads

- Roads – Formation	Not depreciated
- Roads – Pavement	10 to 20 years

Parks and Reserves

- Playgrounds	15 years
- Furniture	15 years
- Turf	20 years
- Gardens	15 years
- Irrigation	12 to 40 years
- Sporting equipment	15 to 25 years
- Rubbish bin enclosures	15 years
- Marine structures	20 years

Bridges

- Timber	60 years
- Other	100 years

Pathways

- Concrete	50 years
- Limestone	15 years
- Paving	25 years
- Asphalt	20 years
- Timber	30 years

Stormwater Drainage

50 to 75 years

(w) Depreciation on revaluation

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

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

(x) Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for sale.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

(y) Leases – right of use assets

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

Right of use assets are subsequently measured under the revaluation model as they relate to asset classes that are also revalued. Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for the right of use assets are secured over the asset being leased.

(z) Computer software

Costs associated with maintaining software programmes are recognised as an expense as incurred. Development costs that are directly attributable to the design and testing of identifiable and unique software products controlled by the Shire are recognised as intangible assets where the following criteria are met:

- it is technically feasible to complete the software so that it will be available for use;
- management intends to complete the software and use or sell it;
- there is an ability to use or sell the software;
- it can be demonstrated how the software will generate probably future economic benefits;
- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and
- the expenditure attributable to the software during its development can be reliably measured.

Direct attributable costs that are capitalised as part of the software include employee costs and an appropriate portion of relevant overheads.

Capitalised development costs are recorded as intangible assets and amortised from the point at which the asset is ready for use.

(aa) Trade and other payables

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

(ab) Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

(ac) Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(ad) Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

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

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

(ae) Borrowing costs

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

(af) Risk

Information regarding exposure to risk can be found in the Notes.

(ag) Employee benefits

- Short-term employee benefits

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

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

- Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

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

- **Provisions**

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

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

(ah) Leases

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

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

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

~~Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.~~

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

(ai) Interests in joint arrangements

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

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

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

(aj) Investment in associates

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

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

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

(ak) Rates

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

Prepaid rates are, until the taxable event occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

(al) Goods and services tax (GST)

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

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

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

(am) Current and non-current classification

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

(an) Rounding off figures

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

(ao) Comparative figures

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

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

(ap) Budget comparative figures

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

(aq) Superannuation

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

(ar) Fair value of assets and liabilities

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

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

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

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

(as) Fair value hierarchy

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

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

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

- *Valuation techniques*

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

- *Market approach*

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

- *Income approach*

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

- *Cost approach*

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

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

(as) Impairment of assets

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

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

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

For non-cash generating specialised assets that are measured under the revaluation model such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.



COUNCIL POLICY NO:-
CNG CP202 – WORK HEALTH & SAFETY POLICY [NEW POLICY]

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:		CP027	OCM	06/04/16	Res: 62/16	Synopsis: Policy created.
Version:	2	CP027	SCM	26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

NEW POLICY FOR ADOPTION
REPLACING OSH POLICY CP027 - THIS NEW POLICY HAS BEEN REVIEWED BY LGIS AND IS IN LINE
WITH THE NEW LEGISLATION TO BE INTRODUCED - WORK HEALTH & SAFETY ACT

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup recognises its duties to ensure the health and safety of its employees, contractors, volunteer [workers], visitors and the general public and in meeting these duties will comply with the requirements of associated legislation, regulations and codes of practice.

3. POLICY

The Shire is committed to improving Work Health and Safety performance and aims to reduce work related incidents, injury and illness through the implementation, maintenance and documentation of safe systems of work.

Officers recognise their responsibility and duty to exercise due diligence to actively monitor and evaluate safe systems of work and will ensure the organisation has the appropriate resources, processes and procedures to manage Work Health and Safety.

The Shire of Dardanup shall, so far as practicable;

- Provide and maintain a safe work environment where exposure to hazards are eliminated or reduced
- Provide information, instruction, training and supervision to enable work to be performed safely
- Provide and maintain safe facilities, equipment, personal protective equipment [PPE] and plant and ensure its operation is fit for purpose
- Report all work related incidents, accidents, hazards and injuries measuring the associated risk to enable continued improvement
- Consult with workers and other parties to improve decision making through formal and informal communication methods
- Provide an effective procedure for injury management and rehabilitation
- Continuously monitor and review to improve Work Health and Safety performance



COUNCIL POLICY NO:-

CNG CP203 - **DRAFT** PUBLIC QUESTION TIME

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New	OCM	30/09/20	Res: ???-20	Synopsis:	Policy created.
Version:							

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to outline the rules and guidelines by which the public ask questions or provide information at Council meetings to:

- Enable a more resourceful and accountable platform for the public to submit questions or provide information to be considered at Council meetings; and
- Allow Council sufficient time to consider, and research if necessary, the issues arising from the questions or information provided.

3. POLICY

3.1 Public Question Time

Two opportunities for Public Questions will be provided at each Council Meeting in accordance with the Standing Orders Local Law 2014, to enable members of the public to ask questions of Council through the Presiding Member.

3.2 Time Allocation and Number of Questions

Fifteen (15) minutes will be allocated for Public Question Time at the beginning of a Meeting as required under the Local Government Act 1995 Section 5.24(2). The duration of Public Question Time may be extended by:

- The Presiding Member, given due consideration to the business to be considered at the Meeting; or
- By resolution of the Meeting.

Each person wishing to ask questions will be restricted to no more than three (3) questions in the first instance.

Questions made over and above these requirements, at the discretion of the Presiding Member:

- May be deferred until all other persons wishing to ask a question or make a submission have had an opportunity to be heard; or
- May not be asked or submitted if the time allotted for public questions has expired.

If there is time remaining or if the time for public questions have been extended then a person may be permitted by the Presiding member to ask further questions.

If Public Question time at the beginning of the meeting has been exhausted further questions may be asked at the second opportunity for public questions at the end of the meeting as per the Standing Orders and the Agenda.

15 minutes will be allocated for Public Question Time at the end of a meeting. The duration of this Public Question Time may be extended by:

- The Presiding Member, given due consideration to the business to be considered at the Meeting; or
- By resolution of the Meeting.

Each person wishing to ask questions at this opportunity will again be restricted to no more than three (3) questions in the first instance.

Questions made over and above these requirements, at the discretion of the Presiding Member:

- May be deferred until all other persons wishing to ask a question or make a submission have had an opportunity to be heard; or
- May not be asked or submitted if the time allotted for public questions has expired.

If there is time remaining or if the time for public questions have been extended then a person may be permitted by the Presiding member to ask further questions.

3.3 How to Ask a Question

Questions to be asked to be made at a Meeting must be in writing, and state the name and address of the person submitting the question, and generally be in a form approved by the Chief Executive Officer; and lodged:

- in person at any Customer Service Centre within the Shire of Dardanup; or
- Electronically, by using the online form provided on Council's website.

Questions should be submitted to the Chief Executive Officer in writing by 5.00pm on **the day before** the meeting and be signed by the author. This allows for an informed response to be given at the meeting.

Members of the public requiring assistance with preparation of questions are encouraged to contact the Manager Governance.

All questions must be brief.

3.4 Questions Without Notice

At the Presiding Member's discretion, a person can ask a question or make a submission at a Meeting without notice, but only during Public Question Time.

3.5 Responding to Questions

At a Meeting, preference will be given to hear from those people who have provided their questions in writing as per policy provision 3.3.

The person's name, question or submission, and any answer will be recorded in the Meeting minutes.

Questions that have not been submitted in writing by 5.00pm on the day before the meeting, will be responded to if they are straightforward.

Discussion will be entered into only for the purpose of clarification.

If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.

3.6 Questions dealt with as an Administrative Matter

Where a member of the public is not present to ask questions and have provided written questions, or if the person was not allowed to ask all the questions submitted due to time constraints, then the President Member may elect for the questions to be responded to as normal business correspondence.

A summary of the questions and the answers will not be recorded in the minutes of the Council meeting at which the question was submitted.

3.7 Question Eligibility

The Presiding Member of a meeting may preclude a person from asking a question if the Presiding Member determines that it:

- Relates to a matter outside the duties, functions and powers of Council;
- Is defamatory, indecent, abusive, offensive, vexatious, frivolous, irrelevant, trivial or objectionable in language;
- Is the subject of a current dispute, whether formal or informal or is of a commercially sensitive nature;
- In the Presiding Member's opinion, seeks to or has the potential to embarrass an Elected Member or a Shire of Dardanup employee;
- Relates to the matters associated with Shire of Dardanup personnel;
- Relates to industrial matters;
- Deals with subject matter already answered or declined;
- Relates to contractual matters;
- Relates to legal advice sought and/or obtained by Council or the Shire of Dardanup;
- Relates to matters affecting the security of a Shire of Dardanup employee or their property;
- Relates to any other matter which the Presiding Member considers would prejudice Council, a Shire of Dardanup employee, or any person; or
- Relates to a matter for which the meeting would normally be closed to the public in accordance with the Local Government Act 1995.

A copy of any question which has been precluded by the Presiding Member must be made available to any other Elected Member upon request.

Public Question and Submission Time is not a substitute for formal appeal and review systems, formal business procedures, formal Council decisions and any other legal processes required for the proper conduct of Council business.

3.8 Questions Considered in Bulk

Similar questions may be grouped together and a single answer provided by the Council.

Infrastructure Directorate



POLICY NO:-

Infr CP017 – PROJECT DEVELOPMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link:	PR032	Administrative Policy Link:	NA
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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: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

The Shire of Dardanup continues to grow at a rate of 4% per annum, 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. REFERENCE DOCUMENTS

Major Projects Prioritisation Matrix

4. 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.



POLICY NO:-

Infr CP029 – PERMIT RELATING TO VERGE/CROSSOVER INCIDENTAL TO BUILDING WORKS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		ENG24	OCM: 20/04/11	Res: 96/11	Synopsis:	Policy created.
Version:	1	CP029	OCM: 06/04/16	Res: 51/16	Synopsis:	Policy created to replace ENG24.
Version:	2		SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP029	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

- 2.1 To ensure that road thoroughfares, including road verges are adequately protected, reinstated and repaired of any damage resulting from building works and demolition works, in accordance with the Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007.
- 2.2 Provide guidance on the implementation of a permit system and associated fees which is in addition to the Shire's building permit system.

3. REFERENCE DOCUMENTS

- 3.1 Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007.
- 3.2 Application for Permit Relating to Verge/Crossover Incidental to Building Works form.
- 3.3 Permit Relating to Verge/Crossover Incidental to Building Works form.
- 3.4 Advice: Verge Damage, 11 November 2015, McLeods Barristers & Solicitors

4. POLICY

- 4.1 An Application for Permit Relating to Verge/Crossover Incidental to Building Works form is to be submitted for all building works valued at greater than \$50,000 (inclusive of GST) and demolition works valued at greater than \$5,000 (inclusive of GST), and applies to properties falling under the following zones as set out in the Shire of Dardanup Town Planning Scheme No. 3:
 - Residential (single and multiple dwellings);
 - Small Holdings;
 - Light Industry;
 - Commercial;
 - Additional Uses; and
 - General Industry.
- 4.2 An Application for Permit Relating to Verge/Crossover Incidental to Building Works form is to be submitted by the applicant at the time of Building Permit Application or Demolition Permit Application.
- 4.3 A one-off application fee per property subject to building works or demolition works is payable as described in the Shire's fees and charges adopted as part of the Shire's annual budget process. This fee is for the purpose of recouping costs for staff time and administration associated with inspections and detailed record keeping required to effectively determine compliance with the requirements of the Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2007.
- 4.4 The Chief Executive Officer shall determine an application for permit by no later than the day the building permit or demolition permit is issued. A permit may be granted with conditions; granted with variations and conditions; or refused.

- 4.5 The following conditions are applicable to all permits granted as a minimum, and may include variations depending on circumstances:
- The holder of a permit is responsible to ensure that any damage to the verge(s) or crossover(s) is repaired and made good to a condition equivalent to or better than prior to any building or demolition activities or activities incidental to or preparatory to building or demolition commenced on the **building** site;
 - The holder of a permit is to ensure that any temporary crossover is removed no later than the completion of building or demolition activities, and the verge portion occupied by or affected by the temporary crossover is removed and made good to a condition equivalent to or better than prior to any building or demolition activities or activities incidental to or preparatory to building or demolition commenced on the **building** site; and
 - By acting upon the permit or permitting the permit to be acted upon, the grantee of the permit shall be taken to have agreed to indemnify the Shire of Dardanup in respect of any costs associated with the repair or making good of the verge(s) and crossover(s) of the building or demolition site arising in connection with the building or demolition works, in the extent and to the extent that the permit holder does not repair and make good any such damage to the Shire's satisfaction.



POLICY NO:-

Infr CP040 – DIRECTIONAL SIGNAGE POLICY FOR FIXED SIGNS WITHIN ROAD RESERVES**GOVERNANCE INFORMATION**

Procedure Link:	PR055	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG37	OCM:	05/11/14	Res:	359/14	Synopsis:	Policy created.
Version:	2	CP040	OCM:	09/08/17	Res:	211/17	Synopsis:	New Council Policy Document endorsed
Version:	3		SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP040	SCM	30/09/20	Res:	??-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy has been developed to provide guidance in the approval of directional signage within the Shire and for the implementation of the Ferguson Valley brand to signage within the Shire.

This policy applies to fixed signs within road reserves for the purpose of directing traffic to:

- Community facilities and services;
- Tourist attractions and destinations; and
- Tourism related businesses.

The policy sets guidelines for various types of signage to ensure there is a well-defined and consistent approach to signage in the Shire. The policy aims to reduce the proliferation of signs at many intersections, thus addressing safety concerns, and to provide a user friendly system of signage.

~~This policy relates only to fixed directional signs within road reserves under the care, control and management of the Shire of Dardanup.~~

~~It is noted that the Shire of Dardanup has been authorised by the Commissioner of Main Roads WA to carry out non-regulatory signing works along local roads.~~

To provide the travelling public (including visitors and tourists) with clear and uniform roadside information that gives directions to recognised community facilities and services, tourist attractions and tourism businesses, while minimising the number of signs and avoiding direct advertising.

To gain an appreciation and recognition of Ferguson Valley as a tourism region of the South West and to promote the Ferguson Valley brand.

3. REFERENCE DOCUMENTS

Local Government Act 1995
Australian Standards AS1742.5 and AS1742.6

4. POLICY

~~This policy relates only to fixed directional signs within road reserves under the care, control and management of the Shire of Dardanup.~~

~~It is noted that the Shire of Dardanup has been authorised by the Commissioner of Main Roads WA to carry out non-regulatory signing works along local roads.~~

Council delegates its authority to the Chief Executive Officer to approve the erection, **removal or modification** of any directional signage within any local authority road reserve in the Shire of Dardanup **as per the following criteria in accordance with this policy.**

Where a road that is under the care and control of the Shire of Dardanup intersects a road that is under the care and control of Main Roads WA, signs will be approved by Main Roads WA and installed in accordance with **standard** Main Roads WA specifications.

It is noted that businesses do not have an automatic right to directional signage and must address the eligibility criteria to be considered.

Eligibility Criteria

1. To be eligible for consideration for a directional sign, the community facility or service, tourist attraction or tourist service facility must:
 - Be approved by the Shire of Dardanup for the use as indicated on the proposed sign;
 - Be of sufficient interest and importance to the travelling public, as determined by the Shire of Dardanup, with consideration given to the Tourism WA and Main Roads WA guidelines. The Shire of Dardanup may seek the guidance of the Ferguson Valley Marketing & Promotions Inc.# regarding tourism related businesses.
 - Where the sign is tourism related, meets a majority of the Tourism WA criteria. It should be noted that the Tourism WA criteria shall be used as a guide; however, the requirements may be varied to suit local needs.

(# The Ferguson Valley Marketing Inc. [formerly known as The Ferguson Valley Marketing & Promotions Inc.] is an organisation that was created at the request of Dardanup Shire Council to encourage business operators within the Shire to take ownership of the promotion of the Shire and their businesses independent of Council.)

2. Community facilities and services that may be approved for directional signage may include, but not limited to:

Post offices;

- Emergency service facilities (eg. Police Stations etc);
- Public health emergency facilities (eg. Hospital, medical centre);
- Public toilets;
- Community centres;
- Significant public educational facilities (eg. Library, schools);
- Significant public cultural facilities (eg. Gallery, Museum);
- Significant heritage places/buildings;
- Places of public worship;
- Public transport facilities (eg. Train or Bus Stations);
- Information centres and tourist bureaus;
- Government services;
- Shopping centres;
- Boat ramps;
- Heavy combination vehicle generators, eg. Mine sites, sale yards, public weighbridge;
- Waste disposal facilities;
- Industrial areas/precincts; and
- Other sites that are considered to be in the public's interest.

3. Tourism related businesses that may be approved for directional signage may include, but not limited to:

Wineries

- Breweries
- Accommodation
- Galleries
- Cafes
- Other business operated attractions

4. The Chief Executive Officer will determine the tourism related business eligibility for a directional sign taking into consideration any advice provided by Ferguson Valley Marketing & Promotions Inc. under the guidelines of Tourism WA.

Sign Styles and Configurations

Signs are to meet AS1742 Parts 5 & 6, AS1744 and Main Roads WA guidelines as to size, colour, lettering, national and international symbols, fixing and installation.

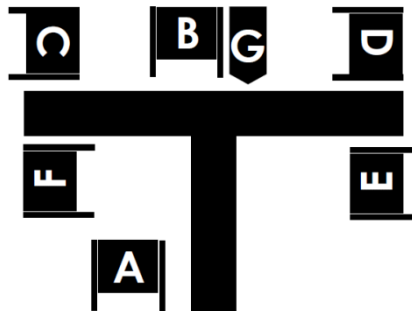
Individual business names or complex names will not be considered as appropriate wording for community facility or service signs.

Individual business names are permitted on tourism related business signs.

The following exceptions to the standards and guidelines apply to directional signage on local authority roads within the Shire of Dardanup:

Fixed Signs and Major Intersection Signs

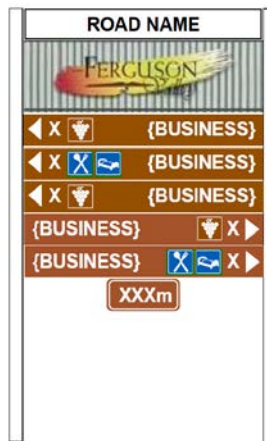
1. A major intersection consists of distributor roads only and no local access roads (refer to the Shire of Dardanup Road Hierarchy Map).
2. Sign stacks shall be used at major intersections.
3. Stacks shall consist of the Ferguson Valley brand generally at the top of the stack.
4. The following layout shall apply to major intersections:



Location A:

- On the approach to an intersection on a terminating road.
- Tourist related business signs to be placed on this sign only.

Sample:

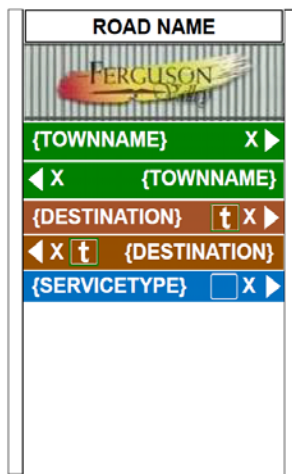


(Note: The design of the Ferguson Valley brand section of sign may vary to that shown here)

Location B:

- At the intersection on a terminating road.
- Destinations and service signs to be placed on this sign only. No tourist related business signs.

Sample:



Location C:

- On the approach to an intersection on a through road.
- Destinations, service and tourist related business signs to be placed on this sign.

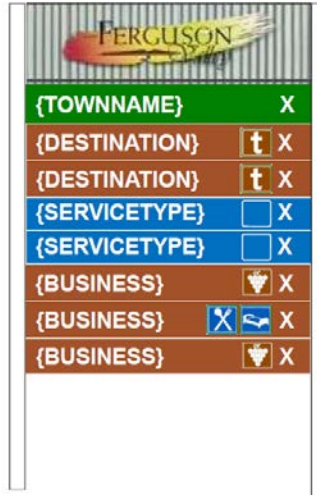
Sample:



Location D:

- This sign is a reassurance sign and serves the purpose of advising the motorist of the destinations on the current route.
- Located following an intersection on a through road.
- Destinations, service and tourist related business signs to be placed on this sign.
- Road name is not required.

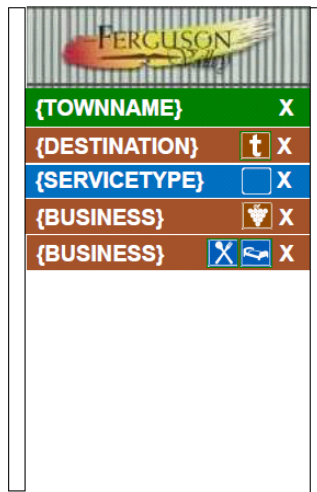
Sample:



Locations E and F:

- These signs are similar to signs at locations C and D respectively.

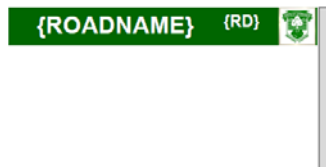
Sample:



Location G:

- Opposite an intersecting road.
- This consists of a road name sign only.

Sample:



5. The total number of directional signs, excluding the Ferguson Valley brand, shall not exceed ten (10) on a stack.

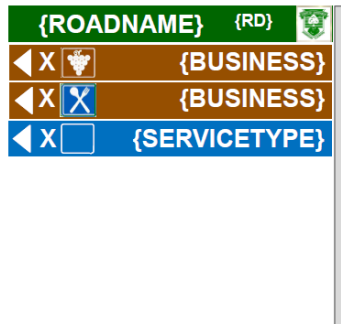
When the number of tourism related business signs exceeds the limit of signs on a stack, individual signs may be replaced by a generic symbolic sign indicating the nature of the attraction(s) or through the installation of extra stack signs prior to the intersection.

6. The positioning of signs on site shall be determined by the Shire of Dardanup.

Fixed Signs at Minor Intersection Signs

1. A minor intersection consists of a local access road intersecting with a distributor road or another local access road (refer to the Shire of Dardanup Road Hierarchy Map).
2. Signs at these intersections will consist of the road name and tourist related businesses and service signs.
3. These sign will not include the Ferguson Valley brand.

Sample:



Advanced Location Warning Signs

1. Advanced location warning signs may be used where attractions are located on distributor roads and are not clearly visible. Location warning signs are to be placed in advance of the attraction to warn motorists of the approaching access. In these cases, a tag stating either “200m on Left” or “200m on Right” shall be added to the location sign. The following generic template is to be used:



Temporary Signage

1. There is to be no use of temporary signage (ie. A-frame or Banner signage) within the road reserve without prior approval.
2. Temporary signs are recommended for use to indicate whether a site is open or closed to the public. Drop-down tags or suitably sized and placed A-frame type temporary signs may be used subject to approval.
3. Approval may be given at the discretion of the CEO for the use of temporary signage for one-off or non-regular community events or festivals. All temporary signage requests shall be assessed in accordance with Shire Policy **Infr** CP041 Directional Signage Policy for Public Events and Activities – Temporary Signs Within Road Reserves.
4. If unauthorised signage is found within the road reserve the Shire has the authority to remove and dispose of the sign immediately, advising the beneficiary of the sign of this action.

Standard Conditions

1. Prior to any new sign(s) being installed, all unauthorised temporary and/or permanent signs, including those that do not conform to this policy, within any road reserve relating to the attraction or facility are to be removed at the applicant’s expense.
2. The number of sign locations allowed per tourism related business shall be restricted as follows:

Criteria	Possible Directional Sign Locations To Be Considered
Meets Tourism WA Guidelines	All intersections within 12 km travel distance to the destination entry gate
Does Not Meet Tourism WA Guidelines	All intersections within 5 km travel distance to the destination entry gate

Sign locations within the specified travel distances are subject to the conditions outlined in this policy document and are therefore do not have automatic approval for any or all locations within the specified distance.

3. All business signs are to be supplied and installed by the Shire at the cost of the applicant.
4. The responsibility for costs associated with the maintenance of tourism related business directional signs, including replacement if the sign(s) is damaged beyond practical repair (by accident, vandalism or any other cause) or is stolen shall be at the cost of the applicant. All and any maintenance of signs and sign structures is strictly to be carried out only by Council or their respective contractors.
5. ~~Council~~ **The Chief Executive Officer** has the authority to remove the sign(s) if the attraction or facility is closed down or if the nature of the attraction or facility changes. Where a sign is removed by the Shire, it will be disposed of by the Shire.
6. Signs are not to be modified in any way without the prior written approval of ~~Council~~ **the Chief Executive Officer** .

Fees and Charges

1. The supply and installation of new signs shall be charged to the tourism related business via the Shire's Private Works System. The charge shall recoup all costs incurred including an administration fee.
2. Failure of a business to pay due fees and charges will result in the removal of all directional signs to that business.



POLICY NO:-

Infr CP041 – DIRECTIONAL SIGNAGE POLICY FOR PUBLIC EVENTS AND ACTIVITIES – TEMPORARY SIGNS WITHIN ROAD RESERVES

GOVERNANCE INFORMATION			
Procedure Link:	PR056	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	ENG38	OCM	05/11/14	Res: 359/14	Synopsis:	Policy created.
Version:	1	CP041	OCM	09/08/17	Res: 211-17	New Council Policy Document endorsed
Version:	2	CP041	SCM	16/07/18	Res: 251-18	Reviewed and Adopted by Council
Version:	3	CP041	OCM	19/09/18	Res: 311-18	Correction and Adoption by Council
Version:	4	Infr CP041	SCM	30/09/20	Res: ???-20	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy has been developed to provide guidance in the approval of temporary directional signs relating to one-off-~~or~~ non-regular ~~or~~ periodic community events and activities. This policy relates to signage of a short term nature that provides the location and/or direction to the event or activity site.

This policy relates only to temporary directional signs within road reserves under the care, control and management of the Shire of Dardanup.

This policy sets the guidelines for the use of temporary directional signs for one-off events and activities that may generate high traffic volumes on side roads and areas away from the central business district.

It is the intent ~~of the policy is to ensure~~ that all temporary directional signage is of a suitable type and is safely located within road reserves, so they are easily identified, located and understood, without compromising the safety of motorists and pedestrians.

Road signage is provided for guidance to the motorist and to facilitate safe, efficient and orderly travel. It is not to be provided for promotional or advertising purposes for individual businesses.

3. POLICY

~~This policy relates only to temporary directional signs within road reserves under the care, control and management of the Shire of Dardanup.~~

~~Road signage is provided for guidance to the motorist and to facilitate safe, efficient and orderly travel. It is not to be provided for promotional or advertising purposes for individual businesses.~~

Council delegates its authority to the Chief Executive Officer to approve the placement of any temporary directional signs within any local authority road reserve in the Shire of Dardanup in accordance with the following:

Approval Criteria

1. The sign should not add to visual clutter at the proposed location.
2. The sign should be suitably sized and located within the road reserve, so that:
 - a) It does not block motorist or pedestrian (including disabled) visibility of the road, pathway or traffic;
 - b) It does not affect the visibility of traffic signs and devices;
 - c) It does not impede on pedestrian access, including disabled access.
 - d) It does not impede on private property or affect a property in anyway;
 - e) It does not impede, affect or damage the road and its associated infrastructure; and
 - f) It will not damage landscaping and street scaping.
3. Signs should be of a temporary nature that can be easily installed and removed.

4. Signs should be securely fixed to ensure that they do not become dislodged and move.
5. Signs must be static in nature i.e. no spinning, rotating or moving parts.
6. Signs must not be illuminated.
7. Activities that may be considered for temporary signage, but not limited to these, include:
 - Real estate for sale;
 - Home opens;
 - Garage sales;
 - Community events; and
 - Other activities that are considered to be in the public’s interest.
8. The following table provides details on the number, duration and approval requirements for temporary signage:

Activity	No. of Signs Allowed	Duration allowed	Approval Application Requirement
Real estate for sale (at property)	Maximum three (3) per property. Signs to be placed adjacent to property boundary.	Unlimited Until property sale is settled or listing contract ends	No approval required. Compliance with policy only.
Real estate for sale (away from property)	Only permissible outside of built up areas. To be determined by Shire staff based on details provided.	Unlimited Until property sale is settled or listing contract ends	Approval required.
Home open	Unlimited. Signs to be placed along route between home and nearest arterial route. Date and time to be displayed on each sign.	Up to five (5) days.	No approval required. Compliance with policy only.
Garage sale	Unlimited. Signs to be placed along route between home and nearest arterial route. Date and time to be displayed on each sign.	One (1) day (Garage sale day).	No approval required. Compliance with policy only.
Events	To be determined by Shire staff based on details of the event.	Up to thirty (30) days prior to the event.	Approval required.
Other activities	To be determined by Shire staff based on details of the activity.	To be determined by Shire staff based on details of the activity.	Approval required.

Standard Conditions

1. The sign(s) are to be supplied and installed by the person or representative of the person organising the activity. The Shire may require a Shire Officer to be present during the installation of the temporary sign.
2. Signs are to be in good order and condition to the satisfaction of Council and to be appropriately worded.
3. Council have the authority to remove the sign(s) if:
 - a) The activity is cancelled or if the nature of the attraction or facility changes;
 - b) The sign(s) of a type requiring approval have been installed without approval;
 - c) The signs are not in accordance with the approval given or not in accordance with the requirements of this policy.
 - d) The sign poses a risk to public safety.

- e) The sign content is inappropriate and/or offensive.
 - f) The activity has finished and the signs have been left out beyond the allowed duration – refer to the table in Point 8 of the Approval Criteria for allowed durations.
4. Where a sign has been approved, it is not to be modified in any way without the prior written approval of Council.
 5. Where a sign is a type that requires approval, all requests for permission to have directional signs installed are to be submitted in writing to Council using the “Application for Directional Signage” form.
 6. Where a road that is under the care and control of the Shire of Dardanup intersects a road that is under the care and control of Main Roads WA, signs will be approved by Main Roads WA and installed in accordance with Main Roads WA specifications.



POLICY NO:-
Infr CP045 - BUS SHELTER APPROVAL

GOVERNANCE INFORMATION			
Procedure Link:	PR078	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History	1	ENG1	OCM:	10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP045	SCM	26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	3	Infr CP045	SCM	30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

~~To delegate authority to the Chief Officer to~~ **To provide guidance on the** approval applications for bus shelters **on shire roads.**

3. POLICY

New bus shelters funded by the Shire, developers and/or external grant shall be manufactured to the specification and details specified on the Shire's Standard Engineering Drawing for Bus Shelters. The location is to be approved by the Chief Executive Officer.

Private bus shelters provided are permitted on rural and semi-rural roads provided that the location and construction of the shelter is approved in writing by the Chief Executive Officer. Private bus shelters are not permitted in built up areas.

Bus shelters installed within the Burekup, Dardanup and Eaton/Millbridge built up areas shall feature the respective townsite emblem. The town emblems are; Dardanup – Fergus the Bull, Eaton/Millbridge – the Pelican, and Burekup – the Frog. The emblem designs are as specified on the Shire's Standard Engineering Drawing for Townsite Emblems.

Community consultation will be undertaken with the surrounding residents before approval is granted.



POLICY NO:-
Infr CP046 - EVENTS REQUIRING TEMPORARY ROAD CLOSURE - DELETE

GOVERNANCE INFORMATION			
Procedure Link:	PR079	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
History:	1	ENG2	OCM	1998	Res	982/98	Synopsis:	Adopted by Council
Version:	2	ENG2	OCM	2012	Res:		Synopsis:	Policy reviewed.
Version:	3	CP046	OCM	26/07/18	Res:	251/18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP046	SCM	30/09/20	Res:	??-20	Synopsis:	Reviewed and Adopted by Council

POLICY TO BE DELETED – THERE IS A DELEGATION IN PLACE FOR ROAD CLOSURES – THE CONDITIONS WITHIN THIS POLICY TO BE TRANSFERRED TO THE DELEGATION.

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To delegate authority to the Chief Executive Officer to approve the temporary closure of thoroughfare on Shire managed roads and accessways for events and works.

3. REFERENCE DOCUMENTS

- Local Government Act 1995 3.50
- Australian Standard Manual of Uniform Traffic Control Devices Part 3: Traffic Control for Works on Roads – AS 1742.3-2009
- Main Roads WA Code of Practice – Traffic Management for Events

4. POLICY

The Chief Executive Officer is authorised to consider and approve applications for the temporary closure of thoroughfare for events and works on Shire managed roads and accessways, subject to the following duration limits:

Events	Not exceeding 12 hours
Works	Not exceeding four weeks

Proposals which exceed the duration limits shall be presented to Council for consideration and approval.



POLICY NO:-
Infr CP048 - PLANT & VEHICLE ACQUISITIONS AND DISPOSAL POLICY

GOVERNANCE INFORMATION			
Procedure Link:	PR080	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
History:		New	OCM	26/07/07	Res: 222/07	Synopsis:	Policy created. 26/07/2007
Version:	1	ENG7	OCM	10/05/12	Res:	Synopsis:	Revised Policy Adopted 10/05/2012
Version:	2	CP048	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP048	SCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To formalise stipulate the triggers for the acquisition and trade-in/sale of Council’s plant and vehicles, to ensure that it occurs at the optimum time, so as to provide the best financial outcomes to Council.

3. POLICY

The Shire will plan and coordinate the acquisition and trade-in/sale of its plant and vehicle fleets based on the following replacement triggers:

Type	Replacement Triggers (whichever occurs first)		
	Age (years)	Odometer Reading (km)	Hour Meter Reading (hours)
Grader	10	-	8,000
Loader	8	-	8,000
Truck - Light	6	150,000	-
Truck - Medium	8	200,000	-
Ride on Mower	5	-	2,000
Tractor	8	-	5,000
Trailer - Heavy	15	-	-
Trailer - Light	10	-	-
Quad Bike	5	-	-
Backhoe Loader	7	-	5,000
Skid Steer loader	5	-	5,000
Road sweeper	8	-	8,000
Attachments	To be considered for changeover at time of the changeover of the corresponding plant/vehicle.		
4 cylinder vehicles sedans, hatchbacks and wagons	4	80,000	-
4 or 5 cylinder utilities & vans 5 or 6 cylinder sedans, hatchbacks and wagons	5	120,000	-
5 or 6 cylinder vehicles Utilities & vans	5	120,000	-



POLICY NO:-
Infr CP049 - ROAD SAFETY AUDIT

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	ENG9	OCM 12/03/08	Res: 96/11	Synopsis:	Policy created. 12/03/2008
			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: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

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 ~~\$150,000~~ **\$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 ~~Council~~ **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) complimentary 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.

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 CP050 – CROSSOVERS – APPROVALS, STANDARDS AND SUBSIDY

GOVERNANCE INFORMATION			
Procedure Link:	PR082	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	ENG10	OCM: 20/04/11	Res: 96/11	Synopsis: Policy created.
	2		OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	3	CP050	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	4	Infr CP050	SCM 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

The purpose of this policy is to:

1. Control the construction of crossovers in urban and rural areas within the Shire;
2. Ensure that any constructed crossovers are built to Council's **required** standards; **and**
3. **Provide guidance on the calculation of the subsidy due for eligible crossovers**

3. DEFINITIONS

A crossover is defined as a crossing that is constructed to give access to private land from a public thoroughfare. Generally, the crossing is situated on a road verge between the edge of a sealed road and the adjoining property boundary.

4. POLICY

An application form is to be completed and submitted for every proposed crossover by or on behalf of the current property owner. No crossover is to be commenced until Shire approval (with or without conditions) is granted. An application form is not required when the crossover forms part of a subdivision/development application that requires the preparation of engineering drawings which includes the provision of crossovers.

Layout

Dimensions of crossovers are to be in accordance with the specifications provided within this policy and variations to the specifications may be approved by the ~~Director Infrastructure~~ **Chief Executive Officer**.

The proposed location for a crossover must be approved by the Shire of Dardanup. Shire staff shall assess the location in terms of its suitability, visibility and sightlines, safety, services and other infrastructure.

All crossovers must be linked to a driveway access within the property. Standalone crossovers for the purpose of only parking vehicles on the verge shall not be approved under the requirements of this policy. However, parking bays on residential property verges may be considered under Policy E6.9 – Residential Road Verge Policy.

Crossovers should be constructed such that any ramping within the longitudinal profile allows the clear movement of a standard vehicle. In areas of steep grades, the Council may request a longitudinal profile to be provided to confirm that the crossover does not exceed maximum grades and that any changes in longitudinal grades are within an acceptable range.

It is a requirement in built-up areas that a minimum of 2.5 metres from the kerb line is constructed at a gradient of 2% to accommodate any future pathways within the road verge. This requirement may be relaxed under certain circumstances (e.g. due to restrictive site conditions) and may only occur with the approval of Council.

Specifications and Requirements

The following specifications are the minimum standard required and Shire Technical Staff may stipulate further requirements depending on the site conditions, the nature and purpose of the proposed crossover, and any other conditions which may require attention.

RESIDENTIAL (IN BUILT UP AREAS) CROSSOVER – STANDARD SPECIFICATION	
Dimensions	Width – standard 3m, min. 3m, max. 6m Winged at the kerb line – 1.5m wide Dimensions may be varied subject to approval.
Construction/ Materials	<p>Any of the following surface types are acceptable:</p> <p>Concrete (including decorative and exposed aggregate concrete, excluding poured limestone) – min. 100mm thick, reinforced (SL62 mesh) concrete (min. 25MPa), on compacted bedding sand on a suitable subgrade (90% MDD or 7 blows PSP).</p> <p>Poured Limestone – min. 125mm thick, reinforced (SL62 galvanised mesh) limestone concrete (min. 15MPa), on compacted bedding sand on a suitable subgrade (90% MDD or 7 blows PSP).</p> <p>Bitumen Spray Seal – min. 150mm thick compacted gravel base course (92% MDD) on a suitable subgrade (90% MDD or 7 blows PSP), two-coat bitumen emulsion spray seal with 10mm and 7mm aggregate (“double/double seal”) Note: although acceptable, this type of surface is not recommended for areas of high vehicle stresses (i.e. heavy turning)</p> <p>Asphalt - min. 150mm thick compacted gravel base course (92% MDD) on a suitable subgrade (90% MDD or 7 blows PSP), with 25mm thick of AC5 or AC7 asphalt (basalt aggregate) or 30mm thick of gravel-pave (laterite aggregate) asphalt.</p> <p>Brick Paved – 150mm compacted sub base of limestone or crushed rock base (90% MDD), 30mm compacted screeding sand with min. 60mm thick clay or concrete pavers. Rectangular pavers to be laid in herringbone pattern at 45 degrees to the direction of vehicle movement. Square pavers to be staggered where laid perpendicular to direction of vehicle movement otherwise at 45 degrees to the direction of vehicle movement. All pavers shall be laid with a header course along all edges, compacted and joint filled with sand. All free edges are to be restrained by means of a mortar or concrete edge restraint.</p>
Other	<p>Flush concrete edge beams are required on all free edges of bituminous and asphalt crossovers. This is required to prevent edge breakages.</p> <p>It is recommended that exposed aggregate concrete and poured limestone crossovers are sealed using a supplier recommended sealing product.</p> <p>Exposed aggregate crossover min. thickness of 100mm is measured as the finished thickness following aggregate exposure. It is recommended that formwork be set at 110mm to achieve a final thickness of 100mm.</p>
Standard Drawings	Standard drawings are available to assist in the preparation of designs for crossovers and depict the above minimum requirements.

INDUSTRIAL / COMMERCIAL CROSSOVER – STANDARD SPECIFICATION

Dimensions	Width – min. 6m, max. 12m (subject to vehicle size and manoeuvrability) Suitable radius at the kerb line – to be designed to accommodate the largest anticipated vehicle configuration to enter and exit site. Dimensions may be varied subject to approval.
Construction/ Materials	Any of the following surface types are acceptable: Concrete – min. 125mm thick, reinforced (SL72 mesh) concrete (min. 25MPa), on compacted bedding sand on a suitable subgrade (95% MDD or 7 blows PSP). (Note: Poured limestone, and exposed aggregate concrete is not accepted) Asphalt - min. 200mm thick compacted gravel base course (96% MDD) on a suitable subgrade (92% MDD or 7 blows PSP), with 25mm thick of AC7 or AC10 asphalt (basalt aggregate). Brick Paved – 150mm compacted limestone sub base (95% MDD), 30mm compacted screeding sand with min. 76mm thick clay or concrete pavers. Pavers to be laid in herringbone pattern with a header course along all edges, compacted and joint filled with sand. All free edges are to be restrained by means of a mortar or concrete edge restraint. (Note: Brick paving is not accepted on industrial crossovers with truck movements)
Other	Flush concrete edge beams are required on all free edges of bituminous and asphalt crossovers. This is required to prevent edge breakages.
Standard Drawings	Due to the large scope of businesses and environments standard drawings are not available. Each crossover must be designed and assessed on a case-by-case basis.
RURAL CROSSOVER (OUTSIDE BUILT UP AREAS) – STANDARD SPECIFICATION (this does not include industrial or commercial properties)	
Dimensions	Width – standard 3.5m, min. 3.5m, max. 6m Min. 3m radius at the road edge Dimensions may be varied subject to approval.
Construction/ Materials	Culvert – a suitably sized culvert must be provided on all crossovers (min. 375mm diameter). Any of the following surface types are acceptable: Gravel – min. 150mm thick compacted gravel Bitumen Spray Seal – min. 150mm thick compacted gravel base course (95% MDD) on a suitable subgrade (90% MDD or 7 blows PSP), two-coat bitumen emulsion spray seal with 10mm and 7mm aggregate (“double/double seal”) Note: although acceptable, this type of surface is not recommended for areas of high vehicle stresses (i.e. heavy turning) Asphalt - min. 150mm thick compacted gravel base course (95% MDD) on a suitable subgrade (90% MDD or 7 blows PSP), with 25mm thick of AC5 or AC7 asphalt (basalt aggregate) or 30mm thick of gravel-pave (laterite aggregate) asphalt.
Other	Flush concrete edge beams are recommended on all free edges of bituminous and asphalt crossovers. This is required to prevent edge breakages.

Standard Drawings	Standard drawings are available to assist in the preparation of designs for crossovers and depict the above minimum requirements.

Other Requirements

Where a concrete pathway exists on the verge, the pathway must remain in place and shall not be removed unless it requires repair. Crossovers must be installed to butt up to the pathway and the surface should be finished flush with the pathway surface with no trip hazards.

Where a kerb is not a mountable type and requires modification, and is adjacent to a residential property, the Council will saw cut and remove the section immediately adjacent to the crossover location, at no cost to the property owner. The property owner will be responsible for the cost of installing a mountable kerb or a ramp to the satisfaction of the Council. The property owner may request the Council to organise the new kerbing; however, all costs associated with this shall be borne by the property owner. In all other areas not designated as residential, the cost of removing and replacing kerbing is the responsibility of the property owner and to the satisfaction of the Council.

Where a crossover installation requires modification of other Council infrastructure (e.g. storm water gullies etc) then such modification shall be carried out by Council or Council approved contractor at the cost of the property owner. All other infrastructure within close proximity to the crossover should be protected and any damage shall be rectified at the property owners expense.

The owner of the crossover shall ensure that the crossover is adequately drained. Council may stipulate requirements for the drainage of the crossover and shall not accept any responsibility for any drainage problems as a result of the installation of the crossover. The property owner shall ensure that the surrounding verge and/or neighbouring properties are not adversely affected by the crossover.

The owner of the crossover shall ensure that the verge is left tidy at the completion of works and that any spoil, surplus materials and waste are disposed of correctly.

Property owners and contractors are to ensure that sand, silt, fines, residues, slurry, dust or any other contaminant do not spill over onto the road and/or are not washed into the roadside drainage as a result of the construction of a crossover. This includes any slurry or washed concrete from exposed aggregate finishes. Such materials have the potential of reducing the infiltration properties of Council drainage basins by “clogging” the sands within these basins. Property owners and contractors must ensure that appropriate measures are in place to contain any contaminants prior to commencing any works.

Ongoing Maintenance

The ongoing maintenance and upkeep of crossovers is the responsibility of the property owner and at their own cost. The Council does not accept any costs associated with any repairs, unless the repairs are required as a direct result of the action by Council and any of its contractors.

Subsidy

The Shire of Dardanup is bound by the Local Government Act 1995 and Local Government Regulations 1996 which state that the local government is obliged to bear 50% of the cost of a standard crossover if:

1. It is the first crossover to the property;
2. the crossover is a standard crossing or is a type that is superior to a standard crossing; and
3. the crossover is approved by the local government.

For residential crossovers, the subsidy payable is calculated as 50% of the estimated cost to construct a standard crossover. The subsidy is calculated as:

Subsidy Payable (ex. GST) = \$Rate per metre x Length of Crossover.

The “\$Rate per metre” is the rate adopted annually by Council in the Fees & Charges section of the Budget.

The “Length of Crossover” is measured along the centreline of the crossover from the back of kerb to the property boundary, or where no kerb exists, from the edge of seal to the property boundary.

For rural crossovers, Council subsidy provided is the supply of a culvert pipe and matching precast headwalls only to a maximum size of 375mm diameter. Where a pipe size greater than 375mm diameter is deemed necessary, then the property will reimburse Council for the additional expenditure required over and above the cost of a 375mm diameter pipe and matching precast headwalls. It is the applicant's responsibility to construct the crossover and install the culvert to the levels, specifications and satisfaction of Council.

The subsidy will only be provided on a one-off basis and for one (1) crossover per property.

Additional crossovers per property may be approved but the subsidy is not applicable. Such additional crossovers must comply with the requirements of this policy.

The subsidy will not be paid retrospectively and will be payable upon completion of the crossover, inspection and approval by Shire staff.



POLICY NO:-
Infr CP051 - CROSSOVERS – RESPONSIBILITY FOR PROVISION ON NEW SUBDIVISIONS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
History:	1	ENG11	OCM	12/03/08	Res:	42/08	Synopsis:	Policy created 12/03/2008
	2	ENG11	OCM:	10/05/12	Res:		Synopsis:	Reviewed Policy Adopted
Version:	3	CP051	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP051	SCM	30/09/20	Res:	???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure that crossovers are constructed where necessary on new subdivided land and to define the responsibility for provision of crossovers in new subdivisions.

3. POLICY

The responsibility for the provision of crossovers on subdivided land is as follows:-

3.1 Townsite Residential Blocks

Where battle-axe and/or common property driveway access is created, the subdivider is wholly responsible for the cost of constructing the crossover(s) and no subsidy can be claimed.

In all other cases, the purchasers of residential land shall be responsible for the construction of a crossover and shall be eligible for a subsidy under Council Policy CP050.

3.2 Industrial and Commercial Blocks

The purchasers of industrial and/or commercial land are wholly responsible for the cost of constructing crossovers to their blocks.

3.3 Rural Blocks

The subdividers of rural land are wholly responsible for the cost of constructing crossovers to all of the blocks created by their subdivision.

All crossovers shall meet the requirements of Council Policy CP050.

The requirements of this policy, relating to responsibility for the provision of crossovers, is to be placed as a condition of approval on all industrial, commercial and rural subdivision applications.



POLICY NO:-

Infr CP052 - PATHWAYS – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS**GOVERNANCE INFORMATION**

Procedure Link:	PR084	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG12	OCM	20/04/11	Res: 96/11	Synopsis:	Policy created. 20/04/2011
	2	ENG12	OCM	10/05/12	Res:	Synopsis:	Revised Policy Adopted
Version:	3	CP052	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP052	SCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure that pathways are constructed where necessary on new subdivided land and financial contributions are made towards new or upgraded pathway infrastructure as a result of infill subdivision/development in existing areas.

The objective of this policy is to:

1. Define the standards for the provision of pathways in subdivisions and developments;
2. Define the responsibility for the provision of new pathways in subdivisions and developments;
3. Ensure that a financial contribution is paid by subdividers/ developers as part of infill subdivision/development within existing areas; and
4. Provide a method of calculation of the contribution required.

3. POLICY**3.1 New Subdivisions**

This section applies to new residential, commercial and industrial subdivisions and does not apply to subdivisions within existing built-up areas (i.e. this section applies only to pathways that are required through the creation of new roads).

The responsibility for the provision of new pathways on subdivided land is wholly the responsibility of the subdivider. All costs associated with the provision of the pathways will be met by the subdivider.

The location of pathways will be determined in accordance with the Shire of Dardanup's Pathway Asset Management Plan and to the satisfaction of the Shire of Dardanup. The standards to be adopted for the design and construction of the pathways shall be in accordance with the requirements stipulated in the Pathway Asset Management Plan.

Preliminary pathway layouts shall be included on local structure plans, subdivision guide plans and further detailed in subdivision engineering plans.

All pathways within subdivisions are to be constructed as part of subdivision works at the expense of the subdivider/developer unless other arrangements are agreed to by the Council.

3.2 Subdivisions / Developments Within Existing Built Up Areas

This section applies to subdivisions and developments within existing built-up areas (i.e. This section applies to existing developable properties that front an existing road network).

The need for a pathway on an existing road is based on the understanding that an increase in residential density as a result of single, multiple and/or accumulative subdivision/development will create the need for new pathway infrastructure or an upgrade to the existing infrastructure. As each subdivision/development adds to the increase in residential density, then each new residence created must contribute proportionally to the pathway.

Subdividers/developers will be required to contribute towards a new pathway or upgrade of an existing pathway on the road it has frontage on if it is deemed necessary as a result of the approved subdivision/development on its own or as part of accumulative development along that road. The need for a pathway along a particular road shall be determined by:

1. Assessing the potential residential density as depicted by the relevant town planning scheme and its amendments.
2. A pathway is deemed necessary if the total foreseeable residential development will generate traffic volumes and other conditions that will meet the pathway needs criteria as outlined in the Pathway Asset Management Plan.

A condition requiring pathway contribution shall be placed on all subdivision/development approvals in built-up areas.

The contribution required shall be calculated based on the proportion of area of the proposed subdivision/development property site to the total area of properties that have frontage on the road. The following formula shall be used:

$$\text{Contribution } \$ = (A_{\text{approval}} / A_{\text{total}}) \times L \times W \times R \times N + 5\% \text{ admin}$$

Where:

A_{approval} = Area of the lot subject to approval

A_{total} = Total area of properties that have frontage on the road

L = Total length of pathway required in metres

W = Width of pathway in metres

R = Rate per square metre to construct pathway

N = No. of pathways required in street (i.e. one side or both)

The Rate per square metre “R” is the rate adopted annually by Council in the Fees & Charges section of the Budget.

The standards to be adopted for the design and construction of the pathways shall be in accordance with the requirements stipulated in the Pathway Asset Management Plan and will determine the rate per square metre to be used.



The method of calculation is demonstrated diagrammatically by the following example:

Example: Contribution \$ = 1,200/18,000 x 180 x 2.3 x 45 x 1 + 5% = \$1,304.10

The contribution is to be calculated and invoiced at the time of condition clearance application. All costs to be used are as at the time of clearance application. The clearance of the condition shall only be granted on full payment of the contribution amount due.

The Shire of Dardanup may consider part payment of the contribution in cases where full residential density is not achieved and further dwellings may be created in future - for example, on a site where subdivision has created a lot that may be further subdivided under the current residential density. Under these circumstances, the Shire may agree to a partial payment of the calculated contribution on a pro-rata basis using a ratio of the number of dwellings created to the total potential of dwellings under the residential density. This will not apply where new dwellings are constructed that limit the addition of further dwellings.

The Shire of Dardanup will determine when the pathway is to be constructed and contribution by a subdivider/developer does not mean that the equivalent length or any length of pathway will be constructed immediately. Contributions will be held in an interest bearing Trust account identified for the purposes of constructing a pathway along that particular road.



POLICY NO:-

Infr CP054 - ENGINEERS CERTIFICATES AND REPORTS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	New	OCM	12/03/08	Res:	42/08	Synopsis:	Policy created. 12/03/2008
	2	ENG14	OCM:	10/05/12	Res:		Synopsis:	Reviewed Policy Adopted
Version:	3	CP054	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council
Version:	4	Infr CP054	SCM	30/09/20	Res:	??-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

Council will ensure that engineering qualifications are a prerequisite to engineering projects to ensure that necessary qualifications are applied to engineering contracts.

3. POLICY

Any project involving engineering planning, design, analysis, and/or construction in which Council is involved shall be undertaken by engineers or be supervised or managed by engineers holding, as a minimum prerequisite, or eligible for, the grade of 'Member' (e.g. MIEAust) of Engineers Australia (Institute of Engineers (Australia)).

Engineers employed on Council projects will be required to submit their qualifications.



POLICY NO:-

Infr CP055 – EXTRACTIVE INDUSTRIES - SITE REHABILITATION**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG15	OCM:	Res:	Synopsis:	Policy created.
			OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP055	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP055	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

~~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. **MOVED TO 4.**~~

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:

General Conditions:

- 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 ~~Director Infrastructure~~ **Chief Executive Officer** prior to commencing operations on site.
- 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.
- ~~Extractive sites will not be located on a road verge.~~
- ~~Where necessary, the visual impacts of an operating site will be minimised through the establishment of buffers between the pit and visual vantage point/s.~~

- ~~5. Where necessary, the dust and noise impacts of an operating site will be minimised through the establishment of buffers between the pit and neighbours.~~
3. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
4. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
5. If necessary, drainage structures will be established within the pit, to alleviate any ponding and surface erosion.
6. Rehabilitation will be done progressively throughout the life of the pit.
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.
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).

Specific Conditions for Bush Sites:

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.
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.
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 respreading vegetation has been inadequate. If a store of seeds is not available, seed from local endemic species should be collected from surrounding areas.

Specific Policy for Pastured Sites:

1. Pits located on farm land shall be fenced to exclude stock to help ensure adequate regeneration.
2. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
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 50cm 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.

Abandoned Pits:

1. The method for rehabilitation is the same as in the section for current pits.
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.
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.

Rehabilitation Bond to be Held:

1. A bond shall be paid to the Shire by the applicant in accordance with the Shire of Dardanup Extractive Industries Local Law.
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.
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. 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.

Application

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.
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.



POLICY NO:-

Infr CP056 – RESPONSE TO INCIDENTS – COUNCIL EMPLOYEES**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG16	OCM: 06/11/98	Res: 1092/98	Synopsis:	Policy created. 06/11/1998
	2	ENG16	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP056	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP056	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

The response to incidents need to be managed as quickly as possible to get the incident under control to protect life and property.

To enable the Chief Executive Officer, 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 CEO be authorised to allow 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. However, the CEO 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.

Staff to be under the control of the Chief Fire Control Officer or incident controller whilst in attendance at the fire.



POLICY NO:-

Infr CP057 – RESIDENTIAL ROAD VERGE

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	New ENG17	OCM: 28/04/10 OCM: 10/05/12	Res: 115/10 Res:	Synopsis:	Policy created. Reviewed Policy Adopted
	2	CP057	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP057	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy complements the Activities in Thoroughfares and Public Places and Trading Local Law by:

- Providing guidelines for the landscaping of street verges by the adjacent property owner or occupier;
- Ensuring treatments are aesthetic, safe, water wise and have a positive impact on others; and
- Serving to control, manage and permit verge treatments other than grass.

3. REFERENCE DOCUMENTS

[CP121 Tree Management Policy](#)

4. 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.

The following principles shall apply to all applications:

All treatments are to be in accordance with the Policy and installation may only take place after formal written approval from the Chief Executive Officer.

Verge treatments will be assessed on an individual basis against the following criteria:

- Safety;
- Drainage;
- Water Conservation;
- Ongoing Maintenance;
- Appearance; and
- Impact on others (including public services).

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.

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** and driveways.

Consideration should be made for pedestrians, gophers, bikes, etc. An allowance should be made for a clear zone of 2m wide if no footpath is provided.

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 should not affect any other property, roadway or adjoining verge. If non-permeable materials are used **as** **on** any part of the verge treatment, drainage must be accounted for in the design.

Water Conservation and Environment

Council encourages designs to incorporate planting of drought tolerant and water sensitive plants and ground covers. Water Sensitive Urban Design (WSUD) principles are encouraged.

When considering planting options allowances for carbon absorption and bio filtration, etc should be considered.

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 to ensure any approved treatments do not become unacceptable. Where there is a change in ownership the new owner will become responsible for any ongoing maintenance.

Appearance

Proposed works will be assessed on their aesthetic qualities and should be designed with the local streetscape in mind.

Impact on Others and/or Services

Proposed treatments should take into account the impact on neighbours and service providers.

Examples:

- Planting low growing plants under power lines; and
- A minimum clearance of 3m around any letterbox.

Other requirements to be considered by the applicant include:

- Australia Post requirements;
- Access to the water meter; and
- The Shire's ~~Verge~~ **Tree Management** Policy.



POLICY NO:-
Infr CP058 - ROADSIDE VEGETATION

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	ENG18	OCM: 26/06/02	Res:	Synopsis:	Policy created.
	1	ENG18	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP058	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP058	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure that clearing of roadsides is completed in a professional and satisfactory manner.

3. POLICY

3.1 POLICY TO ENSURE COMPLIANCE WITH EXISTING LEGISLATION

3.1.1 ~~Soil And Land Conservation Act 1945. (Agriculture WA)~~

Clearing of any area of vegetation exceeding 1 hectare (this also includes the removal of a 1 m strip along a fence of length of 1km) requires that the Shire and the landowner gain the approval of Agriculture WA prior to the proposed action.

3.1.2 ~~Wildlife Conservation Act 1950 – 1979~~

Under this Act, native vegetation may only be removed from a road reserve for the purposes of road construction or maintenance, drain construction and maintenance or within one metre of an adjoining fence.

Main Roads WA should be contacted for any clearing on a main road, which is under the care and control of Main Roads WA.

The following Acts and any associated Regulations may have specific requirements pertaining to the management of road reserves and should be consulted prior to any roadside verge works.

State legislation:

- Aboriginal Heritage Act 1972
- Agriculture and Related Resources Protection Act 1976
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Environmental Protection Act 1986
- Heritage of WA Act 1990 Act 2018
- Land Administration Act 1997 1933
- Local Government Act 1995
- Main Roads Act 1930
- Mining Act 1978
- Soil and Land Conservation Act 1945
- State Energy Commission Supply Act 1979
- Water Authority Act 1984
- ~~Wildlife Conservation Act 1950 – 1979~~

Commonwealth legislation:

- Environmental Protection and Biodiversity Conservation Act 1999

3.2 POLICY TO ADDRESS CONSERVATION ISSUES

~~3.2.1 Roadside Conservation Committee's Assessment Map~~

~~That the Roadside Conservation Committee's assessment map for the Shire of Dardanup be consulted before verge clearing permits are issued and that particular care be taken in the removal of vegetation in the medium – high and high categories.~~

3.2.1 Directional Felling Of Vegetation

Vegetation **that is** to be removed **shall** be felled **as far as practicable and safe** in the direction that minimises damage to surrounding vegetation.

3.2.3 Disposal Of Excess Waste Materials

Tree litter and excess material left over from **verge clearing activities during** road construction ~~of verge clearing activities~~ **shall** be either:

1. **Mulched to an suitable consistency and spread at the site if the material is from native, healthy and disease free vegetation; or**
2. **Removed and disposed of at a designated site of low conservation value specified by the Shire's Environment Officer** ~~Engineer or representative.~~

3.2.4 Transfer of Soil and Materials

Wherever possible and especially in high conservation areas, that soil or materials used for road **construction and** maintenance operations **shall** not to be taken from identified disease infested sites.

In the event of major works that modify existing indigenous vegetation on a road side or where verges have become denuded of vegetation then rehabilitation of verges should be encouraged following **the** guidelines proposed by the Roadside Conservation Committee.

3.3 POLICY TO ADDRESS CLEARING AND MAINTENANCE ISSUES

3.3.1 Clearing and Maintenance of Roadside Vegetation

~~That the guidelines for the clearing and maintenance of roadside vegetation by local government authorities contained in the Roadside Conservation Manual, and endorsed by the WALGA be formally adopted as guidelines for road verge clearing in the Shire.~~

When undertaking road construction and maintenance activities the Shire will consult the Handbook of Environmental Practice for Road Construction and Maintenance Works as published by the Department of Biodiversity, Conservation & Attractions.

3.3.2 Weed Control

Weed control methods that minimise disturbance to native vegetation will be implemented ~~as in the Roadside Conservation Committee Manual.~~ **using contemporary and best practice methods.**

3.4 POLICY TO ADDRESS MANAGEMENT ISSUES

3.4.1 Proposals to Clear Vegetation

All proposals to clear vegetation **by others** on a road reserve must be submitted to the CEO in writing and should detail the location, number of trees and type of vegetation to be removed.

~~3.4.2 Authorisation to Remove Vegetation for Fence Lines~~

~~That Council delegate authority to the CEO to approve, after an on-site inspection, removal of necessary vegetation only, and within a minimum distance of one metre from the fence line. All requests for removing vegetation in~~

~~excess of one metre from the fence, or more than 20 trees per kilometre, must be submitted to Council for prior approval.~~

3.4.2 Applications to Clear Vegetation From Services by Utility Providers

Service authorities operating in the Shire of Dardanup be advised of the necessity to consult with the Shire when planning to extend or maintain activities which involve the disturbance of road verge vegetation and that they be informed of high conservation verge areas and the appropriate practices in these areas.

3.4.3 Written Authorisation Processes

The removal of roadside vegetation ~~by others under an exemption of the Environmental Protection Act 1984~~ must be authorised by the CEO in writing, prior to the commencement of such clearing, ~~and that~~ The authorisation ~~may~~ specify the conditions of the clearing process in terms of the policies outlined above. Clearing to be carried out within 3 months of written approval, after which time the approval lapses.

~~The removal of roadside vegetation by others that will require a clearing permit under the Environmental Protection Act 1984 must be requested to the Chief Executive Officer in writing, prior to seeking a permit from the Department of Water & Environment Regulation. The CEO may or may not support the proposed clearing and will provide such advice in writing to accompany the clearing permit application.~~

3.4.4 On- Site Implementation

Either the Shire Principal Works Supervisor or the designated contractor be given the onsite responsibility to ensure that no indigenous vegetation beyond the working zone be removed, disturbed or damaged.

3.4.5 Verge Tree Planting

Community groups or individuals wishing to plant verge trees are required to submit, in writing, plans of tree species and locations for planting to the Council and the Council will decide upon the suitability of the proposal.

3.5 VEGETATION

All roadside revegetation projects to be only of trees that are native to the area.

3.6 REVEGETATION PLAN

~~The Engineer is to~~ **Shire will** include roadside revegetation proposals on his design plans for all reconstruction projects in Rural areas of the Shire.



POLICY NO:-

Infr CP059 – ROAD CONSTRUCTION PRIORITY**GOVERNANCE INFORMATION**

Procedure Link:	PR085	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM: 16/04/99	Res: 186/99	Synopsis:	Policy created. 16/04/1999
	1	ENG19	OCM: 10/05/12	Res:	Reviewed Policy Adopted
Version:	2	CP059	SCM 26/07/18	Res: 251-18	Reviewed and Adopted by Council
Version:	3	Infr CP059	SCM 30/09/20	Res: ???-20	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

~~For Council to have a clear definition in regards to the construction of roads within a gazetted road reserve.~~
To ensure a consistent and uniform response to requests for the construction of new roads.

3. POLICY

Public roads will be constructed on a priority basis as determined ~~annually~~ by Council through its **Road Asset Management Plan 10-Year Road Expansion & Upgrade Program and Long Term Financial Plan processes**. ~~Alternatively,~~ If funds are available, the applicant may hasten road construction by offering to meet **at least 50% of the construction cost of two-thirds** of the road to a standard to be determined by Council.

2. Council is under no obligation to construct a road within a gazetted road reserve (section 3.53 Local Government Act 1995).
3. Land owners wishing to **construct** ~~create~~ a public access to their land (this applies to cases that are not related to a subdivision) are required to complete the following:
 - a) Supply Council with a plan of the proposal.
 - b) Provide Council with agreement of all land owners where more than one land holder is involved.
 - c) Agree to construct the road access to Council specifications and satisfaction.
 - d) Agree to all costs involved including survey, design, and Department of Planning, Lands & Heritage costs.
 - e) Where required, agree to provide land at no cost **for the dedication of a** ~~to Council for the public road~~ **under the Land Administration Act 1997.**
 - f) The road is deemed to be a private road until dedicated in accordance with the Land Administration Act 1997.
4. Where the construction of a roadway within a gazetted reserve is considered too expensive, physically impractical and/or adversely impacting on an area of significance, the Council may approach landowners with proposals for alternative access. In this case Council may pay for the land required for road purposes, if it was resumed from private property (not benefiting from the new road). Council shall abide to the relevant section of the Land Administration Act 1997.



POLICY NO:-
Infr CP060 – STORM WATER DISCHARGE FROM BUILDINGS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	ENG20	OCM: 16/04/99	Res: 186/99	Synopsis: Policy created. 16/04/1999
	2	CP060	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP060	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	3	Infr CP060	SCM 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure that stormwater on private property is adequately planned and controlled so it does not adversely impact on the Shire's stormwater system and public land.

3. POLICY

The requirements for stormwater drainage of private land vary depending on the nature of the development.

Residential Development

Soak wells or other means of collecting, storing and soaking of stormwater shall be provided on the property and maintained in all instances where the aggregate impervious area including roofs, carparks, driveways, carports and patios exceeds 250 square metres or where the lot size is less than 400m².

When soak wells or another means of collecting, storing and soaking of stormwater is required, it shall be provided at the rate of 1.0 cubic metre of storage for each 65 square metres of impervious area.

An additional 1m³ per 65m² of impervious area shall be provided in areas of clayey or silty soils or in high groundwater table areas. The collection points and soak wells shall be located so as to minimise the amount of run-off entering the road reserve.

On "A" Class lots and where an independent system is suitable within the property, there is no requirement to seek approval if the system is installed in accordance with the requirements of this policy.

Where an independent system is not suitable within the property and connection to the local stormwater network is required, the proponent is required to make an application to the Shire for the connection of the proposed system.

Group Dwellings, Strata Lots, Commercial and Industrial Development

Stormwater run-off from all roofs, carparks, driveways and other impervious areas shall be collected and disposed of into suitably sized and located soak wells, or other means of storing and soaking of stormwater on site. Storage shall be provided at the rate of 1.0 cubic metres of storage for each 65 square metres of impervious area.

An additional 1m³ per 65m² of impervious area shall be provided in areas of clayey or silty soils or in high groundwater table areas.

Council requires the submission of stormwater drainage plans for all developments, together with the building licence application.

The applicant shall provide a stormwater drainage plan showing the following information:

- Table showing volume calculations, including lot area, impermeable area, minimum soak well volume required and additional volume required for high ground water or non-sandy soils.

- Plan of the site showing location, size and levels of soak wells, pipes and other drainage features.
- Where additional volume is required for high groundwater or non-sandy sites, calculations showing the additional storage volume and any levels necessary to ensure this is achieved. A sample stormwater drainage plan is attached at Appendix C (below).
- Details of any proposed connections to Council’s drainage system.
- Construction details for soak wells, other drainage structures and any proposed connections to Council’s drainage system.
- Rainfall run-off from the development of private property into Council’s drainage system shall generally be retained on site.

General

Soak wells shall be provided in accordance with Appendix A (below) – Standard Requirements for Soak wells.

An overflow provision into Council’s system for any further stormwater run-off may be provided at the developer’s cost subject to approval of the ~~Director Infrastructure~~ **Chief Executive Officer**.

Connections to the Shire’s stormwater drainage system shall be in accordance with the requirements of Appendix B (below)– Standard requirements for Connection to the Shire’s Stormwater Drainage System.

If in the opinion of the ~~Director Infrastructure~~ **Chief Executive Officer**, the soak wells have become inoperative, the property owner is to undertake such maintenance as directed.

Large Developments

Nothing in this policy shall prevent an applicant carrying out a detailed drainage plan that demonstrates drainage of the development by alternative means. Preparation of a drainage plan shall be in accordance with a brief approved by the ~~Director Infrastructure~~ **Chief Executive Officer** and shall be carried out by a professional engineer experienced in drainage design. Recommendations of the drainage plan will be subject to acceptance by the ~~Director Infrastructure~~ **Chief Executive Officer**.

Infr CP060 - APPENDIX A – STANDARD REQUIREMENTS FOR SOAK WELLS

The following outlines minimum requirements for soak wells for new developments. The purpose of these requirements is to prevent increased stormwater run-off entering the Shire’s drainage system causing overloading and flooding.

1. Soak wells shall be provided for all residential development where the aggregate impervious area including roofs, driveways, carports, patios, paved areas and carparks is in excess of 250m² or where the lot size is less than 400m² and for all commercial and industrial development where direct connection to the Shire’s drainage system is not available.
2. Storage shall be provided at a rate of 1m³ of storage for every 65m² of impervious area in areas of sandy soil without high groundwater. In case of residential development soak wells shall be provided where the impervious area is in excess of 250m².
3. Storage shall be provided at a rate of 2m³ of storage for every 65m² of impervious area where there is high groundwater or soils are not free draining.
4. The first 1m³ per 65m² of storage to be provided in a soak well or approved equivalent. The second 1m³ per 65m² may be provided in soak wells or above ground in basins, swales or within car parking areas.
5. Collection points shall be located to minimise runoff entering the road reserve.
6. Drainage plans shall be submitted to the Council’s Building Department including:
 - 6.1. Existing ground levels or contours.
 - 6.2. Proposed location and levels of roofs, driveways, parking and other paved or sealed areas.
 - 6.3. Details of soak wells including depth, diameter, location and construction detail.
 - 6.4. Location, size and level of pipes.
 - 6.5. Detail of any proposed connections to the Shire’s drainage system including size, level and location.

(Note: For requirements for connection to the Shire’s drainage system, refer “Standard Requirements for Connection to the Shire’s Stormwater Drainage System”)

- 6.6. Additional information for high groundwater sites (typically sites where winter ground water table is within 0.5m below base of soak wells)
Assumed winter groundwater level, location of subsoil drainage and levels of crossovers, carparks and building floor levels for areas utilised for above ground storage for the second 1m³/65m².
(Note: Standard Drawing MISC-02-01 shows a typical drainage plan.)
7. The volumes and areas served by standard sized soak wells is summarised in the following table:

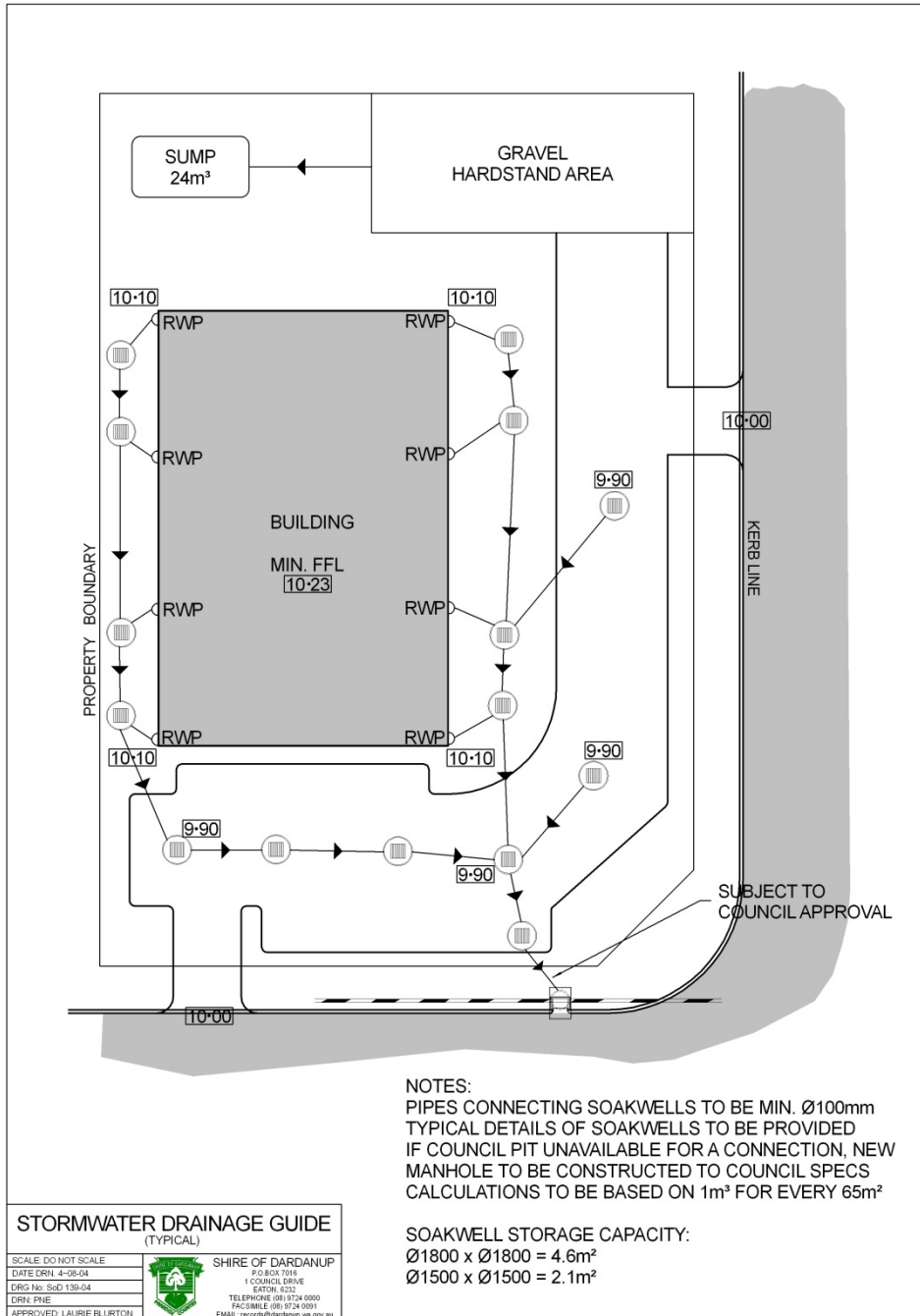
Soak well size Diameter (m) x depth (m)	Storage Volume	Area served - 2m³ per 65m²	Area served – sandy areas 1m³ per 65m²
Ø 1.8m x 1.8m	4.6m ³	150-m ²	300 m ²
Ø 1.8m x 1.2m	3.0m ³	100 m ²	200 m ²
Ø 1.5m x 1.2m	2.1 m ³	70 m ²	140 m ²
Ø 1.2m x 1.2m	1.4 m ³	45 m ²	90 m ²
Ø 1.2m x 0.9m	1.0 m ³	35 m ²	70 m ²
Ø 0.9 x 0.6m	0.4 m ³	12 m ²	25 m ²

8. Provisions for overflow into the Shire’s drainage system is subject to the approval of the Director Engineering Services (refer to Standard Requirements for Connection to the Shire’s Stormwater System)
9. The property owner is responsible for the maintenance of soak wells on private property. If in the opinion of the Director Engineering Services soak wells have become inoperative, the property owner shall undertake any necessary maintenance.

Infr CP060 - APPENDIX B - STANDARD REQUIREMENTS FOR CONNECTION TO THE SHIRE'S STORMWATER DRAINAGE SYSTEM

1. Connections to the Shire's stormwater system shall be approved in writing.
2. Overflow connections from soak wells shall be made from the final soak well of the private drainage system. A trapped manhole shall be placed at the boundary of the lot prior to entering the Shire's system.
3. All connections shall have a trapped manhole placed at the boundary of the lot prior to entering the Shire's system. Connections shall be fitted with a non-return valve to prevent surcharging from the Shire's stormwater system.
4. All connections shall have a provision for an overflow. Overflows shall be located to allow stormwater to flow overland to the street without entering buildings.
5. Connections shall only be made to manholes. No direct connections to pipes shall be permitted. Where a new manhole is required, it shall be approved by the Director Engineering Services and constructed at the applicants cost.
6. Connections may be constructed by the applicant or the by the Shire at the applicant's cost. Contact for construction of connections is the Engineering Department.
7. Where the applicant makes connections, the applicant is required to have a road-opening permit prior to commencing work and to comply with requirements for works in road reserves. Include traffic management plan.
8. Connections shall be smoothly and neatly grouted.
9. Maintenance of connections is the responsibility of the applicant. Council accepts no responsibility for any maintenance costs or damages arising through lack of maintenance of the connection, backflow prevention or overflow provisions.
10. The Shire requires pollution control facilities to be installed to remove sediments, rubbish and oils prior to connecting to the Shire's stormwater system. Pollution control is required on connections from carparks and paved areas in commercial, industrial, light industry and mixed business areas. Pollution control facilities and devices shall be selected and designed to suit the site and shall be approved by the Shire Engineer.
11. All Subdivision of lot classification less than an "A" must be provided with a drainage connection point for each lot.
12. The drainage connection shall be 90mm overflow.

CP060 - APPENDIX C - SAMPLE STORMWATER DRAINAGE PLAN





POLICY NO:-
Infr CP063 - ROAD SIDE MARKERS

GOVERNANCE INFORMATION			
Procedure Link:	PR087	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	ENG23	OCM: 22/09/99	Res: 539/99	Synopsis:	Policy created. 22/09/1999
	2	CP063	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: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To ensure a consistent approach and the suitable control and management of road side 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. The applicant is to sign an indemnity form that is deemed acceptable by the Council's insurers
- 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 CP064 – UPGRADE OF EXISTING ROADS – VOLUNTARY CONTRIBUTIONS BY ADJOINING PROPERTY OWNERS
GOVERNANCE INFORMATION

Procedure Link:	PR099	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM:	Res:	Synopsis:	Policy created.
	1	ENG25	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP064	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP064	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY
1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy provides a mechanism and guidelines by which property owners and/or residents adjoining a road may contribute financially towards the upgrade of that road to a standard higher than is required for that particular road in the Council's Road Asset Management Plan.

The objective of this policy is to:

1. Define the circumstances under which a contribution for road upgrade is to be sought from property owners/residents adjoining the road;
2. Provide an opportunity for property owners/residents to fund the sealing of a road when works are scheduled to a gravel standard only;
3. Provide a method of calculating the contribution required from each property owner/resident; and
4. Provide guidelines for the payment of contributions and the delivery of works.

3. POLICY

The Shire of Dardanup may consider a request from property owners/residents for the upgrade of a road adjoining their property to a standard higher than is required for that particular road in the ~~Council's~~ **Shire's** Road Asset Management Plan if the property owners/residents are willing to contribute towards the upgrade of that road.

The Shire may consider upgrading a part or whole of a road, and the upgrade costs shall be equally distributed between property owners/residents that are willing to contribute towards the cost. Ideally, all properties that will benefit from the road upgrade should contribute equally towards the upgrade of the road, thus, minimizing the individual contribution amount required. That is, all properties that have road frontage, are considered to benefit from the upgrade and should pay an equal proportion of the upgrade cost.

In the case where the Shire has scheduled works on a road to a gravel standard only (i.e. widening a gravel road, gravel resheeting), the Shire will provide an opportunity for property owners to contribute towards increasing the standard to a sealed road. Under these circumstances, the Shire will write to all adjoining property owners advising them of the proposed works and the opportunity to fund a higher standard road, together with a copy of this policy and estimated costs. A suitable deadline shall be provided for residents to respond in writing to the offer.

3.1 Contribution Amount Required

If there are no upgrade works identified in the Road Asset Management Plan for the road, then the full cost of the requested upgrade is to be funded by contribution. The contribution is calculated as follows:

$$\text{Contribution per property} = \text{Upgrade Cost} / \text{No of Contributing Properties}$$

If upgrade works are identified in the Road Asset Management Plan as being necessary, but are scheduled in the future, the property owners/residents may wish to bring the project forward. Under these circumstances, the full cost of the requested upgrade is to be funded by contribution. The contribution is calculated as follows:

$$\text{Contribution per property} = \text{Upgrade Cost} / \text{No of Contributing Properties}$$

If works are identified in the Road Asset Management Plan as being necessary and are scheduled to coincide with the requested upgrade, then the difference in cost between the requested upgrade and ~~Council's~~ Shire's works is to be funded by contribution. This is valid in circumstances where the requested standard is higher than that proposed by ~~Council~~ Shire. The contribution is calculated as follows:

$$\text{Contribution per property} = \frac{(\text{Requested Upgrade Cost} - \text{Scheduled Works Cost})}{\text{No of Contributing Properties}}$$

Costs shall be based on estimations prepared by ~~Technical Services~~ Infrastructure Directorate staff and approved by the ~~Director Engineering Services~~ Chief Executive Officer. Where works are deferred or delayed into a new financial year, the estimates shall be revised.

3.2 Payment

Where upgrading works are scheduled, 50% of the required contribution shall be paid before any works commence. Failure by any contributing party to make payment will place the works on hold until the matter is resolved. On completion of the works, the remaining 50% of the required contribution shall be paid by the contributing parties. Where a project is cancelled, contributions held by the Shire for that project shall be refunded.

Standard Shire procedures for invoicing and payment of outstanding accounts shall apply to the contributions to be paid.

3.3 Timing of Works

Any upgrading works agreed to by the Shire, shall be programmed into the Capital Works Program and shall be programmed such that it meets the objectives for the delivery of the overall works program for that financial year.

3.4 Use of Contractors

Subject to the approval of Council, property owners/residents may wish to engage contractors to carry out upgrade works on the road at their own expense. Under these circumstances, the property owners/residents are responsible for:

1. The preparation of engineering designs and drawings by a suitably qualified civil engineer, to be submitted for approval by the Shire.
2. Engaging a suitably qualified civil engineer to supervise and manage the delivery of construction works to the satisfaction of the Shire.



POLICY NO:-

CP065 – VOID



POLICY NO:-

Infr CP066 - SHIRE OF DARDANUP GUIDELINES FOR SUBDIVISIONAL DEVELOPMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	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	Reviewed and Adopted by Council
Version:	3	Infr CP066	SCM 30/09/20	Res: ???-20	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**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.
- The Shire of Dardanup adopts the 'Institution of Public Works Engineering Australia (WA Division Inc) Local Government Guidelines for Subdivisional Development – Edition ~~No. 3~~ -' (the "Guidelines") along with the attached Addendum 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 the Addendum.
- Any variations to the Guidelines proposed by the developer and/or their consultant, which are not covered by the Addendum, 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.
- 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. Subdivisional works shall only commence once consent is granted.
- All inspections and verification of construction activities and materials shall be in accordance with the Guidelines and Addendum as a minimum requirement.
- Subdivision clearance shall only be granted if the subdivisional development is in accordance with the Guidelines and Addendum as a minimum requirement.

SHIRE OF DARDANUP ADDENDUM FOR IPWEA LOCAL GOVERNMENT GUIDELINES FOR SUBDIVISIONAL DEVELOPMENT – EDITION 2.3

ADDENDUM NO. 1

The following standards 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”). Where the requirements in the Addendum and the Guidelines overlap, the requirements as described in the Addendum shall have precedence over that in the Guidelines.

1.1 ENGINEERING SUPERVISION FEE (*Section 1.2.2.1 Guidelines*)

A fee shall be paid to the Council, prior to the release of the diagram of survey ('survey release') for the subdivision, for the inspection and supervision (if applicable) of the civil engineering works.

Where the developer has engaged a consulting engineer, the supervision fee shall be 1.5% of the total contract value of the construction work. If no consulting engineer is engaged (e.g. on very minor subdivisions), the fee shall be 3% of the value of all construction work. Goods and Services Tax (GST) is applicable to the supervision fee.

The supervision fee shall be based on the total value of all construction works including site establishment, engineering survey, clearing, earthworks, roadworks, drainage, road crossings, landscaping, rehabilitation, signage and other associated works involving inspection and verification by the Local Authority, including variations occurring during the construction period. Where requested by the Council, the Developer or Consulting Engineer shall lodge documentary evidence to support the contract value stated for the construction works.

1.2 NOTIFICATION OF COMMENCEMENT OF WORKS (*Section 1.17.1 Guidelines*)

1.2.1 SIGNAGE

Where required by the Shire, a project signboard shall be erected at a suitable location within the site and visible from outside the site boundary, to advise the public of: the project details; the names of the Developer, Contractor, Consulting Engineer and Licensed Surveyor; contact details for the Consulting Engineer and Contractor; and the expected completion date of the project.

1.2.2 NEIGHBOURHOOD DISRUPTION

The Shire is an area noted for its peaceful environment. Disruption to local neighbourhoods caused by work activities associated with a development shall be minimised and the Developer shall comply with any constraints imposed by the Shire relating to neighbourhood disruption. Transport routes to and from development sites shall be approved by the Shire, and the developer shall ensure that such routes are used by all Contractors.

The Developer is to be aware that the provisions of the Noise Regulations shall apply.

1.2.3 RESIDENT NOTIFICATION OF PROPOSED WORKS

Residents **either** affected ~~either~~ directly or indirectly, shall be notified by the Contractor or the Representative in writing of the proposed subdivisional works 7 days prior to the works commencing. This notice shall include at least the following:

- The names of the developer and contractor;
- Date of commencement of the works;
- Expected completion date;
- Details of measures proposed for the prevention of unacceptable levels of dust, noise and vibration;
- A statement regarding compliance with the ~~Department of Environmental Protection (DEP) publication: *A guideline for the prevention of dust and smoke pollution from land development sites in*~~ **Department of Water & Environmental Regulation (DWER) publication: *Land Development Sites and Impacts on Air Quality - A Guideline for the Prevention of Dust and Smoke Pollution from Development Sites in Western Australia (1996)***, and advice that a copy can be obtained from the Officer; and
- Contact details for the Contractor's representative to whom complaints regarding excessive dust, noise and vibration can be directed.

1.2.4 NOTIFICATION TO BE PROVIDED TO THE COUNCIL

The Contractor shall give the following notices to the Shire's Representative and comply with the following requirements:

NOTICE TYPE	COMMENTS REQUIREMENTS
Preliminary	Seven (7) working days' notice of intention to commence work.
Clearing	Seven (7) working days' notice of clearing or burning any section of the work. The Contractor must obtain all permits to clear and any necessary permits to burn off and comply with the conditions of same. The clearing limits are to be inspected before clearing. The Shire has a Policy requiring major developments to mulch and chip for reuse on-site vegetative materials from clearing.
Kerbing	Two (2) working days' notice shall be given prior to the placing of concrete, to allow for inspecting lines and levels.
Pipe, Drainage and Conduits	(i) Notice is to be given when trenches will be open. (ii) Notice is to be given when pipes are laid and jointed. Trenches are not to be filled until approval has been obtained from the Shire's Representative or, if the Shire cannot provide a representative, the Consulting Engineer appointed to the works. A minimum of two working days' notice shall be given to enable inspections to be made.
Sub-grade	Two (2) working days' notice shall be given when the sub-grade is ready for inspection and conduits have been laid. Pavement construction must not commence until it has been tested, inspected, verified as compliant and approved.
Pavement Construction	Two (2) working days' notice shall be given when each pavement course is ready for inspection. The next layer shall not be commenced until the pavement has been tested, inspected, verified as compliant and approved.
Pavement Sealing	Two (2) working days' notice shall be given to the actual day that bituminous sealing and/or priming will be undertaken. If weather conditions necessitate any alteration, the Shire's Representative is to be advised, if necessary by telephone, of the new day and time, giving as much notice as possible. Spray records are to be submitted for inspection within seven (7) working days of spraying.

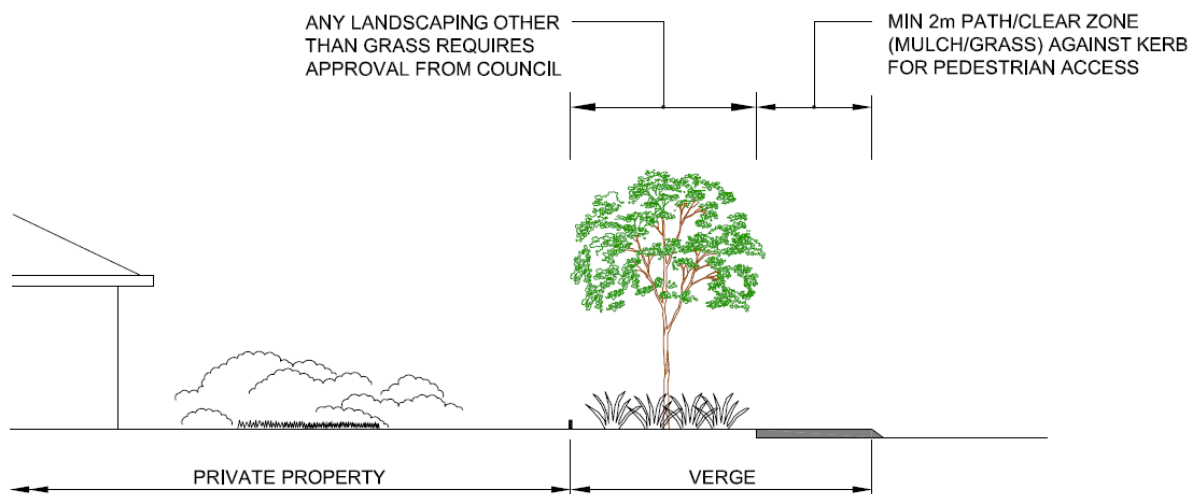
1.3 EARTHWORKS, RE-CONTOURING and LOT PREPARATION

1.3.1 DISPOSAL OF WATER (*Section 2.2.1.1 Guidelines*)

Where earthworks on a subdivision involve filling that affects a neighbouring property all stormwater must be disposed of within the site.

1.3.2 RESIDENTIAL AREAS (*Section 2.2.1.2 Guidelines*)

The following diagram should be used to assist the understanding of Section 2.2.1.2 of the IPWEA Local Government Guidelines for Subdivisional Development.



VERGE DEVELOPMENT - TYPICAL SECTION

1.4 SITE STABILISATION

1.4.1 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 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 Guidelines Edition No.2 – 2009. The Shire may take action where a Contractor fails to act appropriately, and recover any costs incurred.

1.4.2 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.

1.5 CLEARING

1.5.1 TOPSOIL (Section 6.4.1 Guidelines)

Topsoil shall be removed and stockpiled: where a geotechnical report advises that the topsoil is suitable, it shall be respread after re-contouring and earthworks to encourage vegetation regrowth. In some cases it may not be suitable to respread the topsoil due to health and environmental issues, therefore all developments need to be assessed on a case-by-case basis: conditions will be specific to each development. Council may request testing to be undertaken.

1.6 DISPOSAL OF CLEARED VEGETATION (Section 2.2.1.5-6 10 Guidelines)

In considering the disposal of vegetation cleared from subdivisional development sites, priority should be given to options other than burning, such as:

- Transplanting appropriate species;
- Stacking and cutting of timber for fire wood for sale or collection as per the Institute of Public Works Engineering Australia (WA Division Inc) Subdivisional Guidelines Edition No.3; and
- Chipping and mulching for soil stabilization.

As a last resort the burning of vegetation may be allowed in rural areas, however approval must be granted by the Shire. Burning in urban areas is prohibited under Environmental Protection Regulations 1987, Part 7A, Regulation 1 6B.

1.7 ROAD GRADES (Section 3.3.2 Guidelines)

The **desired** minimum longitudinal grade on all roads shall be 1% (1 in 100).
The **minimum and** maximum allowable longitudinal grades are indicated below.

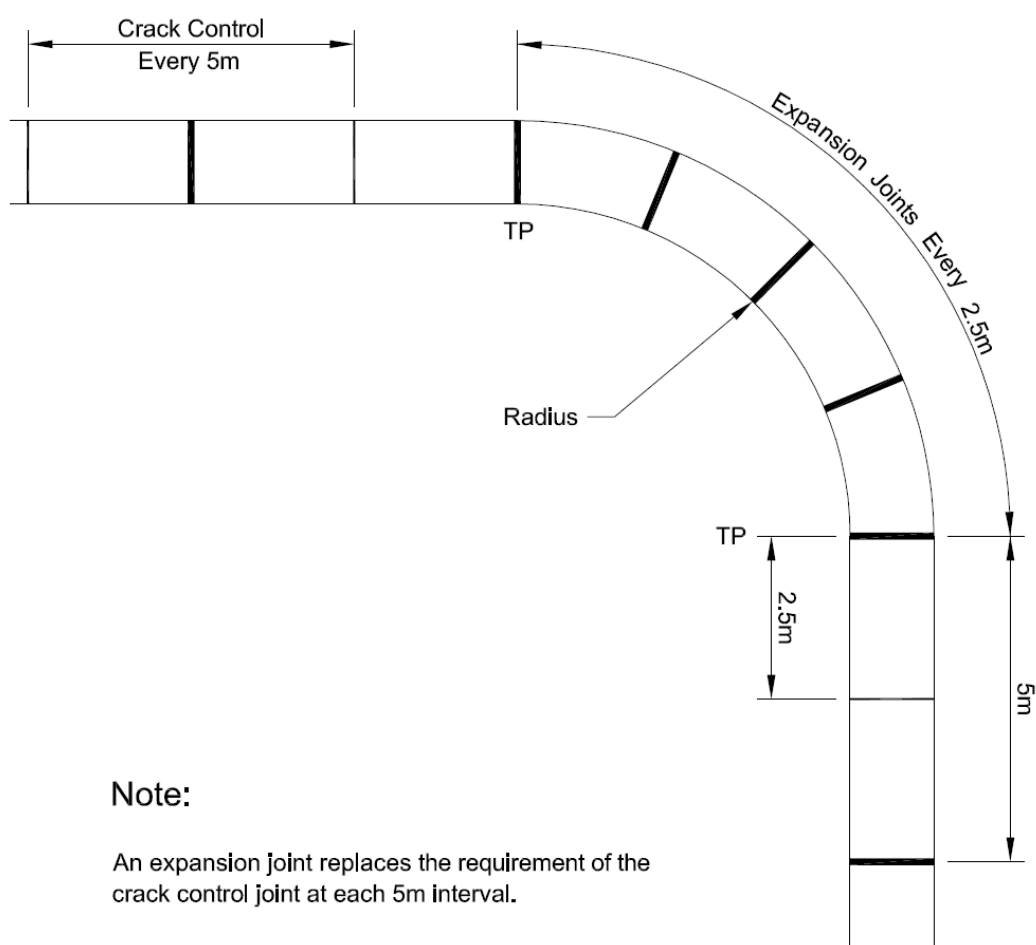
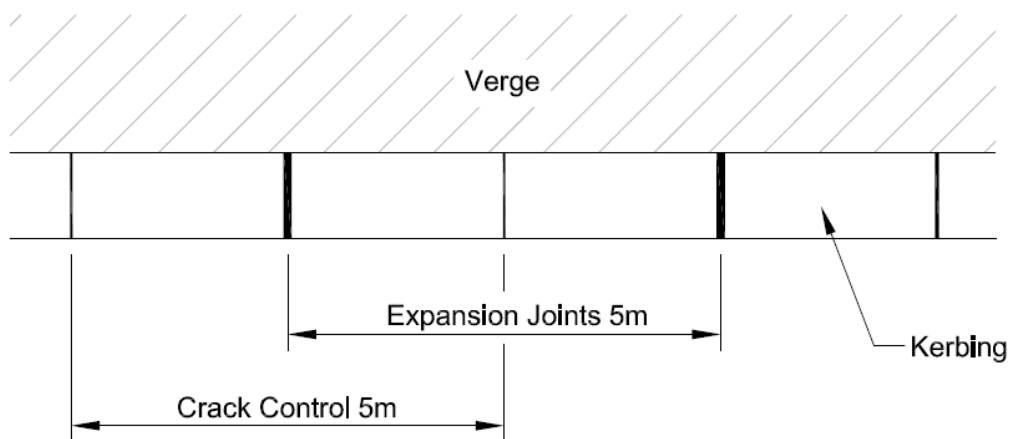
Table 1.7 Allowable longitudinal grades in roads.

		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

1.8 KERBING (Section 3.3.5 Guidelines)

All kerbing is to be constructed with crack control joints every 2.5m and expansion joints every 5m.

Along any radius expansion joints must be every 2.5m, removing the need for crack control joints.



Note:

An expansion joint replaces the requirement of the crack control joint at each 5m interval.

1.9 BATTLEAXE ACCESS LEGS (Section 3.3.17.3 Guidelines)

Minimum battleaxe leg widths should be calculated as per Table 1.10:

Table 1.10 Minimum battle-axe 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

1.10 ROAD SEALING AGGREGATES

1.10.1 Average Least Dimension (ALD) Requirements (*Section 3.4.11.9 Guidelines*)

The average least dimension requirements should comply with Table 1.11.1:

Table 1.11.1 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

1.11 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 Council.

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, a written guarantee shall be provided to the Shire prior to work commencing.

1.12 TOLERANCES

Table 1.12 Allowable construction tolerances at different road pavement layers.

	Allowable Tolerances from Design		
	Width	Finished Level	Thickness
Sub-grade	+200mm to -0mm	+0mm to -30mm	N/A
Sub-base	+200mm to -0mm	+5mm to -10mm	+20mm to -5mm
Base Course	+200mm to -0mm	+10mm to -0mm	+20mm to -5mm
Finished Sealed Surface		+5mm to -2mm	+5mm to -2mm

1.13 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, measurements of the base width will be determined thus. 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.

1.14 SURFACE COURSE

The surface course, regardless of material, shall be constructed so there is no ponding.

1.15 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 1.15.

Table 1.15 Minimum allowable design grade for stormwater pipework.

Diameter (mm)	Minimum Design Grade
300	1:300
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

As constructed figures are to be analysed for drainage performance and submitted to the Shire.

1.15.1 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 \geq 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 \leq 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.

1.16 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.
- Any activities or situations which may risk the safety of personnel and/or the public.

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 instigate the recipient company's own corrective action system which must document and deal with the non-conformance.



POLICY NO:-

Infr CP069 - WASTE MANAGEMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link:	PR100	Administrative Policy Link:	NA
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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: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGES**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.

To ensure properties within prescribed areas are provided with an effective and timely waste and recycling collection service.

To provide clarification on the level of service available to areas outside of the prescribed areas.

3. POLICY

The Shire of Dardanup has prescribed areas listed in the Shire of Dardanup Health Local Laws 2000, as being the townsites of Burekup, Dardanup and Eaton and the smallholdings areas of Coplestone and Padbury Fields.

Kerbside waste collection consists of a weekly kerbside collection and a fortnightly recycling collection service using 240 Litre or 120 Litre containers.

3.1 URBAN AREAS

Residential properties with approved habitable dwellings within the prescribed area are provided with a Compulsory Waste Collection Service consisting of a single 240 Litre waste container and a single 240 Litre recycling container. Grouped dwelling sites may be supplied with 120 Litre containers where space for storage is limited if requested.

3.2 NON-URBAN**3.2.1 Small Holdings**

Properties within the smallholding zoning of Padbury Fields and Coplestone are within the prescribed area.

Habitable Dwellings within the prescribed areas are provided with a Compulsory Waste Collection Service consisting of a single 240 Litre waste container and a single 240L Recycling container.

3.2.2 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.

3.2.3 Optional

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 occupants 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.

These conditions apply to rural and small holding areas. In specific circumstance the optional service may apply to commercial premises subject to approval of the service providers and Council.

3.2.4 Non-Residential Areas – Rural - Smallholdings

Rural properties and smallholdings 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 waste and recycling services are generally not provided to these areas.

3.3 ADDITIONAL BIN SERVICE

Additional waste and recycling containers 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 are available for purchase from the Shires administration offices. The passes may be used for the disposal of Domestic Waste and general household yard waste.

3.5 GREEN WASTE

Green Waste that does not contain any contamination (non-green waste) may be disposed of at the Shire of Dardanup Banksia Road Transfer Station subject to the relevant fees and charges.



POLICY NO:-

Infr CP073 – ROADSIDE BURNING – RURAL AND SEMI RURAL AREAS**GOVERNANCE INFORMATION**

Procedure Link:	PR102	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	A2.6	OCM: 22/02/95	Res: 410/03	Synopsis:	Policy created. 25/01/2005
		ENG35	OCM: 21/10/03	Res: 410/03	Synopsis:	Reviewed Policy Adopted
			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: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

To reduce the risk of fire by undertaking hazard reduction burns 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.

Fire Control Officers are authorised to act on Council's behalf in arranging for the burning of dry grass and material from sections of roadsides, for the purpose of removing fire hazards, subject to:

- i) The adjoining property owner(s) supporting the burn. The Shire will assist in providing public notices to adjoining land owners;
- ii) 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;
- iii) 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;
- iv) All reasonable precautions are taken to protect flora and fauna during the course of roadside burning (pest plants and wild weeds excluded).
- v) Traffic Management is prepared and implemented by appropriately qualified and trained personnel.
- vi) 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

ADMINISTRATION INFORMATION					
History:		OCM:	22/02/95	Synopsis:	Policy created. 22/01/1995
	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: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE

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. POLICY

The Shire of Dardanup recognises the importance of Asset Management in its core duties as a local government.

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.

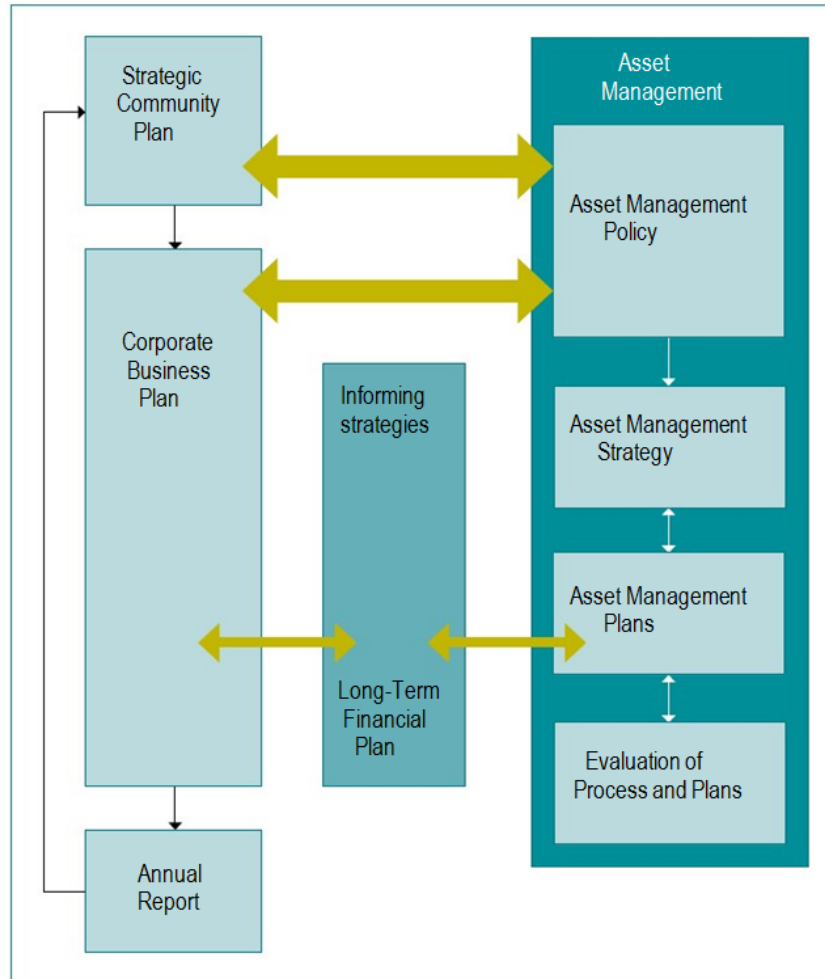
The Shire recognises that it has a varied portfolio of assets under its control. The Department of Local Government (WA) defines these assets as follows:

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.

The Shire of Dardanup shares the responsibility for the management of each Asset Class as follows:

Asset Class	Department Responsible
Land	Engineering & Development Services
Buildings	Engineering & Development Services
Infrastructure	Engineering & Development Services
Plant and Equipment	Engineering & Development Services Corporate & Governance
Information Technology	Corporate & Governance
Other Assets	Engineering & Development Services

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.

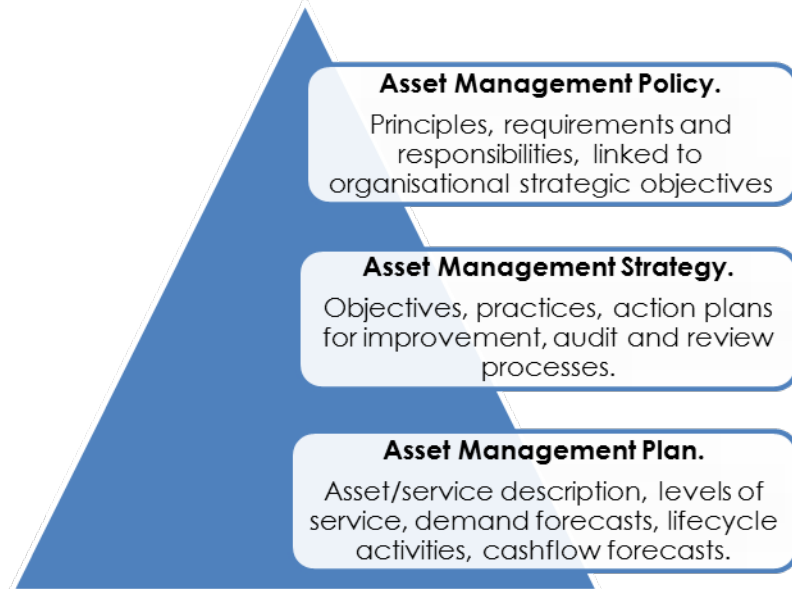


Source: Asset Management – Framework and Guidelines
 Department of Local Government (WA) – May 2011

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.



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 3 years
Asset Management Strategy	Every 2 years
Asset Management Plans	Every 1 year
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.



POLICY NO:-

Infr CP076 - EQUIPMENT 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:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP076	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	Infr CP076	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

To enable the CEO, 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.

3. POLICY

- a) 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.
- b) The Council authorises 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.

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: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**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. REFERENCE DOCUMENTS

[CP121 Tree Management Policy](#)

4. POLICY

This policy applies to road verges in both built up areas and outside built up areas in the Shire of Dardanup.

4.1 Outside Built Up Areas:**4.1.1 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 road side 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.

4.1.2 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.

4.2 Within Built Up Areas:

4.2.1 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.
- 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.
- 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.

4.2.2 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.

4.2.3 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.

4.2.4 Trees

Refer to Tree Management Policy Eng CP121.

~~The Shire of Dardanup will undertake the maintenance and upkeep of trees within road verges subject to the trees being of an approved species. The maintenance and upkeep of trees may be undertaken by the adjacent property owner subject to agreement with the Shire. The Shire reserves the right to remove and replace a tree if it is deemed as being unsuitable, a safety risk or impacting on infrastructure.~~



POLICY NO:-
Infr CP118 – ISSUE OF TIP PASSES FOR ELIGIBLE COMMUNITY GROUPS AND NOT-FOR-PROFIT ORGANISATIONS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:	1	CP118	SCM	26/07/18	Res: 251-18	Synopsis:	Created and Adopted by Council
Version:	2	Infr CP118	SCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To assist locally based community groups and not-for-profit organisations by providing subsidised access to the Shire of Dardanup waste service.

3. POLICY

Community groups and not-for-profit organisations based in the Shire of Dardanup are eligible to receive one tip pass per annum at no cost, subject to approval by the Chief Executive Officer. The tip pass provides for the disposal of 10 standard trailer (1.8m x 1.2m) loads of waste accepted at the Shire of Dardanup Banksia Road Transfer Station.

The Chief Executive Officer will determine each application based on the following eligibility criteria:

- The applicant must be a community group and/or not-for-profit organisation.
- The applicant must be based within ~~and operates within~~ the Shire of Dardanup.
- The applicant must operate within the Shire of Dardanup.

When a tip pass is granted, it is subject to the following conditions:

- It can only be used by the recipient issued the tip pass by the Shire and is not allowed to be used by or transferred to another person or organisation or duplicated and reproduced in any way.
- Only waste types that are currently accepted at the Shire of Dardanup Banksia Road Transfer Station can be disposed using the tip pass.
- The tip pass is only valid for the financial year that it was issued in. Further tip passes can be applied for in the next financial year.
- Failure to take heed of the conditions may result in the cancellation of the tip pass and no further tip passes being issued to the applicant.



POLICY NO:-
Infr CP119 – MAINTENANCE OF ACCESS TRACKS TO ISOLATED PROPERTIES

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:	1	CP119	SCM	26/07/18	Res: 251-18	Synopsis:	Created and Adopted by Council
Version:	2	Infr CP119	SCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To define the circumstances whereby the Shire will assist in the maintenance of access tracks to properties that are not provided with a dedicated road and are isolated within State Forest.

3. POLICY

This policy applies to properties in the Shire of Dardanup that are:

- Situated within State Forest;
- Not directly connected to a dedicated road;
- Accessed via a vehicular track through State Forest; and
- Rateable properties and pay rates to the Shire of Dardanup.

The Shire of Dardanup is committed to working with the State Government to arrange a dedicated access connecting to the property via the Land Administration Act ~~1997~~ 1996. This may involve the dedication of the existing track where possible or the consideration of new road alignments that may minimise the impact on forest areas.

Until such time that a dedicated road is provided to the property, the Shire of Dardanup will provide occasional assistance in the maintenance of the access to the property subject to the approval of the relevant state government department responsible for the land on which the track is located and upon request by the Property Owner. The frequency and scope of maintenance to be offered will be determined by the Chief Executive Officer.

Assistance is **generally** limited to the following conditions:

- Only one access track per property (i.e. assistance will not be provided to multiple accesses to one property);
- Maintenance is limited to a maximum distance of two kilometres per access track, measured from the last gazetted section of the road network, along the track to the property gate; and
- The Shire does not accept any liability for the track and its ongoing condition.



POLICY NO:-

Infr CP120 – ENVIRONMENT**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	CP120	SCM	26/07/18	Res: 251-18	Synopsis:	Created and Adopted by Council
Version:	2	Infr CP120	SCM	30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Infrastructure

2. PURPOSE OR OBJECTIVE

- To maintain, protect and enhance the natural environment within the Shire of Dardanup.
- To ensure that policies, strategies and management plans are prepared and implemented for natural reserves, endemic flora and fauna and natural landscape areas in the care, control and management of the Shire.
- Promote community engagement of the environment and encourage responsible environmental behaviour and participation in the management of the environment.
- Effectively manage resource consumption, including water and energy that will assist in achieving a more sustainable environment.
- Create and foster partnerships that will advance the Shire's environmental objectives.

3. POLICY**3.1 Management of Natural Areas and Ecosystems**

- The Shire of Dardanup will preserve, protect and enhance the ecology and biodiversity of natural ecosystems contained within reserves under the care, control and management of the Shire.
- The Shire of Dardanup will prepare and implement strategies and management plans for natural reserves and other naturally vegetated areas in the care, control and management of the Shire.
- All natural reserves created through subdivision and to be handed over to the Shire must be accompanied with an environmental management plan endorsed by the Chief Executive Officer.
- The Shire of Dardanup will actively engage and foster the community to educate and encourage interest and participation in the restoration and management of reserves and natural areas.

3.2 Conservation, Protection and Enhancement of Natural Area Resources Within the Shire.

The Shire of Dardanup currently recognises natural areas within Shire boundaries as assets, which intrinsically provide benefits to the Shire, the environment and the community, via the following means:

- Ecosystem services provided by natural areas such as; water quality improvement and filtration through existing wetlands, drainage; natural vegetation providing services such as shade, air quality improvement, etc.
- General services to the community, including passive recreation, health and wellbeing services and community engagement.
- Built landscape services such as sense of place, aesthetics, landscape enhancement etc.

Recognising these values, the Shire will implement natural area management best practice to:

- Minimise threats to natural environments through consideration of sustainable best practice where possible.

- Protect, conserve and enhance the most valued high conservation areas through sound environmental management
- Utilise opportunities to engage the community through education and engagement practices to help to protect and value natural assets in the Shire.

3.3 Design and Construction of Shire Infrastructure and Built Assets

When undertaking design and construction activities, the Shire of Dardanup will give consideration to, and incorporate the following with the intention of increasing sustainability and reducing the direct and indirect impacts on the environment:

- The use of recycled construction and demolition products in civil construction projects, for example the use of recycled road base and drainage rock.
- Procuring products and materials from renewable and sustainable sources, such as plantation timber.
- Aspire to sourcing end-of-life management of materials at procurement stage to promote sustainable disposal of final products as appropriate.
- Seeking design consultants, builders, suppliers and construction contractors who employ current best practice in environment and sustainability, and systems to minimise the environmental impact resulting from the project, implementation and ongoing processes.
- During the development of project designs, examine water and energy efficiencies and explore possible design and specification changes that can enhance the environmental performance of the asset while achieving both a sustainable and affordable solution and final outcome.

3.4 Shire Operations and Activities

The Shire of Dardanup will review and develop its operations and activities to find opportunities to reduce the impact on the environment, including:

- The implementation of best practice management and monitoring of ground water extraction and usage.
- Reducing irrigation water usage through irrigation efficiency improvements, hydro-zoning and waterwise landscape designs.
- Improve the quality of surface water runoff through Water Sensitive Urban Design and other drainage best practices.
- Where possible, consider the impacts of operations and activities on air quality and possible mitigation methods.
- Prevent and/or manage contamination of land.
- Support and implement the development and implementation of sustainable alternatives for the supply of water and energy.
- Explore opportunities to reduce the environmental impacts of the Shire's plant and vehicle fleet, including consideration of establishing an electric pool vehicle fleet and supporting infrastructure.
- Shire operations staff to be appropriately trained, skilled and equipped to work effectively in and around natural areas to minimise environmental impacts.

3.5 New Developments

When considering new developments, the Shire of Dardanup encourages developers and their consultants to consider the implementation of both sustainable and environmental best practices, including but not limited to:

- Alternative water supplies for both potable water and non-potable uses, including water recycling, grey water usage in irrigation, rain-water tanks, storm water harvesting etc.

- Renewable energy sources including solar and wind energy, as well as battery storage.
- Infrastructure provision to accommodate electric vehicles.
- The integration of smart technology to infrastructure and processes that will improve efficiencies and enable monitoring of performance.
- Implementation of Water Sensitive Urban Design principles and total water cycle management.
- Protecting and enhancing existing natural areas and wetlands, and using vegetation types that are endemic to the area.
- Retaining existing endemic vegetation and trees as landscaping assets and protection of these during development.
- Protection and retention of significant areas of endemic vegetation and trees, and the planting of endemic trees and other vegetation throughout development.



POLICY NO:-
Infr CP121 –TREE MANAGEMENT POLICY

GOVERNANCE INFORMATION			
Procedure Link:	PR050 – to be drafted	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION								
Version:	1	New	OCM	27/05/20	Res	123/20	Synopsis:	Policy Created
Version:	2	Infr CP121	SCM	30/09/20	Res:	???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To inform of the responsibility of tree management within the Shire.

3. DEFINITIONS

A tree under this policy is defined as:

A tree located on the road reserve, Crown land or other land that is under the care, control and management of the Shire.

A locally significant tree may be identified as:

A tree or a group of trees that hold particular cultural, heritage, environmental or scientific value (as per the National Heritage Trust Advisory document*). These trees may be significant due to their age, species, location, cultural significance, Biodiversity value (See National Heritage Trust document), habitat value (Habitat Trees)

4. REFERENCE DOCUMENTS

Council Policy CP057 – Residential Road Verge
Council Policy CP058 – Roadside Vegetation

5. POLICY

The Shire of Dardanup values all Shire trees as an integral part of the landscape, as providing vital benefits for the community with sound social, environmental and economic values.

The Shire accepts ownership and is responsible for the care, control and management of all trees on property owned and/or managed by the Shire. This includes, but is not limited to, the inspection, maintenance, removal and or replacement of trees.

The Shire does not accept ownership of trees situated on private property and/or non-Shire owned or managed land, and are considered to be the responsibility of the private property owner or manager of the land on which the tree is located.

5.1 Removal of Trees

Residents and ratepayers are not permitted to remove any tree on reserves or land owned or under the care, control and management of the Shire.

The Shire may remove trees on reserves or land under the care, control and management of the Shire, including those on street verges, if it is:

- An endemic tree, alive or dead, that is covered by an exemption to clearing permits, *under part V of the Environmental Protection Act of 1986*, or is subject to a clearing permit obtained from the Department of Environmental Regulation;

- A tree that is either:
 - Dead;
 - In a state of decline to the point that survival is unlikely;
 - Structurally unsound, to the point of constituting;
 - Damaging or likely to damage property, where alternatives to prevent damage are not possible;
 - Part of a tree replacement program;
 - Obstructing a Council approved works program, such as road and drainage work;
 - Places the public at unacceptable risk; or
 - A landscape or planted verge tree that is not on the Shire’s approved species list.

In the case of a landscaped or planted verge tree that is not on the approved species list and does not meet any other criteria for removal, those trees shall continue to be maintained by the Shire until such time it is removed and replaced under the Shire’s tree replacement program.

The Shire may grant a person or a company written permission to remove a tree or trees on reserves or land under the care, control and management of the Shire, including those on street verges.

Trees will not be removed or modified for the following reasons, unless in extenuating circumstances as approved by the Chief Executive Officer:

- Leaf debris and any arboreal windborne material;
- Leaves, nuts, fruiting bodies, bark, roots;
- Shading of solar panels;
- Aesthetics and views;
- Fauna, including insects, birds and mammals.

The CEO may apply conditions to any such approval including but not limited to, the reimbursement of the costs for removing the tree.

The Shire will consider any advice provided prior to making a decision on any specific issue, but is not bound by the opinion of any individual.

Where a tree is removed on a street verge, the Shire will plant a replacement tree selected from the Shire’s approved species list. In the case where the replacement tree cannot be planted in the same location as the removed tree, the Shire shall plant the replacement tree in a nearby position.

All requests are to be made in writing to the Shire by using the appropriate Application Form.

The Shire has adopted Local Laws that allow for the issue of penalties to any person that damages or removes trees from Local Government property. Further to this, any costs associated with replacing a tree ‘like-for-like’ may also be at the person’s expense.

5.2 Pruning of Trees

Residents and ratepayers are not permitted to prune any tree on reserves or land under the care, control and management of the Shire.

Generally, trees will be allowed to develop their natural canopy and will not be pruned except under the following circumstances:

- Vehicle clearances;
- Pedestrian height clearance;
- Public Utility requirements;
- Maintaining property clearances;
- Protecting assets; or
- Other circumstances as approved by the Shire.

At times when pruning is required this will be undertaken in accordance with AS4373-2007, Council Policy, and any State legislation for protection of habitat for endangered species.

All requests for tree pruning are to be made in writing to the Shire by using the appropriate Application Form.

5.3 Maintaining Tree Health

Trees are living organisms and as such, may be subject to change over time due to natural processes including storms, infestations by particular organisms, fire, flood etc. Under such circumstances the Shire will consider the appropriate treatment.

All requests for maintenance of tree health are to be made in writing to the Shire by using the appropriate Application Form.

5.4 Requests for New/ Replacement Street Trees

- Tree Planting

The Shire is responsible for planting street and reserve trees under its annual tree planting program which includes requests from residents. The Shire will determine the species and select the location of the tree within the verge. Generally, one tree will be planted per property, while larger or corner properties may be subject to more.

- Street Tree Requests

Residents can request for a tree to be planted on the verge abutting their property through the Shire's tree request program. The Shire will assess the suitability of the verge, determine the tree species and the location to align with services and infrastructure. The Shire is responsible for planting, staking, mulching, watering and pruning the tree.

5.5 Preservation of Locally Significant Trees

The Shire is committed to the preservation of locally significant trees and will keep a register of these trees and manage them appropriately.

5.6 Responsibility for Fallen Trees

Existing trees in reserves and other property may fall resulting in a safety risk to the public, damage to property and/or inconvenience thus requiring removal of the fallen tree(s). The responsibility for the removal and costs associated with the removal of fallen trees is as follows:

5.6.1 Trees that Fall onto a Shire Road

- Trees originating from Shire owned or managed land shall be removed from the road by the Shire for safety reasons. If the tree has fallen due to the actions of a person or company, the Shire will seek the reimbursement of costs from them. Otherwise, the Shire will remove the remainder of the tree from the verge.
- Non-native or planted (non-remnant) trees growing on private property and/or non-Shire owned or managed land shall be removed from the road by the Shire for safety reasons. The property owner or organisation responsible for the land on which the tree came from will be requested to remove the remainder of the tree. Reimbursement of costs is to be sought from them.

- Native and remnant trees growing on private property and/or non-Shire owned or managed land shall be removed from the road by the Shire for safety reasons. The property owner or organisation responsible for the land on which the tree came from will be responsible for the portion of the tree on their land and for any damage to their property.

5.6.2 Trees that Fall Affecting Private Property and/or Non-Shire Owned Property

- Trees originating from Shire owned or managed land shall be, removed by the Shire and the Shire will refer any claims for the repair of damaged property to its insurer.
- Trees originating from private property and/or non-Shire owned or managed land shall be arranged between the property owners with no apportionment of responsibility or cost to the Shire.

5.7 Claims for Compensation

Where a compensation claim is made against the Shire as a result of alleged damage to property resulting from a tree or part of a tree, the matter will be referred to the Shire's insurer for a full assessment. Council accepts no liability in the first instance.

Sustainable Development Directorate



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:	??-20	Synopsis:	Reviewed and adopted by Council.

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE

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)*.

3. OBJECTIVES

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.

4. 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)

5. DEFINITIONS

The terms used in this Policy and their defined as follows in accordance 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)

6. SCOPE OF 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.

6.1 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.
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.

6.2 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.

6.3 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)”.

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.

6.4 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 approval.
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.

7. 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.



POLICY NO:-

SDev CP028 – LOCAL PLANNING POLICY - VARIATION TO DEEMED-TO-COMPLY REQUIREMENTS OF THE R-CODES: MEDIUM-DENSITY SINGLE HOUSE DEVELOPMENT STANDARDS [R-MD CODES]

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		NEW CP028	OCM	27/04/16	Res: 91/16	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	SDev CP028	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The purpose of the policy is to outline acceptable variations to the deemed-to-comply provisions of the R-Codes for medium-density single dwellings ~~consistent with~~ in 'Development' zones as prescribed in Planning Bulletin PB112/2016, and in which locations these variations will apply.

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*.

3. DEFINITIONS

Front Load:	Lots where the primary vehicle access is via the front of the lot and the garage / carport is located at the front of the dwelling.
Rear Load:	Lots where the primary vehicle access is via the rear of the lot, from a street or right of way (ROW) and the garage / carport is located at the back of the dwelling.
R-MD / R-MD Codes:	Single dwelling standards for medium density housing.
Structure Plan:	A Structure Plan or Activity Centre Plan that has been approved by the WAPC under Part 4 of the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> .

4. POLICY

4.1 Application

This Policy will apply in the following Structure Plan areas:

- Garden of Eaton Local Structure Plan
- **Parkridge Eaton Local Structure Plan**
- **Roselands at Dardanup Local Structure Plan**

4.2 Process

On submitting an application for a building permit for a single dwelling on a R30 or R40 zoned lot, the application will be assessed against the provisions of this Policy.

Development approval will not be required for a single dwelling that complies with the provisions of this policy (and all other deemed-to-comply requirements of the R-Codes), in accordance with clause 61(4)(c) of the deemed provisions of the Regulations.

The R-MD Codes provisions are provided in Appendix 1 to this Policy.

5. REFERENCE DOCUMENTS

Planning and Development (Local Planning Scheme) Regulations 2015.

Planning Bulletin 112/2016 – Medium-density single house development standards – Development Zones.

SINGLE DWELLING STANDARDS FOR R40 – MEDIUM DENSITY HOUSING:

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R40	<p>Rear load 7.5m x 30m – 225m²</p> <p>Frontload 8.5m x 30m – 255m² 8.5m x 25m – 212.5m² 10 x 20m – 200m² 10 x 25m – 250m² 12.5m x 20m – 250m²</p>	4m	<p>2m minimum, no average</p> <p>1.5m to porch / veranda no maximum length</p> <p>1m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p><u>Boundary setbacks</u> 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p><u>Boundary walls</u> 2/3 length one side boundary, maximum 3.5m high and 3m average height</p>	<p><u>Boundary setbacks</u> 1.2m for wall height 3.5m or less with major openings</p> <p>1m for wall height 3.5 or less without major openings</p> <p><u>Boundary walls</u> To both side boundaries subject to: No maximum length to one side boundary, 2/3 max length to second side boundary for wall height 3.5m or less</p>	<p>45% open space (55% site cover)</p> <p>20m² courtyard</p> <p>1/3 required OLA area may be covered</p> <p>Minimum dimension 4m</p>	<p>An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area</p> <p>At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas</p> <p>The OLA has a minimum 3m length or width dimension</p> <p>No other R-Codes site cover standards apply</p>	<p><u>Rear load</u> Nil – provided laneway is minimum of 6m wide</p> <p><u>Frontload</u> 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p>	<p><u>Rear load</u> 0.5m garage setback to laneway</p> <p><u>Frontload</u> 4.5m garage setback from the primary street and 1.5m from a secondary street</p> <p>The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary</p> <p>For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to:</p> <ul style="list-style-type: none"> - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street <p>Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging</p>	Two on-site bays	As per R-Codes	35% of the adjoining site area	<p>No maximum overshadowing for wall height 3.5m or less</p> <p>No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%</p>	<p>4.5m to bedrooms and studies</p> <p>6m to all other major openings</p> <p>7.5m to balconies or similar</p>	<p>R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces</p>

SINGLE DWELLING STANDARDS FOR R30 – MEDIUM DENSITY HOUSING:

R-Code	Lot type and size	Street setback and front fences		Lot boundary setback		Open space		Garage setback and width and vehicular access		Parking		Overshadowing		Privacy	
		R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision	R-Codes	R-MD provision
R-MD – R30	<p>Rear load 10m x 30m – 300m²</p> <p>Frontload 10m x 30m – 300m² 15m x 20m – 300m²</p>	4m	<p>2m minimum, no average</p> <p>1.5m to porch / veranda no maximum length</p> <p>1m minimum to secondary street</p> <p>Front fences within the primary street setback area being a maximum height of 900mm above natural ground level, measured from the primary street side of the front fence</p>	<p>Boundary setbacks 1 to 1.5m for wall height 3.5m and less (subject to wall length and major openings)</p> <p>Boundary walls 2/3 length one side boundary, maximum 3.5m high and 3m average height</p>	<p>Boundary setbacks 1.2m for wall height 3.5m or less with major openings</p> <p>1m for wall height 3.5 or less without major openings</p> <p>Boundary walls To both side boundaries subject to: 2/3 length to one side boundary, 1/3 max length to second side boundary for wall height 3.5m or less</p>	<p>45% open space (55% site cover)</p> <p>24m² courtyard</p> <p>1/3 required OLA area may be covered</p> <p>Minimum dimension 4m</p>	<p>An outdoor living area (OLA) with an area of 10% of the lot size or 20m², whichever is greater, directly accessible from a habitable room of the dwelling and located behind the street setback area</p> <p>At least 70% of the OLA must be uncovered and includes areas under eaves which adjoin uncovered areas</p> <p>The OLA has a minimum 3m length or width dimension</p> <p>No other R-Codes site cover standards apply</p>	<p>Rear load Nil – provided laneway is minimum of 6m wide</p> <p>Frontload 4.5m or 0.5m behind dwelling alignment subject to averaging requirements</p>	<p>Rear load 0.5m garage setback to laneway</p> <p>Front load 4.5m garage setback from the primary street and 1.5m from a secondary street</p> <p>The garage setback from the primary street may be reduced to 4m where an existing or planned footpath or shared path is located more than 0.5m from the street boundary</p> <p>For front loaded lots with street frontages between 10.5 and 12m, a double garage is permitted to a maximum width of 6m as viewed from the street subject to:</p> <ul style="list-style-type: none"> - Garage setback a minimum of 0.5m behind the building alignment - A major opening to a habitable room directly facing the primary street - An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and - No vehicular crossover wider than 4.5m where it meets the street <p>Lots with a frontage less than 10.5m or not compliant with above require single or tandem garaging</p>	Two on-site bays	As per R-Codes	35% of the adjoining site area	<p>No maximum overshadowing for wall height 3.5m or less</p> <p>No maximum overshadowing for wall height greater than 3.5m where overshadowing is confined to the front half of the lot. If overshadowing intrudes into rear half of the lot, shadow cast does not exceed 35%</p>	<p>4.5m to bedrooms and studies</p> <p>6m to all other major openings</p> <p>7.5m to balconies or similar</p>	<p>R-Codes clause 5.4.1 C1.1 applies, however the setback distances are 3m to bedrooms and studies, 4.5m to major openings to habitable rooms other than bedrooms and studies and 6m to unenclosed outdoor active habitable spaces</p>



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: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Sustainable Development

3. PURPOSE OR OBJECTIVE

The objective of the policy is for Council to establish a clear position for the construction of outbuildings on lots zoned ‘Residential’, ‘Development’ and ‘Small Holding’, prior to ~~the issue of a Building Permit for a dwelling~~ completion of a 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. REFERENCE DOCUMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)

Shire of Dardanup Town Planning Scheme No. 3 (TPS3).

4. DEFINITIONS

In this policy, “substantially commenced” means that the footings of an approved dwelling have been completed.

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.

5. POLICY

~~This policy applies to the development of all outbuildings in the ‘Small Holding’ zone, where the proposed outbuilding will be constructed prior to a Building Permit being issued for a dwelling on the property.~~

~~In considering a proposal subject to this Policy, the following provisions shall apply:~~

~~4.1 The reference to ‘Residential zones’ in Clause 4.12.1 of TPS3 shall be taken to include the ‘Small Holding’ zone.~~

~~4.2 All proposals for outbuildings in the ‘Small Holding’ zone, prior to the issue of a Building Permit, shall require an Application for Development Approval to be submitted for assessment.~~

~~4.3 The application is to be accompanied by scaled and detailed plans that demonstrate one entire side of the proposed outbuilding still remain unenclosed.~~

5.1 Unless otherwise exempt in TPS3, the Regulations, or ‘SDev CP091 – LPP - Exempted Development and Land Use Policy’, all outbuildings require Development Approval prior to their construction.

- 5.2 The reference to ‘Residential zones’ in Clause 4.12.1 of TPS3 shall be taken to include the ‘Development’ and ‘Small Holding’ zones.
- 5.3 All Development Approval applications under the scope of this policy will be assessed having regard to this policy, and may only be supported where all of the following conditions are met:
- a) A building permit for a dwelling on the lot has been issued and the approved dwelling has been ‘substantially commenced’.
 - b) The application is to be accompanied by scaled and detailed plans that demonstrate that one entire side of the proposed outbuilding will be unenclosed at all times until a ‘Notice of Completion’ is provided to the Shire for the approved dwelling.
- 4.4c) The unenclosed side of the proposed outbuilding shall be one of the sides of greater length and must be a perimeter wall.
- 4.5d) The unenclosed side shall be open for the entire height of the side.
- 4.6e) Solid garage style doors are not permitted on the unenclosed side.
- 4.7f) Open rural style gates are permitted on the unenclosed side.
- g) Only one (1) outbuilding prior to the completion of a dwelling may be supported.
- 5.4 Notwithstanding Part 5.3 above, if the Shire considers that the outbuilding proposed on the vacant lot has the potential to visually impair the locality, the application will be refused.

~~4.8 The provisions of Council Policy ‘DEV26 – Variations to Residential Design Codes – Outbuildings, Patios, Pergolas & Carports’ shall also apply to outbuildings subject to this Policy.~~

~~4.9 A maximum of one (1) outbuilding prior to the construction of a dwelling will be permitted, irrespective of the maximum aggregate floor area requirements stipulated in DEV26.~~

~~4.10 A condition is to be imposed on a development approval granted under this Policy, prohibiting human habitation of the approved outbuilding.~~

~~4.11 A condition is to be imposed on a development approval granted under this Policy, prohibiting any commercial or industrial use of the approved outbuilding.~~

6. APPLICATION

This policy applies to the development of all outbuildings in the ‘Residential’, ‘Development’ and ‘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.

Indicative photographs of supported development in accordance with this Policy:



7. STANDARD CONDITIONS OF DEVELOPMENT APPROVAL

If granted, the Shire's Development Approval may include the following conditions, as a minimum:

- a) The approved outbuilding shall not be used for human habitation purposes.
- b) The approved outbuilding shall not be used for any commercial or industrial use.



POLICY NO:-

SDev CP032 – WOOD ENCOURAGEMENT POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	CP032	OCM	14/12/16	Res: 350/16	Synopsis:	Policy created.
Version:	2	CP032	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	SDev CP023	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

NO CHANGE**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

This policy promotes the use of wood as a first consideration when undertaking building projects and developments in the district, by recognising it as:

- A renewable and low carbon footprint building material; and
- A suitable building material that supports the lightweight construction approach recommended for Wanju.

3. POLICY

Council recognises all of the benefits that make wood a smart choice for buildings and infrastructure.

Council shall foster sustainable development where possible within the Shire of Dardanup by:

- Considering timber and wood products as a first option in the construction and fit out of its own building projects;
- Sharing information and encouraging education regarding the benefits of using wood in construction and fit out of buildings and infrastructure;
- Reinforcing Council's preference for quality wood buildings in the development of briefs for projects;
- Promoting timber products as a renewable resource, capturing the environmental benefits of the resource;
- Encouraging builders and developers to consider timber and wood products as a first option in their building projects; and
- Seeking to include the consideration of timber and wood products, where deemed suitable, in planning instruments and development guidelines, such as in local and district structure plans.

Council will encourage the increased utilisation of wood in Council assets by:

- Ensuring that all briefs for new Council projects incorporate the requirement to use wood as the preferred material for both construction and fit out purposes, where wood is deemed a suitable material for the proposed application;
- Seeking those who can find practical, efficient, versatile and cost-effective building and design solutions using wood when sourcing design and architectural expertise;
- Ensuring that all comparisons to the cost of building with other materials will take into account all long-term and life cycle benefits of using wood;
- Where possible, sourcing regionally produced wood products for construction and fit out purposes;
- Working to attract new, innovative wood products manufacturers to the district; and
- Ensuring the wood products are derived from a renewable and sustainable source.

In using wood as a preferred construction material for Council infrastructure, Council will have regard to:

- The utilisation of wood products that meet the Australian Forest Standard, Program for the Endorsement of Forest Certification and/or Forest Stewardship Council certifications;
- Maintenance required throughout the life of the asset;
- Pest and fungus protection; and
- Using wood only when it is the right material for the selected application.



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

NO CHANGE – ADOPTED AT 26 AUGUST 2020 MEETING**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. REFERENCE DOCUMENTS

- The Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'

4. 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'

5. 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 (i.e. fitness, yoga, tai-chi classes etc.);
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. There are three trade locations that are determined to be the most suitable for traders based on ease of access for traders, minimal disruption to services (water, electrical), pedestrian safety, and traffic flow – this is attached as Addendum 1 to this policy.

'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 can be submitted at any time throughout the year.
 - b) Applicants may specify only one vehicle / van / stall (including Type C) per application. Application fee and fee for trading duration apply.
 - c) 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.
 - d) Applicants may specify one or more trading location per application.

- e) Applications may be approved by staff under the delegated authority of Council.
- f) Applications by Type B traders may be made for the Foreshore and other public places in the Shire, excluding Gnomesville.
- g) Applications by Type C traders may be approved for a town-site/s in the Shire.
- h) 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.
- i) 'Type A' permits may be restricted to specific locations or general trading areas within specific reserves or other public places.
- j) 'Type B' traders may be excluded from particular locations on a reserve or other public place.
- k) 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.
- l) Type C trade permits may not be issued for areas outside of town-sites due to higher speed limits, and potential traffic safety risks.
- m) 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:
- 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.
- 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.



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:	3	CP044	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	4	CP044	OCM 14/08/19	Res: 243-19	Synopsis:	Reviewed and Adopted by Council
	5	CP038	OCM 29/07/20	Res: 208-20	Synopsis:	Amended and adopted by Council
	6	SDev CP038	OCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE REQUIRED – RECENTLY UPDATED

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.

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, for financial assistance per financial year will be considered.

This financial assistance is limited as follows:

- \$400 for State/National representation;
- Personal Development grants are available to all age groups;
- Funding is available for Music, Arts, Culture and Academic 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.

4. PROCEDURE

4.1 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.



POLICY NO:-
SDev CP044 – DONATIONS AND 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:	3	CP044	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	4	CP044	OCM 14/08/19	Res: 243-19	Synopsis:	Reviewed and Adopted by Council
	5	CP044	OCM 29/07/20	Res: 208-20	Synopsis:	Amended and adopted by Council
	6	SDev CP044	OCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGE TO POLICY REQUIRED – RECENTLY UPDATED

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups, organisations and individuals 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, organisations and individuals 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;
- 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 unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

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)

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 (\$1001 - \$5000)

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, organisations and individuals 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 unincorporated and incorporated not-for-profit community groups, organisations and individuals. Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.

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 (\$1001 - \$5000)

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 within the Shire of Dardanup.

Regional Event Grants are available for events held within the Shire of Dardanup 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.

Funding will be available 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 Assistance grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

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.
- Be a registered incorporated not-for-profit organisation; or for applicable categories as detailed in items 3.1 and 3.2 of this policy, be an unincorporated not-for-profit organisation or individual auspiced by an incorporated not-for-profit organisation or the Shire.
- 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 the financial year the grant is applied for; or for Regional Economic Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.

The following are eligible for funding:

- Promotion and advertising;
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Venue hire;
- First aid;
- Portable toilets, public use only;
- Equipment purchase and hire;
- The purchase of capital equipment, materials, and equipment;
- 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:

- Professional fees including salaries and wages, consultants, project managers and event coordinators;
- 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 that are not open for attendance by the general public;
- Prizes/Awards;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.
- If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 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 is 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 Place & Community Engagement and Director Sustainable Development 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 Place & Community Engagement 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 Place & Community Engagement 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 your total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.



COUNCIL POLICY NO:-

SDev CP047 - STATE ADMINISTRATIVE TRIBUNAL (SAT) REPRESENTATION POLICY**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	New	OCM	18/12/19	Res: 366-19	Synopsis:	Policy created	
Version	2	SDev CP047	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this Policy is to:

- (a) Outline the Shire’s general position and approach to proceedings before the State Administrative Tribunal;
- (b) Support the Shire’s continued efforts to achieve general community compliance with relevant statutory requirements;
- (c) Support the Shire’s continued efforts to operate in an open and transparent manner; and
- (d) Support the Shire’s continued efforts to operate in a financially responsible manner.

3. DEFINITIONS

None relevant

4. POLICY

This Policy applies to State Administrative Tribunal matters, which involves but is not limited to the Shire’s Planning, Compliance, Building and Health Services.

~~The State Administrative Tribunal (SAT) was established in Western Australia in 2005 as an independent body that makes and reviews a range of administrative decisions. Individuals, businesses, public officials and vocational boards can bring before the SAT many different types of applications related to civil, commercial and personal matters. These range from reviews of multi-million dollar tax judgements and dog destruction orders to disciplinary proceedings, guardianship questions and town planning and compensation issues.~~

~~The SAT was established by the State Administrative Tribunal Act 2004 (SAT Act) and the State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004 (Conferral Act). The Conferral Act refers to more than 130 existing Acts of Parliament, known as enabling Acts. The enabling Acts give the SAT the jurisdiction to make decisions on specific matters. The most common proceedings before the SAT for the Shire are in relation to the following:~~

- ~~(a) Where an applicant is aggrieved by a determination on an application for development approval under the provisions of the Shire’s Town Planning Scheme No.3 (TPS3);~~
- ~~(b) Where an applicant is aggrieved by the lack of a determination on an application for development approval within the timeframes prescribed in TPS3;~~
- ~~(c) Where a party is aggrieved under the provisions of the Dog Act 1976.~~

~~The SAT is required to consider all relevant information available to it, including any submissions received during the advertising of the proposal previously conducted by the local government and the formal determination of the local government. In general terms, the SAT may ultimately:~~

- ~~(a) Reaffirm the original decision;~~
- ~~(b) Set aside or vary the original decision and substitute its own decision; or~~
- ~~(c) Invite the Shire to re-consider the proposal, often in the light of new information that has become available during proceedings before the SAT.~~

This policy does not deal with the procedures involved in making an application for review or the process of the review as these matters are the subject of separate legislation and regulations.

4.1 Status

- (a) ~~Relationship to State Administrative Tribunal Act 2004~~ This policy shall be read in conjunction with the SAT Act. To the extent of any inconsistency between this policy and the SAT Act, the SAT Act shall prevail.
- (b) ~~Relationship to Planning and Development Regulations 2015~~ No relevant provision in Town Planning Scheme No. 3 To the extent of any inconsistency between this policy and the provisions of TPS3, the Scheme shall prevail.

4.2 Interpretations

~~This policy does not seek to establish any specific interpretations or definitions for terms it contains.~~

4.2 Policy Measures - Communication

Council's Role in SAT Proceedings

~~Upon the commencement of a SAT review the Council ceases to be the decision maker with respect to the matter the subject of the review (unless the SAT invites the Council to reconsider its original decision), and instead becomes a party to the proceeding. However the Council has an obligation under the SAT Act to use its best endeavours to assist the SAT to make the correct and preferable decision in the review.~~

- 4.2.1 In order to maintain the integrity of the SAT review process and uphold its obligation to the SAT, elected members and employees should avoid discussions or correspondence concerning an ongoing SAT review with third parties, except where necessary or appropriate:
 - (a) to inform a person that a matter is before the SAT;
 - (b) to make a person aware of their ability to access relevant information on the SAT website at www.sat.justice.wa.gov.au, including information concerning the role of third parties in SAT reviews;
 - (c) to inform a person of the outcome of a step in, or the outcome of, the SAT proceedings; and
 - (d) to assist the SAT or the Council in the SAT review (e.g. to obtain advice from an expert or government agency, or to obtain a witness statement).
- 4.2.2 In the interests of avoiding any later conflict and in maintaining integrity in the process, direct communication between a proponent and the Shire's elected members (individually or collectively) should be avoided for the duration of proceedings before the SAT. Should contact be made by a proponent, the elected member/s are encouraged to:
 - (a) make the person aware of this Council policy; and
 - (b) advise the applicant to contact the Shire's responsible officer if they require any further information.

4.3 Policy Measures - Representation

- 4.3.1 Where the applicant has retained legal representation, the Shire will be legally represented.
- 4.3.2 Where an applicant has elected on their application for review to the SAT in a Class 1 planning matter to not have legal representation, the Shire shall be represented by either officers or appointed consultants.
- 4.3.3 Where a Council decision is the same or essentially the same as an officer's recommendation, or corrects or improves the content of an officer's recommendation, then officers shall generally provide a written response on behalf of the Council and/or attend a mediation or Tribunal hearing as an expert witness to represent the Council's position. Decisions in respect of which officers are to attend proceedings shall be determined by the Chief Executive Officer.
- 4.3.4 Where an application is made for the review of a decision that is substantially inconsistent with a recommendation made by Shire officers, then in the interests of the Council and Shire officers, and to assist the SAT, independent consultants may be engaged to represent the Shire during the SAT process, and will usually be engaged if the matter proceeds to a final hearing. This does not preclude Officers from attending mediation to provide the SAT factual information on behalf of Council

- 4.3.5 The decision to engage, or not engage, independent consultants as described in 4.3.7 above, shall be made by the Chief Executive Officer.

4.4 Policy Measures - Mediation Proceedings

- 4.4.1 The Shire acknowledges the Tribunal's desire to resolve matters by mediation where possible and will generally agree to participate in the SAT mediation process, provided there is a reasonable prospect of reducing or clarifying the issues in dispute, or achieving a negotiated outcome.
- 4.4.2 Discussions occurring for the purposes of mediation are conducted by the Tribunal on a "without prejudice" and confidential basis and the Council acknowledges that the content of this discussion cannot be discussed outside the mediation session.
- 4.4.3 Where a matter is referred to mediation, the consultant or officer with conduct of the matter:
- (a) Shall participate constructively in the mediation in order to attempt to reach a compromise solution;
 - (b) Shall not agree to any compromise solution at the mediation beyond the scope of the officer's delegated power; and
 - (c) Shall refer any potential solutions arising out of the mediation back to the decision maker in the original application.
- 4.4.4 With respect to 4.4.3 (b) above, where the matter was originally considered by Council, any proposed compromise solution arising from the mediation shall be presented to Council for further consideration in accordance with the procedures for section 31 reconsiderations set out below.
- 4.4.5 Where practical, officers shall provide regular updates on proceedings before the SAT to elected members. The updates shall, however, generally be limited to issues relating to the programming of proceedings, including timeframes and likely cost implications. Specific details in relation to the proceedings shall generally not be discussed and officers and elected members shall acknowledge that such meetings are not decision-making forums.

4.5 Section 31 Reconsiderations

- 4.5.1 The Tribunal may refer a matter to Council under section 31 of the SAT Act, inviting Council to reconsider the original decision. This regularly occurs following the mediation process, or where there has been a deemed refusal. In the interests of achieving time and cost-effective outcomes for all parties involved, officers shall generally seek to resolve matters through a section 31 reconsideration process.
- 4.5.2 The responsible Shire officer, in consultation with their Director, shall have the discretion to advise the SAT member during mediation proceedings as to whether or not a reconsideration under section 31 would likely assist with the resolution of matter in a timely and cost effective manner.
- 4.5.3 Upon receipt of an invitation from the SAT to reconsider the matter, the officer or consultant shall assess the proposal and refer it to the Council. The Council may then affirm the original decision, vary the decision or set aside the decision and substitute a new decision.
- 4.5.4 Reports presented to Council for consideration under Section 31 of the Act following mediation will be presented as confidential reports, except where, in the opinion of the Chief Executive Officer there are exceptional circumstances which justify a contrary position.
- 4.5.5 Where a proposal the subject of a SAT review has already been advertised by the Council, the proposal will not be re-advertised before the Council reconsiders the proposal pursuant to a section 31 invitation except where:
- (a) the SAT mediating member suggests re-advertising, or the applicant agrees; or
 - (b) the proposal to be re-considered is substantially different to the proposal in the form already advertised and may add planning issues not raised by the original proposal; or
 - (c) in the judgment of the officer or consultant with conduct of the matter, there are exceptional circumstances which justify re-advertising.

4.5.6 Following the Council’s decision upon re-consideration, the Shire will inform persons who made a submission (whether on the original or amended proposal) of the Council’s decision.

4.6 Involvement of Third Parties

~~Third parties may make a request at any time to the SAT to make a submission, either in person or in writing, in respect of a particular matter. Such requests must be in writing and sent to the SAT (not through the Shire).~~

~~A third party may only be present during a mediation session by invitation from the Tribunal.~~

4.6.1 The Shire may, however, raise awareness of the ability of a third party to make a submission to the SAT through the following methods:

- (a) making this policy publicly available through the Shire’s policy manual, which is published on the Shire’s website; and
- (b) informing those persons who lodged a submission during the public advertising of a proposal of the lodgement of a SAT application for review. The Shire shall make all reasonable endeavours to contact, in writing, such persons within a fourteen (14) day period of the Shire’s receipt of a copy of the application for review.

4.6.2 Upon receipt of a request by a third party to make a submission, the SAT must consider whether the person has ‘sufficient interest’ in the proposal to justify their involvement and whether the involvement of the person would aid the SAT in progressing the matter towards an ultimate determination. The involvement of a third party is generally limited to final hearings, which are usually only programmed where mediation proceedings have failed to reach an agreed outcome between the applicant and the Shire.

~~As the Shire is bound by the confidential nature of the process, the Shire will generally be unable to provide any updates to a third party as to the progress of a section 31 re-consideration until after it has been determined.~~

4.7 Appeals against Decisions of the Tribunal

4.7.1 The Shire will not generally appeal a decision of the Tribunal unless, in the opinion of the Council following legal advice, it is considered that the Tribunal has made an error of law, and the issue at stake has significant implications for the Shire or local government in general.

4.8 Parallel Direction Notice under s214 of the Planning and Development Act 2005

4.8.1 Where an application for review of a decision is lodged and the matter is also the subject of a direction notice under s214 of the Planning and Development Act 2005, the Shire will generally defer enforcement of the direction notice until such time as the application before the Tribunal is determined. In the event that the review application is dismissed, the Shire will enforce the direction notice immediately without further consideration by Council.

4.8.2 The Shire may however decide to continue with enforcement or prosecution if the matter is considered to have significant implications for the Shire or community in general.

4.9 Notifying parties of proceeding outcomes

4.9.1 Upon the conclusion of proceedings before the SAT, information about the outcome is notified in the following manner:

- (a) through the publication of a decision report by the SAT on the SAT website at www.sat.justice.wa.gov.au;
- (b) through written advice being sent to those persons who lodged submissions during the public advertising of the proposal;
- (c) through the inclusion of relevant details in the monthly ‘Information Bulletin’ presented to Council through relevant Committee and Council Meetings.

- 4.9.2 The information made available by the Shire will usually be limited to the decision outcome (e.g. approval or refusal) and shall not include information that is not generally publicly available – for example the nature of discussions before the SAT that were conducted in a confidential manner.

~~Relevant Policies/Council Documents~~

~~Not applicable~~

5. REFERENCE DOCUMENTS

- Local Government Act 1995;
- State Administrative Tribunal Act 2004 (SAT Act);
- State Administrative Tribunal (Conferral of Jurisdiction) Amendment and Repeal Act 2004 (Conferral Act);
- Town Planning Scheme No 3 (TPS3);
- Planning and Development Act 2005;
- Planning and Development (Scheme) Regulations 2015
- Building Act 2011;
- Building Regulations 2012;
- Food Act 2008;
- Caravan Parks & Camping Ground Act;
- Caravan Parks & Camping Ground Regulations 1997;
- Health (Aquatic Facilities) Regulations 2007;
- Health (Asbestos) Regulations 1992;
- Health (Miscellaneous Provisions) Act 1911;
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974;
- Public Health Act 2016;
- Dog Act 1976.



POLICY NO:-

CP062 – CLEARING OF VEGETATION AS PART OF THE SUBDIVISION OF URBAN LAND - DELETE

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM: 20/10/89	Res: 123/09	Synopsis:	Policy created. 20/10/1989
	1	ENG22	OCM: 10/05/12	Res:	Reviewed Policy Adopted
Version:	2	CP062	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

DELETE POLICY

The modified SDev CP091 (EXEMPTED DEVELOPMENT) is amended and it will exempt any veg removal “Where the vegetation removal does not require a ‘Clearing Permit’ under the (WA) Environmental Protection Act 1986”.

The Clearing Regs provides a raft of exemptions for subdivisional works. Vegetation ‘worthy of retention’ should be identified through the Structure Planning Process.

The Structure Plan framework & LPS regs require LSPs to identify and show protection for environmental assets and features

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To ensure that suitable vegetation is identified during development of Structure Plan for development and such vegetation is retained where possible when subdividing land for urban development.

3. POLICY

The following conditions shall apply to all subdivisions to maintain and create urban development:

- 3.1 As far as practicable, vegetation worthy of retention be retained and protected within areas to be dedicated as road, public open space and other Shire controlled reserves. The removal of any vegetation to be in agreement with the Shire.
- 3.2 Vegetation within existing roads and reserves shall only be removed with the written support of the Shire and in accordance with the Environmental Protection Act 1986.
- 3.3 In order that the Shire or officers can review and provide relevant comment during Structure Planning stage, the developer and or consultants must provide the Shire with:
- Vegetation mapping;
 - Tree survey;
 - Identified potential habitat;
 - Any potential Threatened Ecological Communities, Priority or Listed species under State or federal law.;
- 3.4 That vegetation removal is undertaken with the following conditions:
- Dieback management protocols in place;
 - Dust suppression;
 - Stabilisation of remaining soil to prevent erosion;
 - Vegetation removal must consider treatment on-site to minimise impacts for flora/fauna i.e Western ringtail possum, see Clearing regulations for details; and
 - Seasonal considerations need to be made for vegetation removal as habitat

Suitable vegetation is defined as:

- Regionally significant vegetation under Environmental Protection Act (WA) and federal environmental legislation;
- Providing the community with long term passive or active benefits; and
- Strategically located for ecological linkages to connect landscapes or provide ecological services, i.e as natural water bio filter or to stabilise erosion etc.



POLICY NO:-

SDev CP067 - LOCAL PLANNING POLICY - NEW ROADS AND UPGRADES – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG28	OCM	20/10/10	Res: 358/10	Synopsis:	Policy created. 20/10/2010
	2	CP067	OCM	10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP067	SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version	3	SDev CP067	OCM	30/09/20	Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

This policy ensures that new roads are constructed and/or existing roads are upgraded where necessary on and for new subdivided land and developments. The policy also ensures that financial contributions are made towards the upgrading of road infrastructure that is required immediately or in future as a result of subdivision/development in existing rural areas.

The objective of this policy is to:

- ~~2.1 Define the responsibility for the provision of new roads in subdivisions and developments and any upgrades required outside of the subdivisions and development as a direct impact of the proposal;~~
- 2.1 Ensure that the WAPC is requested to include as a condition of subdivision approval **Identify the circumstances where** a financial contribution to be paid by subdividers/developers as part of infill subdivision/development within existing rural areas **for funding of new roads or upgrades to existing roads;** and
- 2.2 Provide a method of determining the contribution required.

3. POLICY

3.1 ~~NEW SUBDIVISIONS~~

~~This section applies to all new subdivisions in all areas of the Shire (i.e. green field sites).~~

~~The responsibility for the provision of new roads internally within subdivided land is wholly the responsibility of the subdivider. All costs associated with the provision of the roads will be met by the subdivider.~~

~~Where a new subdivision will directly impact on road infrastructure external to the subdivision and requires improvements to be made, for example an intersection capacity upgrade, then the WAPC will be requested to include a subdivision condition stating that the developer must contribute to the improvements by the following means:~~

- ~~3.1.1 If A specific contribution scheme has been prepared that is applicable to the subject subdivision, then the amount specified in that document.~~
- ~~3.1.2 In the case where there is no specific contribution scheme applicable to the subdivision, then all costs associated with the design and construction of the upgrade will be met directly by the subdivider. The Council may consider accepting a contribution equal to the value of the design and construction of the upgrade plus a 5% administration charge.~~

~~The provision of new roads in new subdivisions is a standard condition of subdivision approval. However, additional conditions shall be requested for specific improvements and upgrades and also where a specific contribution scheme is applicable.~~

3.2 SUBDIVISIONS / DEVELOPMENTS WITHIN EXISTING BUILT UP AREAS

This section applies to subdivisions and developments within existing built up areas (i.e. infill subdivision, fronting an existing road network, and includes townsites).

No contribution is required unless:

3.2.1 A specific contribution scheme has been prepared that is applicable to the subject subdivision, and the amount specified in that document shall be paid.

3.2.2 The subdivision/development requires modifications to the existing road network to accommodate increased traffic, manoeuvres and road safety. The WAPC will be requested to include a subdivision condition stating that all costs associated with the design and construction of the upgrade will be met directly by the subdivider. The Council may consider accepting a contribution equal to the value of the design and construction of the upgrade plus a 5% administration charge.

3.3 SUBDIVISIONS AND DEVELOPMENTS OUTSIDE OF BUILT UP AREAS

This section applies to the subdivisions and developments outside of built up areas and not within townsites (i.e. rural areas). This section also applies to semi-rural areas e.g. Dardanup West Structure Plan Area, Pile Road Area, Wellington Mills Structure Plan Area.

The WAPC will be requested to include a subdivision condition stating that subdividers/developers are required to contribute towards the future road upgrade of existing roads. The future upgrades are required as a result of the cumulative effect of additional traffic created through subdivision/development.

The need for a road upgrade on an existing road is based on the understanding that an increase in properties (i.e. lots) will create the need to upgrade existing roads to a higher standard. As each subdivision/development incrementally adds to an increase in traffic volume, then each property created must contribute proportionally to fund future upgrades.

The standards to be adopted for rural road upgrades shall be in accordance with the requirements stipulated in the Shire's Road Asset Management Plan. The following extract from the Road Asset Management Plan is applicable to the development of this policy and provides road width standards and traffic volume triggers for upgrades:

This section applies to subdivisions and developments within existing built up areas (i.e. infill subdivision, fronting an existing road network, and includes townsites).

3.1 Application of Policy

This Policy applies to all developments, whether within existing built-up areas (i.e. infill development fronting an existing road network and includes town sites) or outside built-up areas and town sites, and includes rural and semi-rural areas.

No contribution is required unless:

3.1.1 A specific contribution scheme (Development Contribution Plan) has been prepared and is applicable to the subject land; or

3.1.2 The Shire requires a Traffic Impact Assessment (TIA) in order to assess a proposal, and the TIA indicates that modifications to the existing road network to accommodate increased traffic, manoeuvres and road safety are required. In these circumstances, if Development Approval is granted it will include a condition stating that all costs associated with the design and construction of the upgrade will be met directly by the developer. The Council may consider accepting a contribution equal to the value of the design and construction of the upgrade plus a 5% administration charge.

3.1.3 The standards to be adopted for road upgrades under clause 3.1 shall be in accordance with the requirements stipulated in the Shire's Road Asset Management Plan, for the location of the land (i.e. within or outside built up areas).

- 3.2 The need to upgrade an existing road is based on the understanding that developments that significantly intensify road usage will create the need to upgrade existing roads to a higher standard. As each development incrementally adds to an increase in traffic volume, each development approved which identifies the need for upgrades in a TIA must contribute proportionally to fund future upgrades.
- 3.3 Road upgrades will be carried out when traffic volumes require an increase in road standard. Therefore the funds collected should be sufficient to enable the upgrade of the road to the next standard as depicted in the Road Asset Management Plan.
- 3.4 Where a development will generate additional traffic volumes in excess of ten vehicles per day per lot and/or includes vehicle types larger than Austroads Vehicle Classification System Class 2, a road upgrade shall be carried out as a condition of approval to the satisfaction of the Shire of Dardanup. The upgrade required shall meet the Shire standards for the increased traffic volume and class. An estimation of traffic volume shall be determined by the Shire of Dardanup or by an appropriately qualified consultant approved by the Shire of Dardanup and at the cost of the applicant.

Distributor Roads

The following table (Table 4) Table 1 outlines adopted standards for each road classification.

TYPE	TRAFFIC VOLUME (VPD)	SURFACE TYPE	FORMATION WIDTH (m)		SEAL WIDTH (m)		SHOULDER WIDTH (m)	
			MINIMUM	DESIRED	MINIMUM	DESIRED	MINIMUM	DESIRED
Distributor A	All	Bitumen			7	8+	1.1	1.1+
Distributor B	>100	Bitumen			6	7	0.5	1.1
	<100	Bitumen			6	6	0.5	1.1
Distributor C	>100	Bitumen			5.5	6	0	1.1
	<100	Gravel	6	6				
Local Access – Rural			Refer to Table 2					
Local Access – Semi-Rural								

(VPD = Vehicles per day)

Table 1 – Shire of Dardanup Rural Road Functional Class – Width Standards

Local Access Roads

Table 2 provides surface and width standards for all roads within the Shire that are not designated as functional class Distributor A, B and C, tourist route and/or semi-rural road.

TRAFFIC VOLUME (VPD)	SURFACE TYPE	FORMATION WIDTH (m)		SEAL WIDTH (m)		SHOULDER WIDTH (m)	
		MINIMUM	DESIRED	MINIMUM	DESIRED	MINIMUM	DESIRED
0–20	Gravel	4.5	4.5				
20–50	Gravel	4.5	5.5				
50–100	Gravel	5.5	6				
100–250	Bitumen			4.5	6.0	0	0.5
250–500	Bitumen			5.5	6.0	0.5	1.1
500–1000	Bitumen			6.0	7.0	0.8	1.1
1000+	Bitumen			7	8	1.1	

(VPD = Vehicles per day)

Table 2 – Width Standards for Local Access Roads

Tourist Routes

Table 3 provides minimum standards for roads designated as a tourist route.

TRAFFIC VOLUME (VPD)	SURFACE TYPE	FORMATION WIDTH (m)		SEAL WIDTH (m)		SHOULDER WIDTH (m)	
		MINIMUM	DESIRED	MINIMUM	DESIRED	MINIMUM	DESIRED
Major	Bitumen			6	6	0	1.1

Table 3 – Width Standards for Tourist Routes

Semi-Rural Roads

Table 4 provides minimum standards for roads designated as semi-rural.

TRAFFIC VOLUME (VPD)	SURFACE TYPE	FORMATION WIDTH (m)		SEAL WIDTH (m)		SHOULDER WIDTH (m)	
		MINIMUM	DESIRED	MINIMUM	DESIRED	MINIMUM	DESIRED
0–250	Bitumen			4.5	6.0	0	0.5
250–500	Bitumen			5.5	6.0	0.5	1.1
500–1000	Bitumen			6.0	7.0	0.8	1.1
1000+	Bitumen			7	8+	1.1	

(VPD = Vehicles per day)

Table 4 – Width Standards for Semi-Rural Roads

The contribution required is determined as a charge for each additional lot created. The charge is adopted annually by Council in the Fees & Charges section of the Budget. The contribution amount will be reviewed annually and adjusted using the Road and Bridge Construction Index for Western Australia produced by the Australian Bureau of Statistics. The contribution rate will commence as of the 1 July of each financial year and will be fixed for duration of the financial year.

For example, where a lot is subdivided into three lots, a contribution charge for two new lots would be required.

The contribution charge is based on 50% of the cost required to upgrade a rural road to the next level of road standard per lot. The remaining 50% of the cost will be funded from Council sources and is in recognition that a portion of the traffic on a road is not directly related to the subdivision.

Road upgrades will be carried out when traffic volumes require an increase in road standard. Therefore the funds collected should be sufficient to enable the upgrade of the road to the next standard as depicted in the Road Asset Management Plan and theoretically could occur to the point where the road ultimately becomes part of a built up area.

Where a development will generate additional traffic volumes in excess of ten vehicles per day per lot and/or includes vehicle types larger than Austroads Vehicle Classification System Class 2, then a road upgrade shall be carried out as a condition of approval to the satisfaction of the Shire of Dardanup. The upgrade required shall meet the Shire standards for the increased traffic volume and class. An estimation of traffic volume shall be determined by the Shire of Dardanup or by an appropriately qualified consultant approved by the Shire of Dardanup and at the cost of the applicant.

A condition requiring road upgrade shall be placed on all subdivision/development approvals outside of built up areas.

The standards to be adopted for the design and construction of the road upgrade shall be in accordance with the requirements of the Shire of Dardanup.



POLICY NO:-
SDev CP068 – LOCAL PLANNING POLICY - UNIFORM FENCING ABUTTING PUBLIC LAND AND STREET LANDSCAPING WITHIN SUBDIVISIONS – MAINTENANCE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:		OCM:	20/10/10	Res:	358/10	
	1	ENG29	OCM:	10/05/12	Res:	
Version	2	CP068	SCM	26/07/18	Res:	251-18
Version	3	SDev CP068	OCM	30/09/20	Res:	??-20
				Synopsis:	Policy created. 20/10/2010	
				Synopsis:	Reviewed Policy Adopted	
				Synopsis:	Reviewed and Adopted by Council	
				Synopsis:	Reviewed and Adopted by Council	

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

There may be a requirement within subdivisions in the Shire of Dardanup for the provision of uniform fencing which abuts public land and also street landscaping. If these areas are not satisfactorily maintained prior to Council assuming control, expensive remediation may need to be undertaken at Council's expense.

The purpose of this policy is to ensure that when Council the Shire assumes the maintenance role for uniform fencing abutting public land, it is in a good clean order and that street landscaping is adequately established.

3. POLICY

- 3.1 Any future requirement for the provision of uniform fencing abutting public land and street landscaping within any subdivision in the Shire of Dardanup shall be subject to being constructed and maintained to the satisfaction of Council.
- 3.2 **The developer is required to pay a maintenance bond of 2.5% of the cost of construction of the fence, as a condition of this policy.**
- 3.3 **Maintenance is defined as being It is the developer's responsibility to ensure that for a 24 months period from after the date of completion of a fence abutting public land, the fence is maintained to its original kept in a sound condition and is free from graffiti and/or other unsightly stains or markings, at the expense of the developer. and that landscaping is maintained for twenty four (24) months.**
- 3.4 **It is the developer's responsibility to ensure that for 24 months after the date of completion of street landscaping, the landscaping is maintained in a healthy condition, all weeds are removed, and any dead or diseased plants are replaced, all at the expense of the developer.**

~~A maintenance bond of 2.5% of the cost of construction of the fence will be required as a condition of this policy. The requirements of this policy will be initiated where the condition of subdivision require the provision of uniform fencing abutting public land.~~

~~Council will not sign off to this particular condition unless the developer agrees to comply with this policy and has lodged the appropriate maintenance bond with Council.~~

- 3.5 **The Shire will not support a subdivision, or clear a condition of subdivision, unless the developer agrees to comply with the provisions of this policy and has paid the appropriate maintenance bond to the Shire.**

4. APPLICATION

The requirements of this policy will be considered where a condition of subdivision requires the provision of uniform fencing abutting public land and/or street landscaping.



POLICY NO:-
SDev CP070 –DRAFT EVENT APPLICATION POLICY

NOTE – THIS POLICY IS CURRENTLY BEING ADVERTISED. TO BE BROUGHT BACK TO COUNCIL – 30/09/20 – See item 12.12

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

207-20 MOVED - Cr. T G Gardiner SECONDED - Cr. P S Robinson

THAT Council:

- 1. Resolves to adopt Draft CP070 – Event Application Policy (as detailed below) for the purposes of public advertising.**



POLICY NO:-
CP072 – NAMING OF PARKS, RESERVES AND ROADS – DELETE

GOVERNANCE INFORMATION			
Procedure Link:	PR101	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:			OCM: 27/02/98	Res: 232/98	Synopsis: Policy created. 25/01/2005
	1	ENG34	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP072	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

RECOMMENDATION TO DELETE POLICY AS THIS IS AN INTERNAL PROCEDURE; NO POLICY POSITION IS CONSIDERED NECESSARY. ONCE DELETED, PROCEDURE WILL BE IMPLEMENTED IN ITS PLACE.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To provide guidance on the naming of parks, reserves and roads in the Shire of Dardanup.

3. POLICY

- a) Council will establish a list of suitable local names that can be utilised for the naming of parks, reserves and roads in the Shire of Dardanup.
- b) To establish the list Council will seek nominations from members of the public for names considered worthy of inclusion.
- c) Nominations will be required to meet the requirements of Landgate's *"Policies & Standards for Geographical Naming in Western Australia"* (2017).
- d) Prior to being presented to Council for adoption, nominations will be forwarded to the Geographic Names Committee for endorsement.
- e) Council may consider formal requests for the naming of roads only for new developments that are not contained on the approved list subject to the following:
 - i. Justification being provided outlining reasons why approved names on the Shire's list are not being utilised.
 - ii. Information substantiating the proposed name(s) is to be provided.
 - iii. Council may undertake public advertising of the proposed names and locations to which they apply, if appropriate.
 - iv. Any nominations shall be forwarded to the Geographic Names Committee for comment prior to being presented to Council for approval.



POLICY NO:-

~~CP075 – WAIVING AND REFUNDING OF STATUTORY FEES FOR SHIRE CAPITAL WORKS PROJECTS~~~~DELETE~~

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	ENG39	OCM:	4/11/15	Res:	296/15	Synopsis:	Policy created. 4/11/2015
Version:	2	CP073	SCM	26/07/18	Res:	251-18	Synopsis:	Reviewed and Adopted by Council

~~DELETE~~~~REPLACED WITH NEW POLICY:~~~~SDEV - CP502 - WAIVING STATUTORY FEES FOR SHIRE CAPITAL WORKS PROJECTS~~~~1. RESPONSIBLE DIRECTORATE~~~~Sustainable Development~~~~2. PURPOSE OR OBJECTIVE~~~~To waive relevant Local Government planning, building and health application fees for Shire capital works projects, which will:~~

- ~~• Eliminate the need to source funds from a Shire budgeted capital work project expenditure account for the purpose of paying fees that will ultimately remain with the Shire but transferred into a Shire planning, building or health revenue account at the expense of the project.~~
- ~~• Reduce the processing time of applications by not having to conduct the administration of fees.~~

~~3. POLICY~~

- ~~a) All statutory application fees normally paid to the Shire associated with the required approvals under the relevant planning, building and health legislation shall be waived by Council for capital works projects undertaken by the Shire.~~
- ~~b) The waiving of statutory application fees can only occur for capital works projects that occur on Council owned or managed land and funded by Council.~~
- ~~c) The fees associated with the following applications cannot be waived by Council as determined by the relevant legislation and as such, are required to be paid upon lodgement of the relevant application:

 - ~~• BCTIF for a Building Permit Application if applicable (dependent on construction value);~~
 - ~~• BSL for a Building Permit Application;~~
 - ~~• Health Department of WA Septic System Application (Application to Construct or Install an Apparatus for the Treatment of Sewerage)~~~~



POLICY NO:-

SDev CP077 - BRIGADE VOLUNTEER MINIMUM FIRE TRAINING REQUIREMENTS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM: 11/10/07	Res: 295/07	Synopsis:	Policy created. 11/10/2007
	1	DEV2	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP077	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP077	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

To ensure that the volunteer bushfire brigade officers have received the minimal level of training so as to be able to undertake firefighting duties safely, efficiently and confidently whilst on the fire ground.

3. POLICY**3.1 New Volunteers**

Prior to undertaking any firefighting duties all new volunteer bushfire brigade members will be required to;

- a) Complete the Volunteer Induction Program through their relevant brigade;
- b) Complete the required 'Bush Firefighter' course as per the DFES pathway/training programs; and
- c) Register on the DFES Volunteer Hub and eAcademy.
- d) Accept and willing to fulfill all duties as an 'Active' or 'Auxillary' volunteer member of the brigade.

3.2 Training Officer

The minimum requirements for an individual to be appointed to the position of Training Officer are:

- a) Minimum 2 years active firefighting experience;
- b) Completion of 'Bushfire Fighter' and "Advanced Firefighter' course;
- c) Completion of (or working towards) 'BFS Leadership – Training Officer' courses as per the DFES pathway/training programs; and
- d) Registered on the DFES Volunteer Hub and eAcademy.
- e) Accept and willing to fulfill all duties of the Training Officer as outlined in the Brigade Local Law.

3.3 Lieutenants

The minimum requirements for an individual to be appointed to the position of Lieutenant are:

- a) Minimum 2 years active firefighting experience;
- b) Completion of 'Bushfire Fighter', 'Advanced Firefighter' and 'Leadership Development' courses as per the DFES pathway/training programs;

- c) Completion of (or working towards) 'BFS Leadership – Lieutenant' courses as per the DFES pathway/training programs; and
- d) Registered on the DFES Volunteer Hub and eAcademy.
- e) Accept and willing to fulfill all duties of the Lieutenant as outlined in the Brigade Local Law.

3.4 Captains

The minimum requirements for an individual to be appointed to the position of Captain are:

- a) minimum 3 years active Fire Fighting experience;
- b) Completion of 'Bushfire Fighter', 'Advanced Firefighter', 'Leadership Development' and 'Lieutenant' courses as per the DFES pathway/training programs;
- c) completion of (or working towards) 'BFS Leadership – Captain' course as per the DFES pathway/ training program. ;
- d) registered on the DFES Volunteer Hub and eAcademy; and completion of any relevant refresher course every five years.
- e) Accept and willing to fulfill all duties of the Captain as outlined in the Brigade Local Law.

3.5 Fire Control Officer

The minimum requirements for an individual to be appointed to the position of Fire Control Officer are:

- a) minimum 5 years active Fire Fighting experience;
- b) completion of 'Bushfire Fighter', 'Advanced Firefighter', 'Leadership Development', 'Lieutenant' and 'Captain' courses as per the DFES pathway/training programs;
- c) completion of (or working towards) 'BFS Leadership – Fire Control Officer' course as per the DFES pathway/ training program. ;
- d) registered on the DFES Volunteer Hub and eAcademy; and completion of any relevant refresher course every five years.
- e) Accept and willing to fulfill all duties of the Fire Control Officer as outlined in the Brigade Local Law.

- b) Complete the required courses as per the DFES Volunteer Firefighter 1 (VFF1) pathway OPVFFS1C; and
- c) Register on the DFES Volunteer Portal and eAcademy.

3.2 Lieutenants

The minimum requirements for an individual to be appointed to the position of Lieutenant are:

- a) Minimum 2 years active fire fighting experience;
- b) Completion of (or working towards) DFES pathways VFF2-VFF4;
- c) Completion of (or working towards) courses as per the DFES Volunteer Crew Leader / Lieutenant (VFF5) pathway OPVFFSCL; and
- d) Registered on the DFES Volunteer Portal and eAcademy.

3.3 Fire Control Officers/Captains

The minimum requirements for an individual to be appointed to the position of Fire Control Officer or Captain are:

- f) minimum 2 years active Fire Fighting experience;
- g) completion of (or working towards) DFES pathways VFF2-VFF5;
- h) completion of (or working towards) courses as per the DFES Volunteer Captain / Chief Bush Fire Control Officer (VFF6) pathway OPVFFSCA;
- i) registered on the DFES Volunteer Portal and eAcademy; and completion of any relevant refresher course every five years.



POLICY NO:-
SDev CP078 - LIQUOR LICENCE APPROVALS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	DEV3	OCM: 10/05/12	Res: 410/03	Synopsis:	Policy created.28/02/1997
	2	CP078	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed Policy Adopted
Version:	2	CP078	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	3	SDev CP078	OCM: 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council.

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

Parks within the Shire are attractive to the public for holding picnics and functions, Council encourages the use of these facilities to develop a sense of community and outdoor lifestyle. The purpose of the policy is to expedite the approval process where members of the public book facilities 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 under the care and control of the Shire, subject to compliance with the Liquor Licensing Act by the proponent.

Approval is subject to the application form being completed and signed by the proponent, who must be of the minimum age of 18 years.

Where necessary for Liquor Licensing Act approval, it is the proponent's responsibility to obtain this approval.

Condition of Approval:

- The applicant accepts responsibility in ensuring that only persons who are over the age of 18 consume alcohol.
- If hiring the Eaton or Dardanup halls, alcohol is only to be served and consumed inside the hall, drinking outside the halls is not permitted.
- If alcohol is to be sold permission must also be obtained from the Liquor Licensing Court. Further information is available from the Bunbury Police or Bunbury court house.

The signed application is to be presented to the CEO for approval.

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:			OCM: 28/09/04	Res: 398/04	Synopsis:	Policy created
	1	DEV4	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP079	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	3	SDev CP079	OCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**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.** ~~community members who have made significant contributions to the community but would not necessarily be eligible for a Community Citizen of the Year Award.~~ The policy is to recognise the contribution of individuals and groups made in the local community.

3. POLICY

Annual awards to be presented at the formal Australia Day function at the Eaton Foreshore, including:

Community Citizen of the Year Awards **(in conjunction with Auspire – Australia Day Council of WA):**

- Citizen of the Year
- Youth Award
- Senior Award
- Community Group or Event of the Year; and
- ~~Community Recognition Awards~~

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, in the Shire newsletter and website)**) in early September each year. Dates for nominations of awards are received from Auspire. ~~throughout the year and advertised in local papers in October each year.~~

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.



POLICY NO:-
SDev CP080 - CITIZENSHIP AWARDS

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:	Synopsis: 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: ???-20	Synopsis: Reviewed and Adopted by Council

NO CHANGE

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

It is common practice for Councils to present new Australians with a gift to commemorate their Citizenship Ceremony.

A gift from the Council to residents on becoming Australian Citizens, Promotes Council as a caring entity.

3. POLICY

Council presents an appropriate gift up to the value of \$20 to all adults who complete their Australian Citizenship ceremony at the Shire of Dardanup.

The Shire President swears in new citizens and presents them with a certificate from the Commonwealth and the adults with a gift with a presentation slip from the Council.



POLICY NO:-
SDev CP083 - PROVISION OF FOOD/REFRESHMENTS AT FIRE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	DEV8	OCM: 22/10/03	Res: 410/03	Synopsis:	Policy created. 22/10/2003
	2	CP083	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP083	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
	3	SDev CP083	OCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To provide volunteer fire fighters with adequate sustenance to ensure their health and wellbeing as well as enabling the continuation of a task at an incident within the local government area of the Shire of Dardanup.

3. POLICY

Council authorises the Chief Bush Fire Control Officer (CBFCO), or in his absence, the Deputy Bush Fire Control Officer (DBFCO) of a fire managed by the Shire of Dardanup, to order the provision of food and refreshments, to fire fighters who have been in attendance or will be in attendance for four or more hours at a fire scene.

The CFCO or authorised person in control of the fire is to make arrangements for the supply of food and refreshments for fire fighters.

The ~~Manager Development Services~~ **Coordinator Emergency & Ranger Services** is to authorise a purchase order for the meals and arrange delivery to the fire scene.

No alcoholic beverages are to be supplied under this policy to the fire scene.

4. REFERENCE DOCUMENTS

Local Government Act 1995 6.2 4 (a)
 Financial Management Regulations 1996 11
 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:-

SDev CP084 – LOCAL PLANNING POLICY – ADVERTISING SIGNAGE**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		Draft	OCM	29/07/2020	Synopsis:	
Version:	1	SDev CP084	OCM	30/09/20	Res: ???-20	Synopsis: Policy reviewed and endorsed by Council.
Version:						

NO CHANGES**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE AND OBJECTIVE

This Policy provides guidance on the assessment of advertisement signs within the Shire of Dardanup. This Policy outlines when advertisement signs require development approval, and the objectives and standards against which the Shire will assess applications for advertisement signs.

This Policy also seeks to exempt certain advertisement signs from the need to obtain development approval where minimum requirements are met.

The objectives of this Policy are to:

- 2.1 Ensure that advertisement signs are appropriate for their location, relate to the land and/or buildings for which it is placed, and do not adversely impacts the amenity of the surrounding area.
- 2.2 Ensure advertising signage is of a scale appropriate to buildings, lot size and lot frontage/s of the site relevant to the application.
- 2.3 Ensure that advertisement signs only advertise services offered and/or products produced, sold, and/or manufactured on the land or building/s related to the approved use/s taking place.
- 2.4 To ensure advertisement signs do not pose an unnecessary risk to the safety of people and vehicles by virtue of their location, design, use and function.
- 2.5 To ensure that advertising signs are simple, clear, easy to read and maintained to a high standard.
- 2.6 Protect the cultural heritage significance of particular places and/or areas.
- 2.7 To provide for the rationalisation of signage on properties with multiple advertising requirements.

This Policy made pursuant to Division 2, Part 2, Schedule 2 of the Deemed Provisions for local planning schemes of the *Planning and Development (Local Planning Schemes) Regulations, 2015*. Under clause 3(5) and clause 67(g) of the Deemed Provisions the Local Government is to have due regard to a local planning policy in making a determination under the local planning scheme and applications for development approval.

3. REFERENCE DOCUMENTS

Planning and Development Act, 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

Shire of Dardanup Local Planning Scheme No.3 (TPS3)

4. DEFINITIONS

- 4.1 The 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*, and as defined below.

4.2 The meaning of other specific words and expressions relevant to this Policy given below:

Advertisement Sign: Has the same meaning as an 'Advertisement' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 – Deemed Provisions*.

Electronic Display Screen/Panel: Means an advertisement sign or a portion of an advertisement sign that displays an electronic image or video, which may or may not include text.

Election Sign: Means a sign that is -

- is erected or installed in connection with an election, referendum or other poll conducted under the *Commonwealth Electoral Act 1918* (Commonwealth), the *Electoral Act 1907* or the *Local Government Act 1995*;
- the primary purpose of the advertisement is for the political communication in relation to the election, referendum or poll; and
- not erected or installed until the election, referendum or other poll is called and is removed no later than 48 hours after the election, referendum or other poll is conducted.

Fence: a freestanding structure put in place to mark a boundary and restrict movement across a property. It can be a permeable or solid structure. A fence may consist of several sections each section defined by a clear edge at which the angle of alignment of the adjoining fence changes.

Gable: is the generally triangular portion of a wall between the edges of a sloping roof.

Heritage Area: Has the same meaning as 'Heritage Area' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 – Deemed Provisions*.

Heritage Place: Has the same meaning as 'Heritage Place' as defined in section 3(1) of the *Heritage of Western Australia Act 1990*.

Sign: includes all forms of advertising devices, signage and bill posting including a notice, flag, mark, structure or device, or part thereof, whether or not words, numbers, expressions or symbols are shown thereon.

Sign surface area: where the sign is painted, printed or affixed on a building or fence and there is no contrasting background used to the predominant colour of the building elevation or fence, the surface area of the sign taken as the outer edge of the lettering, symbols images used. In the event contrasting colour(s) are used, the outer edge of the contrasting colour(s) will form the sign surface area. The surface area of the sign in a co-joined 'V' shape is the sum of both surfaces.

Third Party Signage: Means any advertisement sign advertising services and products unrelated to the subject site.

Wall: is the vertical external face of a constructed building comprising solid building material and includes any openings (windows/doors) but does not include a fence. A building may consist of several walls each wall being defined by a clear edge at which the angle of alignment of the adjoining wall changes

4.3 The definitions of various advertisement signs are contained within Table 1, 2 and 3: Advertisement Sign Requirements.

5. POLICY

5.1 This Policy exempts advertisement signs from requiring development approval where the advertisement signs permitted in a Zone and complies with the development standards in Table 1 and the General Requirements listed in Part 7.1 of this Policy.

5.2 A Development Approval application is required for all other signs within the Shire. Such applications will be assessed against the Development Standards contained in Table 2 where applicable, and the Development Requirements listed in Part 7 of this Policy. Advertisement signs that do not comply with the objectives listed in Part 2 of this policy are deemed unacceptable and will not be supported unless exceptional circumstances exist.

5.3 The exemption afforded by Clause 5.1 of this Policy does not apply in any of the following situations where the advertisement sign:

- a) is located on land reserved under the Greater Bunbury Region Scheme or on a lot abutting land reserved under the Greater Bunbury Region Scheme, unless the development is exempted under the Greater Bunbury Region Scheme;
 - b) does not comply with the Development Requirements listed in Part 7 of this Policy;
 - c) is illuminated or contains an electronic display screen and/or panel components;
 - d) is inconsistent with any relevant Design Guidelines or other Local Planning Policy;
 - e) is located in a place that is included on a Heritage List or on land located within a Heritage Area designated under the Scheme.
 - f) Where multiple signs are proposed a single property and/or lot.
- 5.4 If a particular advertisement sign is not listed or defined, it shall be assessed on its individual merits in accordance with the objectives outlined in Part 2 of this Policy and the Scheme.
- 5.5 Before carrying out of any development listed associated with advertising signs, any other licences, permits or approvals required is to be obtained in accordance with any other law. A building permit may be required and applicants should consult with the Shire Building Division to determine if a building permit application is required to be submitted.
- 5.6 Signs listed in Table 3 are not permitted in the Shire of Dardanup.

6. INFORMATION REQUIRED TO ACCOMPANY DEVELOPMENT APPLICATION

An application for development approval for an advertisement sign is to be accompanied by the required information listed by Clauses 62 and 63 of the Deemed Provisions. At a minimum, a signage plan/s shall be submitted with each application with the following information:

- The name of the sign type as described in this Policy, for example, 'Wall Sign', 'Roof Sign' etc. or a full description of the sign;
- Details of the business or land use conducted on the premises to which the sign relates including the business name, business owner/proprietor, business address and contact details;
- Site plan: indicating the location of each proposed sign on the building and/or site and any existing signage that will be retained or removed;
- Elevations: showing the details/display of each sign, including wording, images, logos, colours and size dimensions, drawn to a professional standard;
- Specifications: including materials to be used, fixing methods, proposed illumination (if any) and any support structure/s;
- All application for development approval are to include footing details of the signage structure, or detail as to how the sign is intended to be fixed to the land or the building to which it applies;
- Fee: if a signage application does not form part of a larger development application, the fee will apply based on the cost of the proposed signage; and
- Approximate cost of the proposed sign.

Applications for development approval, which are not accompanied by the necessary information, will not be accepted for assessment and processing.

All applications for Electronic Display Screen/Panel Signs are required to be accompanied with an electronic display screen/panel lighting impact report from a qualified lighting engineer that specifies the maximum daytime, dawn/dusk, and night-time brightness relative to the surrounding development and land uses and the dwell/transition time.

All applications for advertisement signs within a Heritage Area/Place are required to be accompanied with a heritage assessment or statement prepared by a qualified practitioner that specifies the impact of the sign on the heritage of the area.

7. DEVELOPMENT REQUIREMENTS

7.1 General Requirements

- a) Advertisement signs shall only advertise services and products available on the premises to which it relates. Third party advertising not permitted.
- b) Advertisement signs must be contained wholly within the property boundaries of a lot and a nil setback may apply where the sign will not overhang and the sign and its footings will not encroach into any reserve (including road reserve).
- c) Advertisement signs that cause or are likely to cause interference with or be hazardous to vehicular traffic and pedestrians, are prohibited.
- d) Street numbering shall be incorporated into advertisement signage, and shall be clearly visible from the street.
- e) Except where required by clause 5.3 of this Policy, development approval is not required where the content of an approved advertisement sign is proposed to be changed, provided the dimensions, location and structure remain unchanged, and the wording is not of an offensive nature.
- f) Advertisement signs shall not be located in a location or manner that unreasonably obstructs the view of existing public artwork or murals.
- g) Signs are required to be securely fixed to the structure by which it is supported.
- h) A signage strategy is required for multiple signs on a single property and/or lot.
- i) Where a proposed sign is exempt, the applicant is to provide written correspondence of the proposed signage for the Shire to keep on record.
- j) Signs needs to be of a high quality, and maintained to a high quality. If in the opinion of the local government, the sign is in conflict with the aims of the Scheme the local government may require the owner of the advertisement to repair or remove the advertisement.

7.2 Illuminated and Electronic Display Screen/Panel Signs

- a) All Electronic Display Screen/Panel signs shall:
 - i. be restricted to static images that are:
 - externally illuminated during hours of darkness; or
 - displayed electronically, i.e. in a digital format.
 - ii. have a minimum dwell time duration of 30 seconds;
 - iii. not contain a transition time from one display to another that exceeds 0.1 seconds; and
 - iv. no display transitional effects such as fly-in, fade-out and scrolling.
- b) Illuminated advertising signs, including electronic display screens/panels, abutting any road must:
 - i. use a low level of illumination, not exceeding 300cd/m², not flash, pulsate, or chase, and not cause a nuisance, by way of light spillage, to light received to the abutting sites to a maximum of 50 lux;
 - ii. not contain fluorescent, reflective or retro reflective colours or materials;
 - iii. not interfere with or be likely to be confused with traffic control signals;
 - iv. screen any electrical cables from the public realm and be maintained in a tidy manner; and
 - v. not be located in Residential areas.

7.3 Signage Strategy

- a) A Signage Strategy (example illustrated in Appendix 1) required by Clause 7.1 of this Policy shall include the following information:

- i. a scaled site plan, illustrating the location of any existing and proposed signage;
 - ii. elevation details illustrating the location and dimensions of any existing and proposed/future signage;
 - iii. details of any illumination if signage is proposed to be illuminated;
 - iv. evidence that all tenancies have equitable access to signage locations and
 - v. other plans and information that the Shire may reasonably require to enable the signage strategy to be assessed and determined.
- b) All advertisement signs shall comply with the approved Signage Strategy, unless otherwise approved by the Shire under a separate development approval.

c) Further development approval is not required where an advertisement sign complies with an approved signage strategy.

7.4 Heritage Places

- a) Any original and early signage (including remnants) that contribute to the cultural heritage significance of a heritage place shall be preserved.
- b) The size, scale, location, materials and colours of any proposed advertisement sign on a heritage place must respect the heritage value of the site.
- c) Advertisement signs shall not impact the heritage value/significance of an area.

7.5 Performance Criteria

Where standards in Clause 7.1 and 7.2 are not met, the variations will be assessed in accordance with the performance criteria outlined below:

a) Response to location and character

- Signs shall not result in an adverse impact upon the character or historical significance of the site.
- Signs shall not dominate the streetscape or detract.
- Signs shall not block important views or vistas to environmental or heritage areas or obscure architectural detailing.

b) Scale and design of signage

- The scale and design of signage is appropriate to the building and architectural details to which it relates.
- The scale and design is compatible with surrounding development and general nature of land use.
- Signs shall not contain reflective materials or finishes that would adversely affect amenity within the public realm or adjacent buildings.
- Signs shall not incorporate sound or vibration
- Signs shall not incorporate offensive content.
- All supporting structures, cabling and conduits shall be screened from public view.

c) Rationalisation of signage

- The rationalisation of signage is supported where possible.
- Multiple signs on a single site will not be supported, where rationalisation opportunities are possible.

d) Design, construction and maintenance

- Signs shall be constructed using high quality, durable materials and installed in a professional manner.
- Signs are maintained to a high standard.

e) Safety

- Signs shall be adequately installed and secured.
- Signs shall not cause confusion with, or reduce the effectiveness of, traffic control devices.
- Signs shall not cause driver distraction or otherwise impact on traffic or driver safety.

- Signs shall not obstruct safe and convenient pedestrian movement.
- Signs shall not pose a threat to public safety or health.

7.6 Contents of Signs

The content of any sign shall not contain any information that may be deemed by the Local Government to be misleading, offensive or derogatory in nature. Where a sign is deemed to fall into one or more of the categories above, the Local Government will request that revised content be provided.

7.7 Advertisement Signs required by Shire of Dardanup and Public Authorities

Advertisement signs required by the Shire of Dardanup and/or a public authority are exempt from requiring development approval.

8. APPLICATION

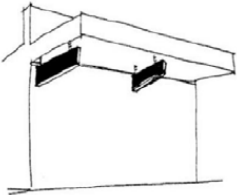

This Policy applies to the entire Shire of Dardanup Scheme Area and is to be read in conjunction with the Scheme and any other relevant local planning policy. This Policy does not deal with:



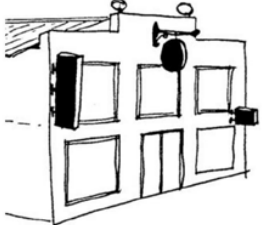
- warning signs and risk management signage installed by the Local Government on Local Government controlled land in accordance with the *Public Works Act, 1902*; and
- street parking signs, information signs, road signs, regulatory traffic signs and directional signs installed by the Local Government in local road reserves in accordance with the *Public Works Act, 1902*. The Local Government's approach to such signage is set out in Policy CP040 Directional Signage Policy for Fixed Signs within Road Reserves and Policy CP041 Directional Signage for Public Events and Activities – Temporary Signs within Road Reserves.





TABLE 1 – EXEMPTED ADVERTISEMENTS

Signs which do not require approval.

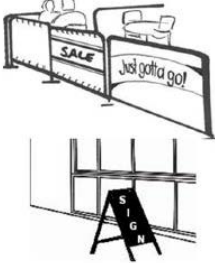
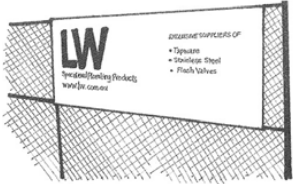
The following signs do not require approval if the sign meets all applicable development standards and it only applies to the Permitted Zones. Any variations to the development standards proposed, requires an application for development approval. The signs types in Table 1 in all other Zones will require development approval.

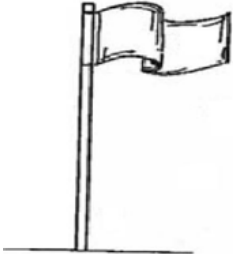

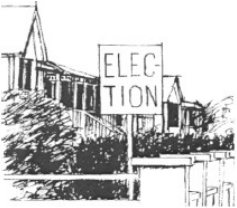
SIGN TYPE		EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>SIGNS ON BUILDINGS</p>	<p>PERMITTED ZONES</p>	
<p>Awning Signs (below) An advertisement sign fixed to or suspended from the underside of a verandah, balcony or awning.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<p>Awning Signs (below) shall:</p> <ul style="list-style-type: none"> • Is a single faced sign • achieve a minimum height clearance of 2.7m from the natural ground level; • not exceed a height of 500mm; • not exceed an area of 4 m²; • not be within 3m of another such sign attached to the underside of the same verandah; • not project or overhang beyond the boundaries of the lot; • consist of one sign per tenancy; and • only be located near the entrance to a tenancy.
<p>Awning Signs (above) An advertisement sign located above the outer fascia of a verandah, balcony or awning.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<p>Awning Signs (above) shall:</p> <ul style="list-style-type: none"> • Is a single faced sign • not exceed 500mm in height; • not exceed 500mm in depth; • not project beyond the outer metal frame or the surround of the fascia of the building to which it is attached; • not project or overhang beyond the boundaries of the lot; • consist of one sign per tenancy; and • only be located near the entrance to a tenancy.

SIGN TYPE	PERMITTED ZONES	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>SIGNS ON BUILDINGS</p> <p>Community Service Sign Is a temporary sign on non-rigid material hung on a building or fence to which advertises non-for-profit, short term events such as a fete, fair or festival for a charitable, religious, education, child care, sporting organisation or the like.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<ul style="list-style-type: none"> • One sign per street frontage. • Maximum area of 4sqm; • Located on the site of the proposed activity or the property of the relevant organisation where the activity is to occur; and • Not be displayed more than four weeks prior to the event advertised and removed not later than one week after the conclusion of the event.
<p>Freestanding Banner Signs A freestanding banner sign is an advertising device made from lightweight material attached to a pole weighted to the ground. These signs come in a variety of shapes and may also be referred to as ‘Bali’, ‘Teardrop’, ‘Blade’ or ‘Wing’ signs.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<ul style="list-style-type: none"> • Dimension: max. 2.5m height max. 1.2m width • Must: <ul style="list-style-type: none"> • be limited to 2 per street frontage; • be securely fixed to a building or pole of sufficient size and strength to support the banner under all conditions; • be erected within the boundaries of the lot and not project beyond any lot boundary; • not be located within the street setback line; • not impede vehicle • sightlines for access to and from the property; and • not impede pedestrian access to and from the property
<p>Projecting Signs An advertisement sign which projects more than 300mm out from a wall of a building, below the eaves or ceiling height.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<p>All Projecting Signs shall:</p> <ul style="list-style-type: none"> • be limited to a maximum of one sign per tenancy; • have a minimum clearance of 2.7m from the natural ground level; • not project out more than 1m from the wall of which it is attached; • not exceed 4m² in area; • not be placed within 2m of either end of the wall to which they are attached; and • not project above the top of the wall to which they are attached.

SIGN TYPE		EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>SIGNS ON BUILDINGS</p>	<p>PERMITTED ZONES</p>	
<p>Wall Signs</p> <p>An advertisement sign which is affixed to the external part of a wall of a building, a gable end, or a building façade and no part of which is above the roofline of the building.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<p>Wall Signs shall:</p> <ul style="list-style-type: none"> not extend laterally beyond either end of the wall or protrude above the top of the wall; and not cover more than 10% of the façade for each tenancy within a building and/or development site visible from the public realm; or where there is an approved signage strategy, not cover more than 25% of a façade within a building and/or development site visible from the public realm.
<p>Window Signs</p> <p>An advertisement sign which is painted or affixed to either the interior or exterior surface of the glazed area of the window.</p> <p><i>*Note: This includes all areas of non-advertising window coverings which block views into or out of the window of the building to which they are affixed.</i></p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community</p>	<p>Window Signs that:</p> <ul style="list-style-type: none"> do not cover more than 50% of the total window area per tenancy; not obstruct views onto the public realm; and not detract from the streetscape
<p>Property Transaction, Display Home, and Building Construction Signs</p> <p>An advertisement sign advertising the display, sale, construction or lease of buildings, land and/or development.</p>  	<p>All Zones</p>	<p>Property Transaction, Display Home, and Building Construction Signs pertaining to Single Houses, Grouped and Multiple Dwellings that:</p> <ul style="list-style-type: none"> a double faced sign having not exceeding an area of 2m² for property transactions and building construction and 4m² for Display Homes; are limited to a maximum of one sign per street frontage for each property or tenancy; and illumination is not permitted. <p>Property Transaction and Building Construction Signs for shopping centres and commercial developments that:</p> <ul style="list-style-type: none"> do not exceed an area of 5m²; are limited to a maximum of one sign per street frontage for each property or tenancy; and do not exceed a maximum height of 3m, inclusive of

SIGN TYPE		EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
SIGNS ON BUILDINGS	PERMITTED ZONES	
		supporting posts/structures.

SIGN TYPE	PERMITTED ZONES	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
PORTABLE TEMPORARY SIGNAGE		
<p>Ground Based Signs An advertisement sign not permanently attached to the ground including, but not limited to a sandwich board sign which consists of two sign boards attached to each other at the top or elsewhere by hinges or other means, which is no higher than 1.2m above natural ground level.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community Tourist General Farming</p>	<p>Ground Based Signs that:</p> <ul style="list-style-type: none"> • contain a maximum area of 1m² each side; • are only displayed during the operating hours of the business to which the sign relates; • provide a clearance of a minimum of 1.8m to a footpath or pedestrian walkway; • are limited to a maximum of one sign per tenancy on a lot; • are not located more than 5m from the building to which the sign relates; • do not exceed a maximum height of 0.75m measured from natural ground level (including supporting structures).
<p>Fence Sign An advertisement sign attached to a fence.</p> 	<p>Industrial – Light Industrial General</p>	<p>Fence Signs shall:</p> <ul style="list-style-type: none"> • Is a single faced sign; • be limited to a maximum of one sign per street frontage on any one lot; • be securely attached; • sit flush on the fence to which it is attached; • not contain any sharp or pointed edges below a height of 2.7m; • not cover more than 30% of the total area of the fence; and • not impact on views to the street and/ or building.

SIGN TYPE PORTABLE TEMPORARY SIGNAGE	PERMITTED ZONES	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>Flag Pole</p> <p>An advertisement sign consisting of a banner that is made from a piece of material attached to a pole.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community Tourist Residential</p>	<p>Flag Poles that:</p> <ul style="list-style-type: none"> • be limited to a maximum of three per property, with the exception of residential properties which are limited to a maximum of one per property; • do not exceed a maximum height of 6m; and • the area of the flag does not exceed 2 m² in residential zoned areas and shall not exceed 4 m² in all other zones.
<p>Rural Producer Sign</p> <p>A sign erected on land lawfully used for rural or farming purposes which advertises goods or products produced, grown or lawfully manufactured on the land within the boundaries of which the sign is located.</p> 	<p>Tourist General Farming Small Holdings</p>	<p>Rural Producer Sign shall;</p> <ul style="list-style-type: none"> • Not exceed 2.5m² in area; • Not exceed 3m in height; • Be no more than one sign per lot; and • Only be erected and maintained on land on which the goods or products are produced, grown or lawfully manufactured
<p>Home Occupation/Home Business Sign</p>	<p>Residential</p>	<p>Specific signage provisions – areas</p> <p>a) Signage on residential properties:</p> <ul style="list-style-type: none"> • Shall be associated with an approved home occupation or home business. • No more than one sign per street frontage shall be supported • Signage shall be sited appropriately and not obscure vehicle and pedestrian sightlines. • Individual signage shall not exceed 0.5 of a square metres • No illumination permitted.
<p>Election sign</p> <p>Is a temporary, non-illuminated advertisement advertising a political candidate(s), a registered political party, or a campaign for a Commonwealth, State, or local government election.</p> 	<p>All Zones</p>	<ul style="list-style-type: none"> • The maximum sign face area is 1.2m² per face, for a maximum of two faces. • Must not be in the form of bunting and streamers. • Has a maximum height of 1.8m above natural ground level. • An election sign is to be: <ul style="list-style-type: none"> • Displayed in a location that is not a road or other public place.

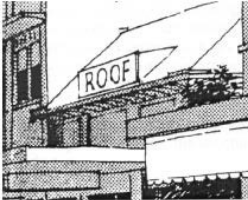
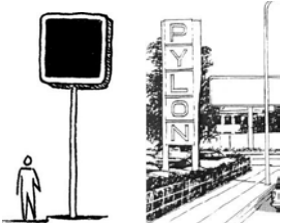
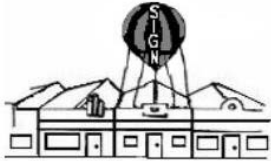
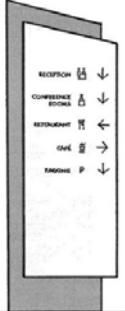
SIGN TYPE PORTABLE TEMPORARY SIGNAGE	PERMITTED ZONES	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
		<ul style="list-style-type: none"> • Displayed no earlier than six (6) weeks before the day of an election. • Removed no later than seven (7) days after the day of an election.
<p>Roof sign</p> <p>Is an advertisement positioned at the top of a building (above an awning, verandah roof or the like) where the roof of that building would normally form the predominant backdrop to the sign when it is viewed from the ground.</p> 	<p>Mixed Use District Centre Industrial – Light Industrial General Business Commercial Mixed Business Other Community Tourist</p>	<ul style="list-style-type: none"> • A maximum area of 20% of the area of the roof panel on which it is located or 4m² whichever is the lesser. • A maximum width of 2/3 of the width of the roof. • Does not protrude above the roof ridgeline. • Does not project more than 300mm from the portion of the building to which it is attached.

TABLE 2 – SIGNS THAT REQUIRE DEVELOPMENT APPROVAL

Signs that Require Development Approval

The following signs require development approval in all circumstances. Applications will be assessed on their merit and need to demonstrate compliance with the Development Standards in Table 2.

SIGN TYPE	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>Pylon Signs</p> <p>An advertisement sign which affixed to the ground having one or more supports where the overall height (inclusive of any supports) is greater than the sign’s horizontal dimension.</p> 	<p>Pylon Signs shall:</p> <ul style="list-style-type: none"> • The maximum sign face area is 10m² per face, for a maximum of two faces; • Must not be located less than 1.5m from the front property boundary (including the primary and secondary street frontages of a corner lot), and must not project beyond the alignment of any property boundary; • have a minimum clearance of 2.7m from the natural ground level; • be restricted to a maximum of either one pylon or monolith sign per street frontage, or where a lot has numerous tenancies/units, multiple pylon or monolith signs may be approved where separated by a minimum distance of 50m; • not exceed 2.5m measured horizontally across the face of the sign; • Where practical, make provision for infill panels to accommodate the needs of a property containing multiple tenancies/units; • not be more than 6m above natural ground level (including supporting structures), except where: • multiple tenancies/units are located on a lot, then the height can be increased to 7m above natural ground level (including supporting structures).
<p>Balloon Sign</p> <p>An inflatable advertisement sign.</p> 	<p>Balloon Signs shall:</p> <ul style="list-style-type: none"> • not exceed 7m in diameter; • not exceed 9m in height; • not be displayed for more than 14 days in aggregate for any one calendar year; and • be securely attached.
<p>Monolith Signs</p> <p>An advertisement sign comprising of a solid, ground mounted structure, where the vertical dimension exceeds the horizontal dimension, but does not include a Pylon Sign or a Directional Sign:</p> 	<p>Monolith Signs shall:</p> <ul style="list-style-type: none"> • not be more than 6m above natural ground level (including supporting structures), except where multiple tenancies/units are located on a lot, then the height can be increased to 7m above natural ground level. • have a maximum area of 15m² • be restricted to a maximum of either one pylon or monolith sign per street frontage, or where a lot has numerous tenancies/units, multiple monolith or pylon signs may be approved where separated by a minimum distance of 50m. • Where practical, make provision for infill panels to accommodate the needs of a property containing multiple tenancies/units.

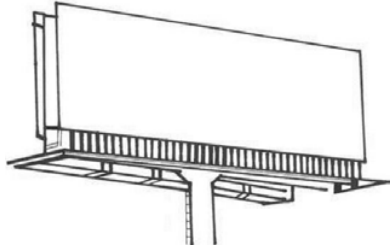
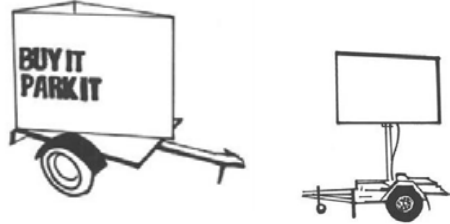

SIGN TYPE	EXEMPTED ADVERTISEMENTS – DEVELOPMENT STANDARDS
<p>Billboards</p> <p>An advertisement sign fixed to a freestanding structure or building may include LED components, however not classified as a pylon or wall sign.</p> 	<p>Not permitted, but Council may consider a hoarding sign subject to the following;</p> <ul style="list-style-type: none"> • Number of similar signs approved by Council within 1km of the proposed sign; • Must be mounted as a freestanding structure; • Must not be located on a street frontage of a premises along which is located another billboard sign, billboard sign large, ground sign, pole sign, pylon sign or pylon sign – large; • Sign not exceed a maximum of 85m² in area; • Sign not less than 1.2m or greater than 20m (top of sign inclusive of supporting posts) above ground level; • Setback of the sign from the property boundary to be determined subject to the adjoining road hierarchy, width of road reserve, proximity of sensitive uses, size of the sign and any existing vegetation/screening; • Consideration to advice received from agencies upon referral of the proposal to the affected agencies.
<p>Trailer Mounted Signs</p> <p>An object which is displayed for the purposes of advertisement (including a variable message sign); or an advertisement sign which is attached to or placed on a vehicle (car, truck, boat, trailer, caravan, machinery, whether moveable or not).</p> 	<ul style="list-style-type: none"> • Maximum horizontal or vertical dimension being 2.0m • The vehicle is removed when Cyclone warning 'Yellow' alert is issued • The sign is adequately secured to not cause risk to other road users. <p>Public authorities exempted.</p>
<p>Any Other Sign -</p> <p>Is a sign that is not listed or defined within the general terms of the definitions or otherwise mentioned in this Policy.</p>	<p>These are to be considered against the provisions of a sign definition of 'nearest fit' and the performance criteria.</p>

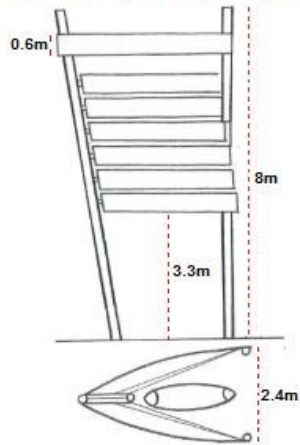
TABLE 3 – ADVERTISEMENTS NOT PERMITTED

Signs not Permitted - the signs below are not permitted.

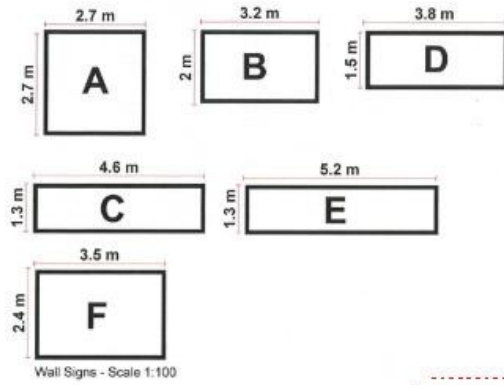
SIGN TYPE	ADVERTISEMENTS NOT PERMITTED
<p>Tower Sign</p> <p>A sign affixed to, or placed on an open structural mast or tower.</p> 	<p>Tower Signs are not permitted.</p>

APPENDIX 1 – Signage Strategy Example

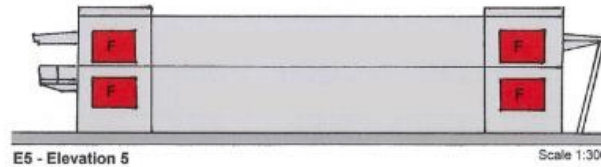
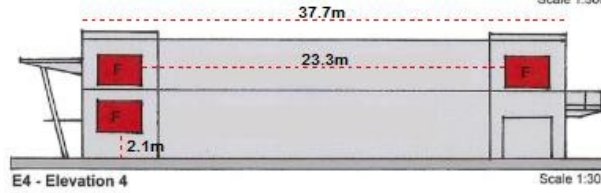
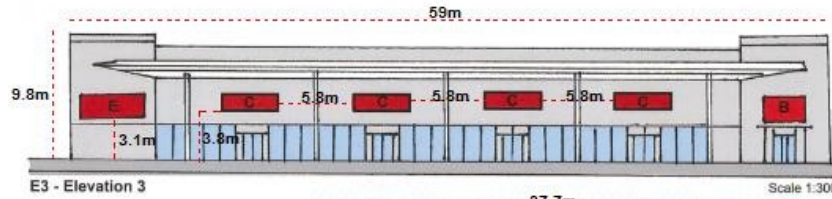
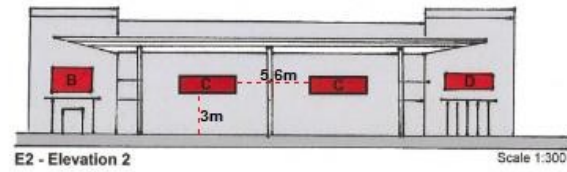
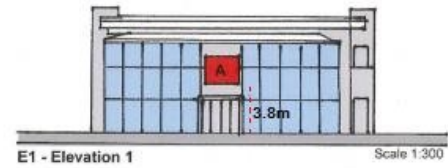
Street Facing Elevation of Pylon Sign



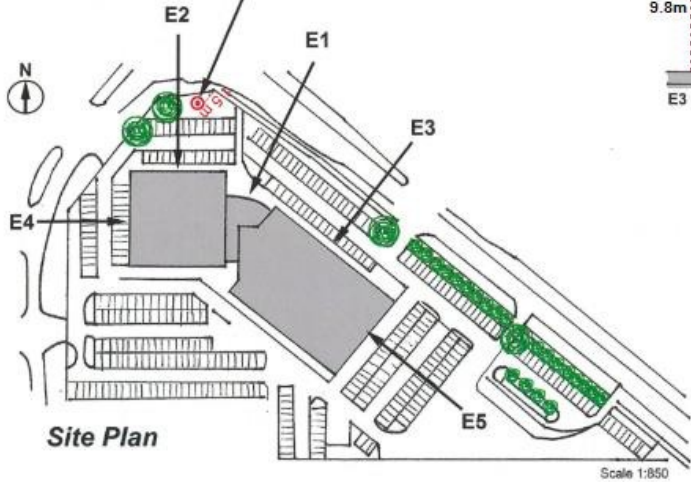
Wall Sign Dimensions



Building Elevations



Location of Pylon Sign





POLICY NO:-

CP087 – MAJOR COMMUNITY, SPORT & RECREATION FACILITY FUNDING - DELETE

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1		08/08/2001	363/01	Synopsis:	Policy created.
Version:	2	DEV12	OCM 10/05/2012	Res:	Synopsis:	DEV12 Amended
Version:	3	CP087	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

RECOMMEND DELETION – The policy is no longer relevant. The major investment in community and sport and recreation facilities are to be informed and prioritised by the sport and recreation plan (currently underway), community facilities plans, and place/topic advisory groups.

1. ~~RESPONSIBLE DIRECTORATE~~

~~Sustainable Development~~

2. ~~PURPOSE OR OBJECTIVE~~

~~This policy ensures that all Shire of Dardanup community groups and sporting organisations funding applications are evaluated on the same basis, prior to being submitted to Council for funding consideration.~~

~~It formalises the manner in which groups formally apply for funding on an annual basis for consideration in the following years financial year's budget.~~

3. ~~POLICY~~

~~Community Groups and Sporting organisations located in the Shire of Dardanup be advised that the Shire will only contribute to the funding of a project on the following basis:~~

- ~~3.1 Council will only contribute up to a maximum of one third of the total cost of the project, subject to overall budget consideration~~
- ~~3.2 The community group is to seek funding assistance from other sources inclusive of the Department of Local Government, Sport and Cultural Industries, the Lotteries Commission and Healthway or any other organisation that has funding possibilities.~~
- ~~3.3 The shortfall in funding will be made up from the community group or organisation that is making the request.~~
- ~~3.4 Council will prioritise the project prior to the adoption of its Strategic Financial Plan. Prioritisation will be based on the overall community need for the facility. The commitment from the community group making the request and the support of other sources of funding.~~
- ~~3.5 Council reserves the right not to approve all funding applications as overall budget considerations have to be taken into account when prioritising projects.~~
- ~~3.6 For larger projects, groups will be able to access self-supporting loans through Councils loan borrowing facility. The group will be totally responsible for all repayments inclusive of interest on the loan schedule repayment date. "Refer to policy F 3.15 for conditions applicable to self-supporting loan applications."~~
- ~~3.7 Applications for funding will be in accordance with the model application form.~~
- ~~3.8 Projects with demonstrated community support will be given a higher rating than those that lack such support.~~
- ~~3.9 Council will only consider projects for the following financial year.~~
- ~~3.10 All requests must be addressed through the Shire's Sport and Recreation Forum process prior to Council consideration.~~

~~Applications are required to be made in accordance with the approved application form, with those projects demonstrating community support being given a higher rating.~~

~~All requests must be addressed through the Shire's Sport and Recreation Forum Process and conform to this policy prior to Council consideration.~~



POLICY NO:-

SDev CP091 - LOCAL PLANNING POLICY – EXEMPTED DEVELOPMENT AND LAND USE**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			Synopsis:	
Version	New	OCM 26/02/2020 Res: 25-20	Synopsis:	Draft Policy created.
Version	2 Adopted	OCM 29/04/2020 Res: 82-20	Synopsis:	Adopted by Council
Version	3 SDev CP091	OCM 30/09/20 Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Policy establishes the Shire’s position in relation to development that is exempt from requiring development approval. These exemptions are in addition to the **use and** development types identified **as being exempt** in Schedule 2 (‘Deemed Provisions’) of the Planning and Development (Local Planning Schemes) Regulations 2015.

The objectives of this Policy are to:

1. Provide certainty about what is considered minor development and to exempt such development from the need for development approval;
2. To streamline the land use planning regulatory process and to reduce red tape;
3. Ensure acceptable development outcomes are maintained;

~~Schedule 2, Part 7, Clause 61, of the Planning and Development (Local Planning Schemes) Regulations 2015 (The Deemed Provisions) sets out the type of works or uses that do not require development approval from the Local Government. Sub-clause 61 (1)(i) and 61 (2)(e) provides the ability for the Local Government to adopt a Local Planning Policy to specify any other works or uses that do not require development approval.~~

~~The purpose of this Local Planning Policy is to define what forms of development in addition to the types listed in Clause 61 are exempt from the need to obtain development approval. This Policy applies to all zoned land applicable under the Shire of Dardanup Town Planning Scheme No.3 inclusive of the land contained within the Landscape Protection Areas shown on the Scheme Map according to the legend thereon. It should be noted that whilst the Policy identifies certain development types that do not require development approval, a building permit or other approval may still need to be obtained from the Shire.~~

This policy is made pursuant to Division 2, Part 2, Schedule 2 of the Deemed Provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

3. REFERENCE DOCUMENTS

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)
- Shire of Dardanup Local Planning Scheme No. 3 (TPS3)

4. DEFINITIONS

In this policy, “substantially commenced” means that the footings of an approved dwelling have been completed.

~~The~~ 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.

5. POLICY

Prior to the commencement of development works, land owners and applicants are encouraged to discuss all development proposals with Shire Planning Staff to determine whether the terms and requirements of this policy apply.

Before carrying out any development listed in Table 1, any other licences, permits or approvals required must be obtained in accordance with any other law.

Development approval is not required for any development listed in Table 1 'Exempted Development' providing:

- 5.1 The proposal complies with the listed zones and criteria contained in the corresponding 'Applicable Zone' and 'Conditions' columns;
- 5.2 The land use or development does not represent an 'X' (Prohibited Use) in Appendix I – Zoning Table of the Shire of Dardanup Town Planning Scheme No.3;
- 5.3 **The proposal** does not vary any standards or requirements prescribed in the Scheme or the Planning and Development (Local Planning Schemes) Regulations 2015, or any other requirements of the R-Codes (if applicable).

Table 1 – Development Exempt from Development Approval

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Arbor, archway or gateway - or similar type of decorative structure that defines a pedestrian entrance.	All zones	<ul style="list-style-type: none"> • Maximum height 3 metres; and • Maximum width 2.5 metres
Ancillary Dwellings	All zones	The change of use of a building or part of a building, or the construction of an Ancillary Dwelling where compliant with the R-codes (if applicable) and Local Planning Policy CP100 - Ancillary Dwellings, Grouped and Caretakers Dwellings – Small Holding and General Farming Zones , and where no DA is required due to Bushfire Provisions.
Bed and Breakfast	General Farming Residential Short Stay Residential Small Holding Tourist	<ul style="list-style-type: none"> • Minimum lot size 900m² • Maximum of two bedrooms and two bathrooms may be used for the bed and breakfast • One onsite car parking space is required per guest bedroom in addition to two spaces for the residential use
Cubby Houses	All zones	Where the structure: <ol style="list-style-type: none"> (i) is not located within the primary street setback area; and (ii) has a maximum height of 2.4m above natural ground level and a maximum area of 10m².
Demolition of a non-residential building	All zones	The demolition of a non-residential building is exempt from the requirement to obtain planning approval unless it is: <ol style="list-style-type: none"> (a) located in a place that is entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; (b) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; (c) included on a heritage list prepared in accordance with this Scheme; (d) located within an area designated under this

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		(e) Scheme as a heritage area; or the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.
Family Day Care	All zones	Where development complies with the Scheme definition of a 'Family Day Care'
Flagpole	All zones	Where the structure is: (i) contained within the lot boundaries; (ii) a maximum height of 6m above natural ground level and 200mm in diameter; and (iii) where proposed on a residential property no more than one flagpole is to be erected.
Fences	Residential	Where the fence is not located within a Heritage Area or on a lot that contains a place on the Heritage List and meets any of the following criteria: <ul style="list-style-type: none"> • is a front fence and meets the acceptable development provisions of the Residential Design Codes, including; <ul style="list-style-type: none"> ○ front fences within the primary street setback area being visually permeable 1.2 metres above natural ground level; and ○ fences being truncated or reduced to no higher than 0.75 metres within 1.5 metres of where the fence adjoins a vehicle access point, where the driveway meets a public street and where 2 streets intersect; • is located on a common boundary, is located greater than 4.5 metres from a primary street boundary and is no greater than 2 metres in height; • is located on a secondary street boundary and is not greater than 1.8 metres in height.
	General / Light Industry, Mixed Business	<ul style="list-style-type: none"> • Constructed of 50mm steel mesh; • Maximum height of 1.8m from natural ground level with a maximum overall height of 2.1m where barbed wire is placed on top of the fence; • Supported by steel galvanised pipe posts: <ul style="list-style-type: none"> ○ 2.7m in length ○ Nominal bore of 40mm and outside diameter of 48mm ○ Spaced at 4m centres ○ Sunk 0.6m into the ground, encased in concrete having diameter of 150mm; and ○ Terminal posts are braced in line of the fence with diagonal pipe braces having nominal bore of 50mm and outside diameter of 60mm • Centre and bottom high tensile galvanised steel wire.
	General Farming, Small Holding, Tourist	Where the fence meets all of the following criteria: <ul style="list-style-type: none"> • is located within a 14 metre visual truncation on a corner lot and is no higher than 1.5 metres;

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		<ul style="list-style-type: none"> • is located within a 3 metre visual truncation to a vehicular access way and is no higher than 1.5 metres; • is no higher than 1.8 metres in all other cases; • is constructed of post and wire or post and rail; • is not located within a heritage area and is not on a lot that contains a place on the Heritage List
Feature walls (Landscape Walls)	All zones	<ul style="list-style-type: none"> • Maximum 3m width at a max height of 2.1m from natural ground level; and • Setback behind the primary and/or secondary street setback.
Outdoor Cooking facilities - Pizza Oven, BBQ	All zones	<ul style="list-style-type: none"> • Maximum height 1.8m from natural ground level excluding chimney or flue; and • Structures above 1.8m from natural ground level need to be setback as required by the R- Codes (if applicable) or Scheme Setbacks. • The size of the structure shall not be larger than 3m²
Home Occupation	All Zones	Where development complies with the Scheme definition of a 'Home Occupation'
Home Business	All Zones	Where development complies with the Scheme definition of a 'Home Business'
Horse Shelters	General Farming Small Holding	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • External surfaces are clad with non-reflective materials. • No clearing of vegetation is required. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation. • A Greater Bunbury Region Scheme application is not triggered due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRS. <p>In the Small Holding zone where the number of livestock kept on the lot is equal to or less than the base (dry) stocking rate that applies to the land (as defined in the Agriculture Western Australia document titled "Stocking Rate Guidelines for Rural Small Holdings, Swan Coastal Plain and Darling Scarp").</p>
Industry – Cottage	General Farming Small Holding	<p>Where development complies with the Scheme definition of a 'Industry – Cottage' and the following criteria is met:</p> <p>a) The cottage industry is attached or detached from the dwelling located on the property;</p>

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		b) The use is to remain ancillary to the main dwelling or the principal land use of the property; c) Retail of goods produced on-site is only permitted through the establishment of a small gallery located within the scheme floor area restrictions; d) Art and craft classes or demonstrations may be conducted at a rate of no more than 2 classes or demonstrations per week; e) The development does not involve the construction of any permanent works, structures or buildings unless otherwise approved by the Shire of Dardanup; f) Does not unduly impact on vehicular or pedestrian accessibility; g) May include temporary works small in scale which includes, but is not limited to, the following: <ul style="list-style-type: none"> • Marquees; • Stall setups; • Tables; or • Umbrellas h) Operates within the hours of 7.00am and 10.00pm i) Noise must be compliant with the Environmental (Noise) Regulations 1997
Internal Building Alterations	All Zones	Where the internal alterations/rearrangement of the building will not increase the total floor area of the building.
Keeping of Livestock	General Farming	No Conditions.
	Small Holding Tourist	Where the number of livestock kept on the lot is equal to or less than the base (dry) stocking rate that applies to the land (as defined in the Agriculture Western Australia document titled "Stocking Rate Guidelines for Rural Small Holdings, Swan Coastal Plain and Darling Scarp").
Outbuildings, Patios, detached garage, carports and lean-to structures attached to an outbuilding	Residential *Except where located in the Bushland Development Area	Outbuildings and detached Garages where the development meets all of the following criteria: <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been "substantially commenced" according to the definition in this policy; • Maximum outbuilding floor area - 80m² in aggregate or 10% in aggregate of the site area (whichever is the lessor); • A maximum wall height of 3m; • A maximum ridge height of 4.2m as per the Residential Design Codes; • Located behind the street setback; • A nil setback to the side and/or the rear boundary setback and 1m setback to a secondary street

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		<p>boundary is permitted for a maximum wall length of 9m; and</p> <ul style="list-style-type: none"> • Walls with a NIL setback on one side boundary only, behind the street setback, not exceeding a maximum length of 9.0m or one third the length of the balance of the lot boundary behind the front setback whichever is the lesser. • All other 'deemed to comply' requirements of the R-Codes being met. <p>Carpports and Patios where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • A maximum wall height of 3.5m; with and an average of 3m; • A maximum ridge height of 4.2m as per the Residential Design Codes; • Located behind the street setback; • A nil side and/or rear boundary setback, and 1m setback to a secondary street boundary is permitted, for a maximum length of 12m along any boundary; • Posts with a NIL side and/or rear boundary setback, behind the street setback not exceeding a maximum length of 9.0m or one third the length of the balance of the lot boundary behind the front setback whichever is the lesser; • The roof cover being setback a minimum of 500mm from the adjoining all lot boundary; • A minimum 1 metre secondary street setback; • All other 'deemed to comply' requirements of the R-Codes being met; and • All stormwater including roof run off disposal is to be contained on site.
	<p>Residential zoned lots in the Bushland Development Area</p>	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been "substantially commenced" according to the definition in this policy; • Maximum floor area - 150m² in aggregate; • Maximum outbuilding floor area - 80m² in aggregate or 10% in aggregate of the site area (whichever is the lessor); • A maximum wall height of 3.5m; • A maximum ridge height of 4.4m; • A minimum setback of 2m to the side and the rear for Burekup; • A minimum setback of 2m to the side and 10m to the rear in Eaton; • Patios must be constructed in accordance with the above listed criteria however are not subject to a maximum aggregate floor area. • All other 'deemed to comply' requirements of the R-Codes being met. • All Stormwater including roof run off disposal is to be contained on site.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
	Small Holding	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced” according to the definition in this policy. • Maximum floor area – 300m² in aggregate where the lot size is less than 3ha. • Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha. • A maximum wall height of 5m. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation. • A Greater Bunbury Region Scheme application is not triggered due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRS. • All Stormwater including roof run off disposal is to be contained on site.
Rural shed or farm outbuilding	General Farming	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • External surfaces are clad with non-reflective materials. • No clearing of vegetation is required. • Buildings to be clustered with the farmhouse and other outbuildings, if there are existing buildings on the lot. • Compliant with the relevant setbacks for the zone. <p>Notwithstanding these exemptions, approval under the Greater Bunbury Region Scheme (GBRS) application is not triggered may be required due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRS.</p>
Parking of one (1) Commercial Vehicle	Residential	Where the parking of the vehicle complies with Clause 3.5 of the Scheme.
	All other zones	<p>Where:</p> <ol style="list-style-type: none"> a) The parking of the commercial vehicle/s is ancillary to the approved use; or b) Only one (1) commercial vehicle and one (1) associated trailer is parked per property; and c) Where the subject lot has a total area of equal to or greater than 10,000m² (1 hectares); and d) The subject vehicle is rated a gross vehicle mass of less than or equal to 6.5 tonnes.
Pool Pump Shed	All zones	Subject to compliance with the provisions part 5.4.3 Outbuildings of the Residential Design Codes.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA						
Rainwater tank	All zones	<ul style="list-style-type: none"> • Maximum height 2.7m above natural ground level; • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation. • Permitted sizes by lot area: <table border="1" data-bbox="927 353 1522 573"> <tr> <td data-bbox="927 394 1163 427">≥4,000m²</td> <td data-bbox="1163 394 1522 427">10m in diameter</td> </tr> <tr> <td data-bbox="927 427 1163 499"><4,000m² but ≥2000m²</td> <td data-bbox="1163 427 1522 499">3.88m in diameter</td> </tr> <tr> <td data-bbox="927 499 1163 573"><2,000m²</td> <td data-bbox="1163 499 1522 573">6000L tank no greater than 2.4m in height</td> </tr> </table> • More than one rainwater tank is permitted in the General Farming and Small Holding Zones where the rain water tanks are clustered with the farmhouse and other outbuildings, and no clearing of vegetation is required. 	≥4,000m ²	10m in diameter	<4,000m ² but ≥2000m ²	3.88m in diameter	<2,000m ²	6000L tank no greater than 2.4m in height
≥4,000m ²	10m in diameter							
<4,000m ² but ≥2000m ²	3.88m in diameter							
<2,000m ²	6000L tank no greater than 2.4m in height							
Satellite Dishes, microwave antennae and radio masts	All zones	<p>The installation of satellite dishes, microwave antennae and radio masts or other low impact facilities which satisfy the following requirements:</p> <ul style="list-style-type: none"> (i) there are no other existing satellite dishes, microwave antennae or radio masts on the subject lot; (ii) in the case of satellite dishes in residential areas, the maximum diameter is 1.0 metres or less and is not located within any of the street setbacks; and in non-residential areas the maximum diameter is 3 metres; (iii) in the case of microwave antennae, the maximum diameter is 1.0 metre or less, the antennae does not project higher than 3 metres above the ridge line of the building and is not utilised to transmit electromagnetic waves; (iv) in the case of radio masts, the height does not exceed 8 metres, the radio mast is setback in accordance with the Scheme from any of the lot boundaries (or 6 metres whichever is greater) and the dimension of the antennae does not exceed 6 metres and is fully contained within the subject lot; (v) where the structure involves Amateur (Ham) Radio equipment shall be less than 10m above natural ground level and is setback no less than 4m from any lot boundaries; (vi) Is not visible from the primary street; (vii) and shall be clustered or located with existing development on site. 						
Shade sails	Residential General Farming Small Holding Tourist	<p>Where the structure constructed on a residential lot and associated with a dwelling –</p> <ul style="list-style-type: none"> • No part of the fabric is to be located closer than 500mm to any boundary, • The posts can have a nil setback; • Is located outside of the primary street setback area or meets the same primary street setback requirements as if it were a carport where the R-Codes apply; 						

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		For all other zones shade sails shall be located in accordance with the Scheme setbacks.
Site Works and Retaining walls	All zones	<ul style="list-style-type: none"> • Where the extent of fill and/or height of the retaining wall(s) does not exceed 500mm above the natural ground level; or • Where extent of fill and/or height of the retaining wall(s) exceeds 500mm above the natural ground level, retaining walls shall be located on the boundary and fencing located atop to prevent overlooking (where the R-Codes apply); • Is located on a boundary other than the primary street boundary; • Is not located within a Flood Prone Area; • is not located within a heritage Area and is not on a lot that contains a place on the Heritage List.
Solar Panels / Collectors	All Zones	<ul style="list-style-type: none"> • Solar panels are positioned on the roof of an existing building; • Maximum projection of 1.5m from the highest point of the building to which it is attached; and • Incidental to an approved land use.
Trading or Events - The use of any land which is approved through a license or permit issued under a local law	All zones	<ul style="list-style-type: none"> • The activity does not involve alterations to the land or construction of permanent structure(s); • Each event is in existence for less than 48 hours; • Does not require a greater period than 5 days setup and breakdown of event infrastructure, or such other period as is specified in the approval by the Shire; and • The cumulative total number of events at the property does not exceed more than 5 events in any 12 month period.
Trellis – or similar perforated material attached to Common or Dividing Fence	Residential	<p>If located adjacent to a side or rear (not secondary street) dividing fence,</p> <ul style="list-style-type: none"> • The combined height of the fence and trellis does not exceed 2.4m from natural ground level; and • Setback 6m from primary street boundary. OR <p>If located on a primary street dividing fence.</p> <ul style="list-style-type: none"> • The combined height of the fence and trellis does not exceed 1.5m; and • The trellis does not cover more that 25% of the frontage.
Temporary Offices and sheds	All zones	<ul style="list-style-type: none"> (i) offices and sheds (including sea containers) used by builders directly associated with the building works occurring on site for the duration of completing the works; and/or (ii) offices (including sea containers) used by real estate agents directly associated to the sale of lots and/or dwellings on the development site for a period of 24 months.
Vegetation Removal	All zones	For removal, destruction or lopping of any vegetation that is not identified as being significant vegetation on a

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		<p>Structure Plan, and meets any of the following:</p> <ul style="list-style-type: none"> (i) to create or maintain a 20m wide Asset Protection Zone from the external walls of the primary dwelling on the property, for bushfire management; (ii) To create or maintain a 20m wide Asset Protection Zone from the external walls of any building that is 10m or less from the primary dwelling on a property; (iii) all vegetation other than trees within 80m of the Asset Protection Zone (i) above, for bushfire hazard reduction. (iv) any harmful weed species identified on an approved list of any Federal or Western Australian Government Agency, including those listed by Department of Primary Industries and Regional Development (DPIRD) as Declared Plant, prescribed as a pest plant under the <i>Biosecurity and Agriculture Management Act 2007</i> (BAMA), or any other weed species as advised by DPIRD or (v) Where the vegetation removal does not require a 'Clearing Permit' under the (WA) Environmental Protection Act 1986. <p>* Note: Despite any exemption in this section, approval may still be required under the (Cwlth) Environmental Protection and Biodiversity Conservation Act 1999, or a Clearing Permit may be required under the (WA) Environmental Protection Act 1986, in some instances. The applicant should check with <u>DWER</u>.</p>
Water Feature	All zones	<p>Where the structure constructed on a residential lot and associated with a dwelling –</p> <ul style="list-style-type: none"> • Maximum height of 2.4m above natural ground level if located behind the primary street setback; • Maximum height of 1.2m above natural ground level if located within the primary street setback; and • Permitted with a nil boundary setback. <p>All other zones shall be located in accordance with the Scheme setbacks</p>
Windmills and Wind Turbines	<p>General Farming Small Holding Tourist *Where development is located in the Landscape Protection Area a Development Application is required</p>	<ul style="list-style-type: none"> • Incidental to a use occurring on the land which has Council approval, or does not require Council approval; • Compliant with the relevant setbacks/building envelope requirements for the applicable zone/designation. • A maximum height of 12m. • One Windmill or Wind Turbine is permitted per lot. • Noise must be compliant with the Environmental (Noise) Regulations 1997
<p>Works to a building in a dangerous state or state of emergency (i.e. a building that presents a public hazard) Or</p>	All zones	<ul style="list-style-type: none"> • The repairs will replicate the external appearance of the structure in its original state; and • No additions are applied or implemented to the structure as part of the works.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Painting / Maintenance of a Building		

6. APPLICATION

This Policy applies to all zoned land applicable under the Shire of Dardanup Town Planning Scheme No.3 inclusive of the land contained within the Landscape Protection Areas shown on the Scheme Map according to the legend thereon.

It should be noted that whilst the Policy identifies certain development types that do not require development approval, a building permit or other approval may still need to be obtained from the Shire.



POLICY NO:-

SDev CP092 – LOCAL PLANNING POLICY - MILLBRIDGE ESTATE – SPECIAL PROVISIONS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:				Synopsis:	
	1	DEV17	OCM: 21/09/16 Res: 239/16	Synopsis:	Policy created. 21/09/2016
Version:	2	CP092	OCM: 26/07/18 Res: 251-18	Synopsis:	Reviewed and Adopted by Council – Advertised
Version	3	SDev CP092	OCM 30/09/20 Res: ???-20	Synopsis	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this policy is to apply site specific development and design controls to address the unique characteristics of properties in the Millbridge Estate adjacent to Millars Creek to prevent inappropriate development.

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.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

Shire of Dardanup Town Planning Scheme No. 3 (TPS3)

4. DEFINITIONS

Rural-styled Fencing - means treated pine logs in a post and rail style to a maximum height of 1.2m above the adjoining natural ground level with infill being ring lock wire mesh.

Open-style Fencing - means tubular pool style fencing.

Soft Landscaping - means the planting of native species and/or mulch with a maximum depth of 100mm and being kept clear from the base of existing mature trees.

Outbuilding - under the R-Codes means an enclosed non-habitable structure that is detached from the dwelling.

5. POLICY

~~5.1 Clause 3.3.7 of Town Planning Scheme No. 3 (TPS3) states that special requirements applying to land coded R10 along Millars Creek within Wellington Location 49, Eaton include:~~

- ~~i) Housing shall generally be orientated towards Millars Creek.~~
- ~~ii) Existing trees and substantial vegetation shall not be removed unless determined to be dead, diseased or dangerous, and then only with the approval of Council, or for approved site works.~~
- ~~iii) Uniform rural styled fencing shall be constructed along Millars Creek Foreshore Reserve.~~

~~5.2 Pursuant to Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.~~

~~5.3 Pursuant to Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local development plan may be prepared in respect of an area of land in the Scheme if the Western Australian Planning Commission has identified the preparation of a local development plan as a condition of subdivision.~~

- 5.1 In considering an application to approve a Local Development Plan on land abutting Millars Creek, Council shall be satisfied that matters contained in TPS3 and the Regulations are met and may impose appropriate conditions on any approval.
- 5.2 A Local Development Plan adopted in accordance with the Policy shall:
- i) Include a 3 metre wide development setback from the property boundary abutting the Millars Creek reserve, to be known as the designated Protection Area;
 - ii) Not alter the existing ground level for that portion of land within the designated Protection Area;
 - iii) Retain all vegetation within the designated Protection Area;
 - iv) Refrain from developing land within the designated Protection Area, except for the following:
 - Rural-styled fencing or open-style fencing including a single pedestrian gate.
 - Pedestrian access pathway (including steps or stairs) with a maximum width of 1.5m;
 - Soft landscaping.

Dwelling setbacks are to be in accordance with the adopted Local Development Plan for the relevant lot and may be varied under the R-Codes to meet the objectives of this policy;
 - v) Outbuildings and ancillary development are to be sited in accordance with the adopted Local Development Plan for the relevant lot.
 - vii) It is the landowner's obligation to ensure that the development is in accordance with any Developers Restrictive Covenant and the Millbridge Private Estate Building Design Guidelines registered against the land;
 - viii) All lots along Millars Creek are in a designated Bushfire Prone Area and all development will need to comply with AS 3959 (Construction of Buildings in Bushfire Prone Areas) relevant to the Bushfire Attack Level (BAL) assessment as determined by an accredited consultant. Local Development Plans are to site building locations giving due regard to the relevant BAL assessment to achieve suitable separation.
 - viii) In considering a Development Application proposing to vary any of the provisions of an approved Local Development Plan, the Shire will undertake consultation with adjoining landowners and any external agencies as and where appropriate to ensure development is consistent with the objectives of the policy and any other legislative requirements.
- 5.3 ~~Historically, a number of All proposed~~ Local Development Plans ~~have been prepared and approved in this locality and remain relevant. All future Local Development Plans~~ shall give due regard to the provisions of this policy which will form the basis for assessment.
- ~~5.7 This policy applies to all land zoned "Residential" and/or "Development" with a R10 or R20 density coding along Millars Creek in the area known as Millbridge Estate.~~
- 5.4 Council will request that the Western Australian Planning Commission include as a condition of subdivision approval that all land to be used for residential purposes abutting Millars Creek shall require the preparation of a Local Development Plan, prior to development.
- 5.5 Local Development Plans will be assessed against the criteria contained in this policy and shall be processed in accordance with the measures outlined in the Regulations.

6. APPLICATION

This policy applies to all land zoned "Residential" and/or "Development" with a R10 density coding along Millars Creek in the area known as Millbridge Estate.



POLICY NO:-
SDev CP093 - SUSTAINABILITY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	DEV18	OCM:	Res:	Synopsis:	Policy created.
			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: ???-20	Synopsis:	Reviewed and Adopted by Council

NO CHANGES

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
Townsite Expansion Strategy	<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
Local Structure Plan	<ul style="list-style-type: none"> • Apply WSUD principles to structure plan 	Developer
	<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

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
	<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	<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

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Townsite Expansion Strategy	<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	<ul style="list-style-type: none"> Minimise clearing of native vegetation 	Council/ WAPC
	<ul style="list-style-type: none"> Appropriate reserve identification 	Council/ WAPC
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
Subdivision	<ul style="list-style-type: none"> Foreshore and other reserves created 	Developer/ Council
	<ul style="list-style-type: none"> Prepare and implement foreshore and other POS Management plans 	Developer/ Council

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
	<ul style="list-style-type: none"> Vegetation protection during construction 	Developer/ Council
Building Permit	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Acknowledge land capability constraints 	Council/ WAPC
Local Structure Plan	<ul style="list-style-type: none"> Landuse response to topography and land capability 	Developer/ Council
Subdivision	<ul style="list-style-type: none"> Comprehensive earthworks plan prepared 	Developer/ Council
Development Application	<ul style="list-style-type: none"> 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
Building Permit	<ul style="list-style-type: none"> Contain waste on site in approved manner until disposed of correctly 	Builder/ Council
	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Identify key landmarks and natural features 	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	<ul style="list-style-type: none"> • Undertake transport assessment to identify means to improve accessibility by public transport and other vehicle modes. 	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
Subdivision	<ul style="list-style-type: none"> • Construction of multi-modal pathways 	Developer/ Council

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
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
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

3.2.5 Local Community Development/ Design

Initiatives to consider in regards 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
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

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



POLICY NO:-

SDev CP094 – LOCAL PLANNING POLICY - DARDANUP WEST/CROOKED BROOK AREA – PROVISION OF FORESHORE FACILITIES DEVELOPER CONTRIBUTION POLICY

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	DEV19	OCM: 08/09/10	Res: 303/10	Synopsis:	Policy created. 08/09/2010
			OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP094	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP094	OCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

In 2007 the “Dardanup West/Crooked Brook Structure Plan” (plan) was approved by the Western Australian Planning Commission. The plan **provides strategic direction** is for the development of Small Holding **zoned** (rural residential) lots in the **plan area** with the potential additional lot yield estimated to be 400 lots. As part of this policy, developers **of land within the plan area** are required to contribute to the establishment of foreshore facilities.

This policy shall only apply to land which has been rezoned to ‘Small Holding’ and is being subdivided into rural residential lots.

The objective of the policy is to ensure that the future development of foreshore facilities in the area covered by the plan is sufficiently funded via developer contributions so as not to place added burden on ratepayers.

3. REFERENCE DOCUMENTS

Shire of Dardanup Town Planning Scheme No. 3.

4. POLICY

There will be significant development in the plan area which will create the demand for foreshore facilities.

The Shire of Dardanup Town Planning Scheme No. 3 contains the following provision regarding contribution to foreshore facilities in the plan area.

- (n) *The Local Government will request that the WAPC impose a condition of subdivision requiring a contribution towards the upgrading and construction of foreshore facilities identified in the Structure Plan area in accordance with the Local Government Policy.*

The cost of developer and Council funded foreshore facilities that will be required **is was** estimated at \$207,909 as at 1 July 2010. Based on a predicted 25% usage from residents from outside the plan area \$51,977 has been deducted from the total resulting in developers being required to fund \$155,931 (as at 1 July 2010).

Based on a lot yield of 400 lots in the plan area the developer contribution is calculated at \$390 per lot as at 1 July 2010, however these costs will be reviewed on an annual basis and be subject to increases in line with CPI. **Where the Shire has an approved foreshore facilities Master Plan, costs are to be based on the actual cost of works in the Master Plan, and will be subject to increases in CPI.**

4.1 Foreshore Facilities

It is expected that three separate areas with foreshore facilities along the Preston River will be required, **and these are indicated on the Dardanup West/Crooked Brook Structure Plan.** It has been assumed that each area will consist of the following features, when determining the cost of developing these areas:

- Grassed Area: 2000m²
- Natural vegetation: 2000m²
- Picnic Settings x 2
- Pathways adjoining roadside parking and picnic area

4.2 Review of Developer Contributions

The developer contribution amount shall be reviewed on an annual basis in accordance with the following process:

- The review shall be undertaken in June each year.
- The new contribution rate shall come into effect on the latter of the 1st of July of that year or when the review has been completed and a new rate has been adopted by Council under the 'Fees and Charges' for that year.
- The review will consist of a review of estimates for the construction of the shared cost infrastructure **unless there is an approved foreshore facilities Master Plan, in which case the actual cost of works in the Master Plan will be used.**
- The review will consist of a review of contributions received and interest earned.

The construction estimates are based on works being undertaken by Council construction crews and all required materials being sourced and/or purchased through the Council.

The review of estimates will be carried out in conjunction with Council's annual budget deliberations. Therefore, the estimates shall be adjusted in accordance with plant, labour and construction material rates used in the development of Council's annual budget. All quantities used in the estimates will remain constant and shall not be adjusted during each review.

The Shire will request the WAPC apply the following subdivision condition to all subdivision applications in the Dardanup West/Crooked Brook Structure Plan area:

The subdivider making satisfactory arrangements with the Local Government to contribute towards the costs of provision of foreshore facilities identified in the Dardanup West/Crooked Brook Structure Plan area in accordance with TPS3 and the Dardanup West/Crooked Brook Area Road Provision of Community Facilities Developer Contribution Policy.

Funds will be collected from the subdividers at the time of request for subdivision clearance and will be placed in a reserve for the specific purpose they are collected.



POLICY NO:-

CP095 — LOCAL BIODIVERSITY - DELETE

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	DEV20	OCM: 10/08/11	Res: 251/11	Synopsis:	Policy created. 10/08/2011
	2	CP095	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP095	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

RECOMMEND DELETION – The policy is redundant - The policy requirements are typically already requirements in the Regulations and is addressed at DSP, LSP and subdivision stages in any case.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To preserve significant areas of remnant vegetation, wetlands and waterways as well as key biodiversity corridors for future generations.

3. DEFINITIONS

LNA: Local Natural Area

LPS: Local Planning Strategy

ROS: Regional Open Space

POS: Public Open Space

WSUD: Water Sensitive Urban Design

PIP: Preston Industrial Park

TPS: Town Planning Scheme

EPA: Environmental Protection Authority

4. POLICY

4.1 Significant Natural Areas

Significant natural areas to be protected in the following development precincts, but not limited to;

Officer Comment: These are considerations for any Scheme amendment, Structure Plan or DA (cl61) in any case. Policy therefore not required

- a) Eaton — identification and protection of reserves for conservation and recreation, particularly adjacent to significant waterways (Collie River and Millars Creek).
- b) Preston Industrial Park — Consideration given to EPA identified environmentally significant areas in structure planning and scheme amendments. *Officer Comment: Noted in District Structure Plan (DSP). Regs requires LSP assessment to have regard to DSP.*
- c) Dardanup West/ Crooked Brook — identification and protection of environmentally significant areas on private land and creation of reserves as appropriate, particularly adjacent to significant waterways (Preston River and any ‘conservation’ and/or ‘resource enhancement’ category wetlands).
- d) Burekup Townsite Expansion — Retention of significant remnant vegetation and creation of local reserves for recreation / drainage as appropriate.
- e) Dardanup Townsite Expansion — Retention of significant remnant vegetation and creation of local reserves for recreation / drainage as appropriate.

- f) ~~Wellington Mills small holdings – Significant stands of remnant vegetation to be retained through structure planning / scheme amendment process.~~

4.2 ~~Eaton~~

- ~~Ensure suitable interface between residential development and Regional Open Space to reduce impacts on natural areas. *Officer Comment: This would be addressed at LSP and/or subdivision stage.*~~
- ~~Identification and protection of significant vegetation on Council owned or managed land including in POS, road reserves and drainage reserves.~~
- ~~Proposed road layout design to accommodate tree and understorey retention where possible. *Officer Comment: This would be addressed at LSP and/or subdivision stage*~~

4.3 ~~Burekup Townsite Expansion~~

Structure Plans / Scheme Amendments to:

- ~~Identify Henty Brook floodplain.~~
- ~~Protect Henty Brook vegetation and floodplain through the creation of a protection area for all slopes greater than 1 in 6 in the floodplain and all existing native vegetation.~~
- ~~Protection of the natural areas in the south west portion of the site (Guildford Vegetation Complex).~~
- ~~Provide for the rehabilitation and revegetation of a corridor along the Henty Brook to provide movement, shelter and feeding habitat for fauna.~~
- ~~Management plans to be prepared and submitted at time of subdivision application for lots adjacent to significant natural areas and implemented prior to clearance of titles.~~

4.4 ~~Dardanup Townsite Expansion~~

- ~~Ensure structure plans and/or scheme amendments provide for the protection of stormwater corridors and the revegetation of Gavin's Gully with local native species.~~

4.5 ~~Small Holdings – Dardanup West/ Crooked Brook~~

Scheme amendments and structure plans should;

- ~~Ensure that natural areas are not fragmented by subdivision (new lot boundaries do not intersect areas of native vegetation or intact wetlands).~~
- ~~Support the retention of remnant vegetation on individual lots through the appropriate location of building envelopes and/or building exclusion zones.~~
- ~~Ensure significant wetlands are protected by adequate buffers, which includes the revegetation of cleared areas adjacent to wetlands.~~
- ~~Include provisions to identify and revegetate corridors to link existing natural areas.~~
- ~~Ensure protection (public reservation) of the Preston River floodplain, which should encompass all of the floodway and flood fringe areas.~~

4.6 ~~Preston Industrial Park~~

- ~~Give due consideration of areas recommended for ROS by the EPA when assessing structure plans and/or scheme amendments.~~

4.7 ~~Wanju~~

- ~~Ensure all structure plans, scheme amendments and developments retain and protect natural areas.~~

- ~~Provision is to be made to rehabilitate Millars Creek to a natural state, inclusive of vegetated banks in accordance with the DSP.~~
- ~~Proposed road layout design to accommodate tree and understorey retention wherever possible.~~
- ~~Remnant vegetation along existing roads is to be retained wherever possible.~~
- ~~WSUD principles to be utilised for the management of water within the development.~~
- ~~Management plans for significant natural areas to be required at time of subdivision application, and implemented.~~

4.8 ~~Waterloo Industrial Park~~

- ~~Ensure all structure plans, scheme amendments and developments retain and protect natural areas.~~
- ~~Proposed road layout design to accommodate tree and understorey retention wherever possible.~~
- ~~Remnant vegetation along existing roads is to be retained wherever possible.~~
- ~~Management plans for significant natural areas to be required at time of subdivision application, and implemented accordingly.~~

4.9 ~~Local Reserves~~

- ~~Local reserves with natural areas should be vested for purposes which include conservation, or similar.~~
- ~~All local reserves with natural areas should have management plans prepared which identify, protect and restore the area's natural values.~~



POLICY NO:-

SDev CP096 – LOCAL PLANNING POLICY - SEA CONTAINERS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History		OCM	Res:	Synopsis:	
1	DEV21	08/03/12	57/12	Synopsis:	Policy created. 08/03/2012
2	CP096	10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version	2	SCM	26/07/18	Res:	251-18
Version	3	SDev CP096	30/09/20	Res:	??-20
				Synopsis:	Reviewed and Adopted by Council
				Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this policy is to regulate the use of sea containers **for storage** within the Shire of Dardanup to ensure that they:

~~are located appropriately and when approved, have minimal impact on the amenity of the area through the implementation of appropriate conditions.~~

- (a) are located, screened and/or colour treated to appear visually integrated with the surrounding area; and**
- (b) do not result in an adverse impact on amenity or streetscape.**

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Part VIII of Town Planning Scheme No. 3.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

Shire of Dardanup Town Planning Scheme No. 3 (TPS3)

4. DEFINITIONS

~~'Sea Container' - Standardised re-sealable transportation box for unitised freight handling.~~ **A re-sealable metal transportable structure designed for the storage, unitized freight handling and/or transport of goods from one location to another by road and sea.**

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.

5. POLICY

~~Sea containers are sometimes considered an economical or convenient means of storage, whether individually or as part of a larger development, and their use in the Shire of Dardanup is permitted in accordance with the following conditions:~~

- ~~a) Council will not permit sea container(s) on land zoned 'Residential' or within any designated townsite boundary as defined under TPS3.~~
- ~~b) Council may approve the placement of sea container(s) in accordance with (a) subject to the proposed sea container(s):~~
 - ~~i) not being located within the front setback area of any property;~~
 - ~~ii) not being located in areas designated for car parking, landscaping, effluent control or storm water control;~~
 - ~~iii) not being used for human habitation;~~
 - ~~iv) only being used for the purpose of storage, unless otherwise approved by Council;~~

- v) ~~being screened from view and not being visible from nearby roads, other public places, or adjoining properties;~~
- vi) ~~if sea container(s) are visible from nearby roads, other public places, or adjoining properties, then Council may grant approval subject to:

 - ~~the exterior of the sea container(s) being upgraded (i.e. painted to blend in with the surrounding development) within 3 months of being granted planning approval; and/or~~
 - ~~suitable screening planting of native vegetation being planted within 3 months of being granted planning approval.~~~~

- e) ~~A maximum of one sea container per property can be approved for land zoned 'Small Holding'.~~
- d) ~~All development applications for other zones (other than 'Residential') will be dealt with on their merits in accordance with the provisions of this policy.~~
- e) ~~Approval may be granted for the temporary storage of a sea container for a specified timeframe. In assessing an application for temporary storage, all provisions of this policy will apply.~~

5.1 The Shire will not permit sea container(s) on land zoned 'Residential' or within any designated townsite boundary as defined under TPS3, other than in accordance with part 5.2 below.

5.2 Temporary uses: A sea container for temporary use does not require Development Approval in any zone where the following conditions are met:

- (a) one sea container only is placed on the lot for up to a maximum of 7 days in any 12 month period, and is used solely for the loading/unloading of goods. The sea container must be located wholly within the lot boundaries and must not interfere with vehicle sightlines; or
- (b) one sea container only is placed on a lot for up to a maximum 12 months, and is used only in conjunction with building construction or subdivision works occurring, or approved to occur, on the same lot or adjoining lot. The sea container must be located wholly within the lot boundaries and must not interfere with vehicle sightlines.

5.3 Industrial Lots: On lots zoned General Industry or Light Industry, sea containers do not require Development Approval where all of the following conditions are met:

- (a) sea containers must be located wholly within lot boundaries, and must be setback 10m from both front and rear boundaries, and 5m from all other boundaries;
- (b) sea containers are stacked no more than two sea containers high;
- (c) sea containers are not located over drainage areas, septic tanks, or vehicle access ways; and
- (d) no other structures are proposed to be attached to or cover the sea containers.

5.4 Other than in accordance with parts 5.1 - 5.3 above, an application for Development Approval will be required in all other circumstances. All applications will be assessed having regard to this policy, and may only be supported where all of the following conditions are met:

- (a) The land is not zoned 'Residential' or located within any designated townsite boundary as defined under TPS3.
- (b) The proposed sea container(s)
 - i) is/are ancillary to an approved or permitted use;
 - ii) will not be located within the front setback area of any lot;
 - iii) will not be located in areas designated for car parking, landscaping, effluent control or storm-water control;
 - iv) will not be used for human habitation;
 - v) will only be used for the purpose of storage, unless otherwise approved by Council;
 - vi) Other than on lots zoned General Industry or Light Industry, sea containers being completely screened from view from nearby roads, other public places, and adjoining properties, or:
 - the exterior of the sea container(s) being painted to blend in with the surrounding development, or with the surrounding landscape if the lot is not developed, within 3 months of Development Approval, and maintained thereafter; and/or
 - screening planting of native vegetation that comprises a range of sizes (including undergrowth and canopy vegetation), provides an effective visual screen and is a

minimum 2m deep, being planted within 3 months of Development Approval, and maintained thereafter;

vii) Other than on lots zoned General Industry or Light Industry, sea containers must not be stacked on top of one another; and

(c) On a lot zoned 'Small Holding', there must be an existing habitable dwelling on the lot and only one sea container will be supported.

5.5 Notwithstanding Part 5.4 above, if the Shire considers that a sea container is likely to have a detrimental effect on the local amenity, or has the potential to visually impair or detract from the exterior design or appearance of other buildings or sightlines in the vicinity, the application will be refused.

6. APPLICATION

- a) This policy applies to all land zoned under TPS3.
- b) This policy does not apply to sea containers which have been previously approved by Council.
- c) The storage of all sea containers in all areas will require development approval from the Shire of Dardanup, prior to placement.

7 APPLICATION FOR DEVELOPMENT APPROVAL REQUIREMENTS

~~In considering an application for development approval, Council will consider the impact of the proposal on the amenity of the area. If in the opinion of Council, a sea container will have a detrimental effect on the local amenity, or have the potential to visually impair or detract from the exterior design or appearance of other buildings in the vicinity, the application will be refused.~~

- a) An application for development approval shall be made on an Application for Development Approval Form 110 together with the following information:
 - i) A site plan showing the proposed location of the sea container(s) on the property **distance of each sea container to all lot boundaries** and the location of any existing buildings/structures, **and the location of existing or proposed vegetation screens;**
 - ii) Plans, dimensions and details of the sea container(s) **which also includes the existing and proposed exterior colours;**
 - iii) Photographs of the proposed ~~structure~~ **sea container(s);**
 - iv) **Written** details of proposed modifications and other works to be carried out to improve appearance and address amenity concerns **(eg. painting, screen planting etc.).**
- b) Notwithstanding that development approval may be granted by Council, a building permit may also be required to ensure compliance with all relevant requirements under the Building Code of Australia and relevant Australian Standards, if modifications are to be made to the sea container.

8 STANDARD CONDITIONS OF DEVELOPMENT APPROVAL

~~The placement and use of sea containers may be approved subject, but not limited to, the following conditions:~~
If granted, the Shire's Development Approval may include the following conditions, as a minimum:

- a) All development being generally in accordance with the approved development plans which form part of this Development Approval.
- b) **The exterior of the sea container s) shall be painted in a color scheme that is consistent with the majority of the surrounding development on the lot, or that is consistent with the surrounding landscape if the lot is not developed, within 30 days of the date of Development Approval and maintained thereafter; and/or**
- ~~b) The applicant is required to plant a suitable vegetation screen of a minimum 2 metres in width, using suitable native endemic species, within 3 months of being granted approval.~~

- ~~e) Any activity relating to the hereby approved development is not to prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell, fumes, smoke, steam, soot, ash, dust, grit, oil, liquid wastes or waste products.~~
- c) Screen planting of native vegetation that comprises a range of storeys, provides an effective visual screen and is a minimum of 2m deep, must be planted within 3 months of the date of Development Approval, and maintained thereafter; and
- d) The approved development sea container(s) shall not be used for human habitation purposes.



POLICY NO:-
CP097 – EATON COMMERCIAL CENTRE DESIGN – DELETE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:			OCM: 24/11/99	Res: 641/99	Synopsis: Policy created. 24/11/1999
	1	DEV22	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP097	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

RECOMMENDATION TO DELETE – REASON – The policy is now redundant - the LDP that it relates to (Eaton Commercial Centre Design Guidelines) expired in 2011. There are only 3 undeveloped lots remaining.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Part VIII of Town Planning Scheme No. 3.

The Eaton Commercial Centre is zoned “Mixed Business” under TPS3, in which a number of different commercial uses can be permitted.

In order to achieve a level of consistency of development throughout the Commercial Centre, it is necessary to apply the design guidelines contained in Appendix 1 to:

- Achieve a high standard of development within the Eaton Commercial Centre.
- Promote the consistent application of setbacks, site coverage, plot ratio and landscaped areas for all development in the precinct.
- Accommodate a range of service commercial, wholesaling, showroom, trade services, professional services, offices, retail and community uses which, by virtue of their scale and character, operational or land requirements, are generally not appropriate in the Business – Commercial or Industry zones.

3. POLICY

In considering an application for Development Approval, Council shall be satisfied that the following matters in addition to those contained in TPS3 and the Regulations are met and may impose appropriate conditions on any approval:

- a) That the development demonstrates compliance with the development standards contained in the Eaton Commercial Centre Design Guidelines in Appendix 1.
- b) In considering a proposed variation to any of the provisions of the Eaton Commercial Centre Design Guidelines, the Shire will undertake consultation with adjoining landowners where appropriate and ensure development is consistent with the objectives of the policy.

This policy applies to land within the area bounded by Eaton Drive, Recreation Drive, Blue Wren Drive and Lot 139 (1) Recreation Drive, Eaton and will be applied when assessing Applications for Development Approval.

4. APPENDICES

Link: [Appendix 1 – Eaton Commercial Centre Design Guidelines.pdf](#)



POLICY NO:-

SDev CP099 - LOCAL PLANNING POLICY - DISPLAY HOMES – DEVELOPMENT STANDARDS**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM:	Res:	Synopsis:	
	1	DEV24	OCM: 26/07/12	Res: 261/12	Synopsis: Policy created. 26/07/2012
Version:	2	CP099	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version:	3	SDev CP099	OCM 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Part VIII of Town Planning Scheme No. 3.

The objective of this policy is to provide development standards for display homes so that they are appropriately serviced and limit impacts upon residential amenity.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

Shire of Dardanup Town Planning Scheme No. 3

4. DEFINITIONS

Display home – means a building constructed as a dwelling, but used for display purposes to encourage potential customers to purchase and/or construct similar dwellings.

5. POLICY

5.1 Display Homes shall be subject to the following provisions:

- a) Unless Council agrees otherwise, a car parking area (which may be in the form of a double garage and double driveway exclusive of roadways and verges) shall cater for a minimum of four cars per display home, being paved and drained to the satisfaction of the Director Infrastructure.
- b) Any illumination of a display home is to be directed onto the property itself. The Council will require lighting to be modified if it is of the opinion that adjoining properties and the roadway are unduly affected.
- c) Display home signage shall ~~be subject to~~ **comply with a Shire of Dardanup Signage Policy in the first instance, and in the absence of such a policy, signage shall comply with** the following provisions:
 - i) A maximum of one (1) freestanding advertising sign (maximum of 6m² and no more than 4m high) shall be permitted, provided it is setback a minimum of 2m from the front boundary.
 - ii) No advertising sign shall be permitted within a corner lot's 6m by 6m visual truncation area.
 - iii) Advertising shall be permitted on the garage door of an approved display home.
 - iv) Illumination of advertising signs shall not be permitted.

- v) Removable 'A-Frame' advertising signage shall only be located within the property boundary and be securely fixed to the ground to reduce the hazard potential to the public.
 - vi) Portable signs (including A-Frame signage) shall not be permitted on public reserves, public streets, road verges, vehicle roundabouts, pedestrian paths and accessways.
- d) **Development** Approval for a display home is limited to a **continuous** 36 month period. Any proposed time extension will require an additional application for **Development application Approval** to be submitted and approved.

5.2 Application

- a) This policy applies to all land zoned "Residential" and/or "Development".
- b) As 'Display Home' is not listed in Appendix I – Zoning Table in TPS3, it will be assessed as a 'Use not listed' and will be subject to Clause 2.4 – *Interpretation of the Zoning Table*.
- c) The use of any residential property for the purpose of a display home will require an Application for Development Approval (Form 110) to be submitted for assessment accompanied with appropriate plans, details and the applicable application fee. Details of proposed signage shall form part of the application and will also require the submission of Form 110b.



POLICY NO:-

SDev CP100 – LOCAL PLANNING POLICY - ANCILLARY DWELLINGS, GROUPED DWELLINGS AND CARETAKER'S DWELLINGS – SMALL HOLDING AND GENERAL FARMING ZONES

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	DEV25	OCM: 08/03/12	Res: 56/12	Synopsis:	Policy created. 08/03/2012
	2	CP100	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP100	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP100	SCM 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council –

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

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*.

The purposes of the policy are to:

- provide guidance and set minimum standards with regard to proposals for ancillary dwellings, grouped dwellings and caretaker's dwellings on properties within the Small Holding and General Farming zones; and
- avoid inappropriate proliferation of residential-type development on individual properties in the Small Holding and General Farming zones, which has the capacity to result in land use conflict and places increased pressure to subdivide rural land.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

Shire of Dardanup Town Planning Scheme No. 3 (TPS3)

State Planning Policy 3.1 7.3 Residential Design Codes (R-Codes)

State Planning Policy 2.5 Rural Planning

State Planning Policy 3.7 Planning in Bushfire Prone Areas

4. DEFINITIONS

For the purpose of this policy, 'Ancillary Accommodation' and 'Ancillary Dwelling' are considered interchangeable and have the same meaning.

Ancillary Dwelling – means a self-contained dwelling on the same lot as a single house which may be attached to, integrated with, or detached from the single house (R-Codes).

Caretaker's Dwelling – means a dwelling on the same site as a building, operation, or plant, and occupied by a supervisor of that building, operation or plant (TPS3).

Grouped Dwelling – means a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property (R-Codes).

5. POLICY

The Following information has been put into a table below for ease of reference.

5.1 Ancillary Dwellings

- i) Pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), development approval is not required for the construction of an ancillary dwelling on a 'Residential' zoned property, unless there are heritage or bushfire considerations.
- ii) Town Planning Scheme No. 3 (TPS3) provides for 'Ancillary Accommodation' to be considered as a discretionary ('D') use in the 'Small Holding' and 'General Farming' zones.

5.2 Grouped Dwellings

- i) Town Planning Scheme No. 3 (TPS3) provides for 'Grouped Dwellings' to be considered as a discretionary ('D') use in the 'Small Holding' and 'General Farming' zones.
- ii) Appendix VIII of TPS3 restricts development on certain 'Small Holding' zoned lots to a single dwelling only and that restriction will apply regardless of lot size.
- iii) Subject to TPS3 not restricting development to a single dwelling under Appendix VIII, pursuant to Clause 3.14.1(b) of TPS3 residential development in the 'Small Holding' zone is permitted as follows:
 - lots less than 2ha single dwelling only;
 - lots 2ha or larger maximum of two grouped dwellings.

5.3 Caretaker's Dwellings

- i) Town Planning Scheme No. 3 (TPS3) provides for a 'Caretaker's Dwelling' to be considered as a discretionary ('D') use in the 'General Farming' zone, however it is not permitted ('X') in the 'Small Holding' zone.

5.4 Approval Requirements

i) General Approval Requirements

- For the purpose of this policy, 'Ancillary Accommodation' and 'Ancillary Dwelling' are considered interchangeable and have the same meaning.
- All proposals to construct an 'Ancillary Dwelling' or a 'Grouped Dwelling' in the 'Small Holding' or 'General Farming' zones will require an Application for Development Approval.
- All proposals to construct a 'Caretaker's Dwelling' in the 'General Farming' zone will require an Application for Development Approval. Justification will need to be provided with the application to demonstrate, to the satisfaction of Council, there is a genuine need for a caretaker's dwelling to provide accommodation for an employee directly involved in the rural functions of the property.

ii) Small Holding zone

- Subject to the maximum number of permitted habitable structures as outlined in this policy not being exceeded, Council will support a single ancillary dwelling on any 'Small Holding' zoned property subject to the property having an existing single dwelling and the proposal complying with the development standards of this policy.
- Council will support a maximum of two habitable structures on a single lot greater than 2ha which may consist of:
 - One single dwelling plus one ancillary dwelling; or
 - Two grouped dwellings.

- Where the specific ‘Area’ provisions contained in Appendix VIII of TPS3 restrict development on a ‘Small Holding’ zoned lot to a single dwelling, a single ancillary dwelling shall also be permitted, subject to the property having an existing single dwelling and the proposal complying with the development standards of this policy.

iii) General Farming zone

- Subject to the maximum number of permitted habitable structures as outlined in this policy not being exceeded, Council will support a single ancillary dwelling on any ‘General Farming’ zoned property subject to the property having an existing single dwelling and the proposal complying with the development standards of this policy.
- Council will not support the construction of a grouped dwelling or caretaker’s dwelling on any lot with an area of less than 20ha.
- For a lot over 20ha in area, Council will support a maximum of two habitable structures on a single lot which may consist of:
 - One single dwelling, plus one ancillary dwelling or one caretaker’s dwelling;
 - Two grouped dwellings.

5.1 Development Approval is required in accordance with the table below, and any application for such approval will be assessed having regard to this policy:

	ANCILLARY DWELLINGS	GROUPED DWELLINGS	CARETAKERS DWELLINGS
SMALL HOLDING ZONE	No DA required if: <ul style="list-style-type: none"> • there is an existing, habitable dwelling on the lot; • no more than one ancillary dwelling is proposed; • the ‘development standards’ in this policy are complied with; • there are no heritage considerations; and • there are no bushfire considerations that require a DA. 	DA is required – all sized lots	Not permitted in this zone (TPS3)
Policy position/conditions	Any lot size: Maximum of one ancillary dwelling per lot is permitted subject to the conditions in this table.	Lot size under 2ha – not supported Lots 2ha or larger: Except where TPS3 Appendix VIII restricts development to a single dwelling, the Shire may support a maximum of two grouped dwellings.	Not permitted in this zone (TPS3)
	For a lot over 2ha in area, Council will only support a maximum of two habitable structures on a single lot, which may consist of: <ul style="list-style-type: none"> ○ One single dwelling, <u>plus</u> one ancillary dwelling; or ○ Two grouped dwellings. 		
GENERAL FARMING ZONE	No DA required if: <ul style="list-style-type: none"> • there is an existing, habitable dwelling on the lot; • no more than one ancillary dwelling is proposed; • the ‘development standards’ in this policy are complied with; • there are no heritage 	DA required	DA required

<p>Policy Position/conditions</p>	<p>considerations; and</p> <ul style="list-style-type: none"> there are no bushfire considerations that require a DA. 	<p>Lot size under 20Ha – not supported</p> <p>Lot size 20Ha or greater, DA is required – see policy position below</p>	<p>Lot size under 20Ha – not supported</p> <p>Lot size 20Ha or greater, DA is required – see policy position below</p> <p>Justification must be provided to demonstrate a genuine need for a caretaker’s dwelling, to provide accommodation for an employee directly involved in the rural functions of the property.</p>
<p><i>For a lot over 20ha in area, Council will only support a maximum of two habitable structures on a single lot, which may consist of:</i></p> <ul style="list-style-type: none"> <i>One single dwelling, plus one ancillary dwelling or one caretaker’s dwelling; or</i> <i>Two grouped dwellings.</i> 			

5.2 Development standards

- Ancillary and caretaker’s dwellings are to be ‘secondary’ to the main dwelling and this should be reflected in their relationship with the main dwelling.
- The appearance of ancillary and caretaker’s dwellings shall be of complimentary style to the existing dwelling and uphold the amenity of the locality.
- Ancillary dwellings and caretaker’s dwellings should be clustered with the main dwelling, with provision of access and services to be shared with the main dwelling.
- Where an approved building envelope exists on a ‘Small Holding’ zoned property, any additional structure shall be wholly contained within the approved building envelope.
- Council will not support transportable and/or ‘donga’ styled accommodation under this policy.
- Ancillary dwellings and/or caretaker’s dwellings should not contain more than one bedroom and are not to exceed a maximum floor area of 100m² (excluding carport/ garage, verandas, patios, pergolas etc.)
- Vehicle access to an ancillary dwelling, grouped dwelling or caretaker’s dwelling is to be shared with the main dwelling and no new crossovers to public roads will be permitted. Upgrades to the existing crossover may be required dependant on the condition of the existing.
- A minimum of one parking space shall be provided for any ancillary dwelling or caretaker’s dwelling, in addition to those required for the main dwelling.
- A minimum of two parking spaces shall be provided for any grouped dwelling.
- The existence of any ancillary dwelling, grouped dwelling or caretaker’s dwelling shall not be used as justification for the subdivision of any property.
- Development in a Bushfire Prone Area will need to comply with AS 3959 (Construction of Buildings in Bushfire Prone Areas) relevant to the Bushfire Attack Level Assessment as determined by an accredited consultant. In considering an application for development approval for development in a Bushfire Prone Area the landowner is to demonstrate compliance with the requirements of *State Planning Policy 3.7 – Planning in Bushfire Prone Areas*.

6 APPLICATION

This policy shall apply to the proposed development of ancillary accommodation, grouped dwellings and caretaker's dwellings on land zoned "Small Holding" and/or "General Farming" within the Shire of Dardanup.



POLICY NO:-

SDev CP102 – LOCAL PLANNING POLICY - ‘R100’ SOUTHBANK DEVELOPMENT GUIDELINES**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			10/05/07	Res: 127/07		Policy created. 10/05/2007
	1	DEV27	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP102	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP102	OCM: 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Part VIII of Town Planning Scheme No. 3.

This policy provides development guidelines for the proposed Southbank Development:

- To encourage high quality development addressing the prominent riverside location and orientation advantages of the site.
- To facilitate a mix of uses and scale of development enhancing public use of adjacent foreshore.
- Integrating the open spaces of the river foreshore with the urban development.

The Southbank Development Guidelines have been prepared to comply with a requirement of the Garden of Eaton Structure Plan. In order to ensure that the objectives of the development guidelines for the proposed Southbank Development are achieved, the guidelines are incorporated into this Local Planning Policy.

3. REFERENCE DOCUMENTS

Planning and Development Act 2005
 Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations)
 Shire of Dardanup Town Planning Scheme No. 3 (TPS3)
 State Planning Policy (SPP) 3.7 - Planning in Bushfire Prone Areas
 State Planning Policy (SPP) 7.0 - Design of the Built Environment
 State Planning Policy (SPP) 7.2 - Precinct Design
 State Planning Policy (SPP) 7.3 - Residential Design Codes

4. POLICY

Pursuant to Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

Pursuant to Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, local development plans may be prepared in respect of an area of land in the Scheme if the a structure plan requires a local development plan to be prepared for the area.

In considering subdivision applications and development applications for development or change of use, Council shall be satisfied that the following matters in addition to those contained in TPS3 and the Regulations are met and may impose appropriate conditions on any approval:

- 4.1 In assessing proposals for subdivision, or applications for Development Approval (development and/or change of use), the Shire shall consider whether the proposal satisfactorily complies with the requirements of the matters listed below, in order of priority as listed, in addition to any requirements contained in TPS3 and the Regulations:

- a) **the State Planning Policies referenced in section 3 of this Policy**
 - b) ~~That the proposed development demonstrates compliance with the 'R100 Southbank Development Guidelines' contained in Appendix 1 which forms part of this Local Planning Policy.~~
- b) ~~That consideration has been given to the requirements of State Planning Policies including but not limited to SPP 3.7 *Planning in Bushfire Prone Areas.*~~

5. APPLICATION

~~Note:~~ This policy applies to **all proposals for subdivision and development of** land shown in Figure 1 of the Southbank Development Guidelines: Link - [R100 Southbank Development Guidelines - Southbank R100](#)

6. EXPIRATION OF POLICY

Unless rescinded earlier, this policy will expire on 19 October 2025. *(Officer Comment: This is the date the Development Guide Plan/Local Development Plan will expire.)*



POLICY NO:-

SDev CP104 - LOCAL PLANNING POLICY - CARAVANS AS TEMPORARY ACCOMMODATION**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM: 05/04/00	Res: 184/00	Synopsis:	Policy created. 05/04/2000
	1	DEV29	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP104	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP104	OCM: 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

MINOR WORDING OR FORMAT CHANGES – NO CHANGE TO INTENT OF POLICY**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Local Planning Policy has been adopted by the Shire of Dardanup pursuant to the provisions of Part VIII of Town Planning Scheme No. 3 *and the Caravan Parks and Camping Grounds Regulations 1997.*

To ensure that the use of a caravan as temporary accommodation (when used in conjunction with the construction of a dwelling) does not impact adversely on the amenity of an area or the environment.

3. POLICY

Council may permit the use of a caravan for temporary accommodation in accordance with this policy, subject to the following conditions:

- Temporary accommodation is not permitted on land zoned 'Residential' or within any designated townsite boundary and will only be supported on land zoned 'Small Holding' or 'General Farming' under TPS3.
- Approval will be granted for a maximum of 12 months.
- The property shall have an approved effluent disposal system installed, prior to occupation of the property, to the satisfaction of Environmental Health.
- The caravan shall be stored inside an approved outbuilding at all times and shall not be visible from any public road or neighbouring property.
- Council reserves the right to rescind an approval, if it is determined that the use of the property for temporary accommodation is causing it to be maintained in an untidy state or is having an adverse impact on neighbouring landowners, due to the emission of noise or other impacts.

The applicant is to complete and submit a Form 151 – Application Form – *Temporary Accommodation for the Shire's consideration prior to using a caravan for temporary accommodation. If granted, approval will be provided to the applicant in writing*



POLICY NO:-
CP106 – SEPTIC SYSTEMS – HENTY BROOK SUBDIVISION – DELETE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:			OCM: 02/12/03	Res: 452/03	Synopsis: Policy created. 02/12/2003
	1	DEV31	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP106	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

RECOMMEND DELETION - Henty is above the Swan Coastal Plain and there is no justification that there only be Alternative Effluent Treatment Systems in this area. ALSO, requirement for alternative effluent disposal in a subdivision is a matter that should be enforced under a subdivision development condition, or a TPS condition (as is the case with all other major subdivisions in the Shire). This is not a policy under Environmental Health and would be unable to be defended.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To ensure that treatment units and effluent disposal systems in the Henty Brook locality work correctly and do not pose a threat to human health or to the environment.

3. REFERENCE DOCUMENTS

- Health (Miscellaneous Provisions) Act 1911
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
- AS1547:2012 – On Site Domestic Wastewater Management

4. POLICY

- a) Alternative effluent treatment systems are required on all lots within Henty Brook Estate unless the owner/applicant can provide suitable evidence, by means of a hydrological report or other suitable means, that a conventional septic tank system will work efficiently, and will comply with AS1547:2012. Hydrological reports must be done by a suitably qualified hydrologist, and shall be at the owner’s expense.
- b) Nutrient removal from final effluent is required. Soils are to have a phosphate Retention Index [PRI] of 20 or greater.

Approval for the installation of any system must be made at the time of applying for a building permit and on the appropriate form, which is available from the Council Offices. All installations must be inspected and approved for use by Council’s Environmental Health staff.



POLICY NO:-

~~CP107 – WINERIES AND BREWERIES DEVELOPMENTS – DELETE~~

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:			OCM: 11/10/00	Res: 536/00	Synopsis:	Policy created. 11/10/2000
	1	DEV32	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP107	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

RECOMMENDED TO BE DELETED - This policy is redundant and the advice would be better placed in an Information Sheet – The Information Sheet has been drafted in readiness for the policy being deleted.

~~1. RESPONSIBLE DIRECTORATE~~~~Sustainable Development~~~~2. PURPOSE OR OBJECTIVE~~

~~To ensure that sanitary facilities and effluent disposal systems associated with wineries and breweries are adequate, and that water used on the premises complies with the Australian Drinking Water Guidelines 2004.~~

~~3. POLICY~~~~3.1 General Requirements~~

~~Proposals will need to comply with relevant acts, regulations, local laws and requirements of the Shire of Dardanup, the Department of Water and Environmental Regulation, and the Department of Health. *(Officer Comment: This is not a policy of the Shire, they are legislative requirements.)*~~

~~The proponent is required to submit in writing, or on a suitable plan: *(Officer Comment: Better in an information sheet as there is no policy platform here.)*~~

- ~~• An Application to Construct or Install an Apparatus for the Treatment of Sewerage for the effluent treatment system to treat general wastewater (excluding winery and brewery process wastewater);~~
- ~~• Details of the type of effluent disposal system proposed for winery and/or brewery wastewater. Details of the source and volume of effluent is to be provided. Wastewater volumes are to be calculated in accordance with the Effluent Management Guidelines for Australian Wineries and Distilleries – 1998 (Department of Agriculture and Water Resources);~~
- ~~• Demonstrate where effluent disposal systems, and winery and brewery wastewater systems will be located in relation to setbacks from existing and proposed buildings, boundaries and outbuildings.~~

~~Required Technical Information:~~

~~The proponent is required to submit the following technical information to support an application, and to enable determination of the appropriate effluent disposal system.~~

- ~~i) Details of soil types;~~
- ~~ii) Nutrient retention capabilities of soil (via soil analysis report for Phosphorus Retention Index);~~
- ~~iii) evidence that the proposed location of the treatment and disposal system is suitable (e.g. dimensions and setbacks of the system shown on a site plan);~~
- ~~iv) standard absorption tests shall be carried out in accordance with Schedule 8 of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.*~~

~~If the winery is expected to produce more than 350KL of wine a year it must advise the Department of Water and Environment Regulation.~~

3.2 — Effluent Disposal Options — (Fixture Effluent — Disposal Systems)

Option 1 — Aerobic Treatment Units

Approval for the installation of an Aerobic Treatment Unit may be granted, subject to compliance with the general requirements for all proposals.

Note: Apparatus to be installed in accordance with manufacturer's specifications and the requirements of the Health Department of Western Australia.

Option 2 — Conventional septic tanks with leach drains/soak wells.

Onsite effluent treatment and disposal systems utilising conventional septic tanks and leach drains or soak wells may be considered, subject to compliance with the general requirements for all proposals.

Note: Minimum separation between base of leach drains/soak well and water table — 500mm.

3.3 — Effluent From Brewing And Wine Making Process

The potential for odours, nuisance or hazards will determine the treatment process adopted.

The design of winery and brewery wastewater treatment systems shall be based on the Department of Agriculture and Water Resources' *Effluent Management Guidelines for Australian Wineries and Distilleries — 1998*, and *Water Quality Protection Note 73 — Wineries and Distilleries* (Department of Water and Environmental Regulation).

Note: Size of effluent disposal system is to be determined on the volume of effluent to be treated and disposed of.

3.4 — Cellar Sales

- Wheelchair accessible access must be available to the cellar sales area.

Where toilets are provided to the public, separate or combined accessible toilet facilities must be provided.

- The premises must conform to the requirements of the *Food Act 2008*, and the Australia New Zealand Food Standards Code.
- The premises must be supplied with potable water that complies with the *Australian Drinking Water Guidelines 2004*.
- Planning approval must be obtained from the Shire of Dardanup for commercial viticulture, processing and/or cellar door sales and shall address vehicle access, parking and hours of operation.

Any construction, alterations or additions to any building for the purposes of cellar sales must first obtain a building licence from the Shire of Dardanup.

3.5 — Application

Environmental Health, Planning and Building applications will be assessed against the provisions of this policy and any other relevant legislation.



POLICY NO:-

SDev CP110 - DOG POLICY – APPLICATION TO KEEP MORE THAN TWO DOGS**GOVERNANCE INFORMATION**

Procedure Link:	PR110	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:	1	DEV35	OCM: 11/06/14	Res: 173/14	Synopsis:	Policy created. 11/06/2014
Version:	2	CP110	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council
Version:	3	SDev CP110	OCM: 30/09/20	Res: ???-20	Synopsis:	Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

To adopt a formal process for assessing applications received from residents within a townsite who wish to keep more than two dogs, but not more than four dogs (over the age of three months) at a property.

3. REFERENCE DOCUMENTS

Dog Act 1976 – Section 26

Shire of Dardanup – Local Law Relating to Dogs – Section 3.2

*Animal Welfare Act 2002***4. DEFINITIONS**

For the purpose of this policy a puppy is not deemed to be a dog until it is three months of age, in accordance with the Dog Act 1976.

5. POLICY

The policy:

- Limits the number of dogs allowable on a property where they are ‘ordinarily kept’ or ‘ordinarily permitted to live’, or for a period longer than 3 months, within the Shire of Dardanup to a maximum of four dogs over the age of three months.
- That Council requires a written application where residents wish to keep more than two dogs (over the age of three months) at a property within a townsite.
- The application shall be submitted on the prescribed form (Form 98 – Application Form To Keep More Than Two Dogs) and payment of the required application fee as set in the fees and charges.
- Approval/refusal will be granted by the Chief Executive Officer **or an Authorised Officer**.
- The approval has effect until:
 - The approved applicant ceases to reside at the premises to which the approval has been given;
 - A change in circumstances of the approved dogs, there is non-compliance to the Dog Act 1976, Shire of Dardanup Local Laws or Animal Welfare Act 2002; or
 - Revoked by the Chief Executive Officer or an **or an Authorised Officer**.



POLICY NO:-

SDev - CP111 - CAT POLICY – APPLICATION TO KEEP MORE THAN TWO CATS**GOVERNANCE INFORMATION**

Procedure Link:	PR111	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:		OCM: 13/02/98	Res: 201/98	Synopsis:	Policy created. 13/02/1998
	1	DEV36	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
Version:	2	CP111	SCM: 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council
Version	3	SDev – CP111	OCM: 30/09/20	Res: ???-20	Synopsis: Reviewed and Adopted by Council

POLICY AMENDED – HIGHLIGHTED BELOW**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE OR OBJECTIVE

To adopt a formal process for assessing applications received from residents who wish to keep three or more cats, but not more than four (over the age of six months) at a premises.

3. REFERENCE DOCUMENTS

Cat Act 2011

Cat Regulations 2012

Shire of Dardanup Keeping and Control of Cats Local Law 2014

Animal Welfare Act 2002**4. DEFINITIONS**

- For the purpose of this Policy, the term 'keep' refers to a cat being owned and registered to the owner and also a cat being fostered and/or waiting to be rehomed at a premises where the owner is ordinarily resident.
- For the purpose of this policy a kitten/**cat** is not deemed to be a cat until it is six (6) months of age, in accordance with the Cat Act 2011.

5. POLICY

The policy:

- Limits the number of cats on a property within the Shire of Dardanup to a maximum of four cats over the age of six months for a period longer than 12 weeks.
- That Council requires a written application where residents wish to keep more than two cats (over the age of six months), **for a period longer than 14 days** at a property.
- The application shall be submitted on the prescribed form (Form 113 – Application Form To Keep Three Or More Cats), **accompanied by the plans of the premises to which the application relates to the specification and satisfaction of the local government, accompanied by the consent in writing of the owner of the premises, where the occupier is not the owner of the premises to which the application relates** and payment of the required application fee as set in the fees and charges.
- Approval/refusal will be granted by the Chief Executive Officer.
- ~~A permit is valid for 12 months from the date of issue as per the Shire of Dardanup Keeping and Control of Cats Local Law 2014, unless revoked by the Chief Executive Officer.~~
 - The approval has effect until:**
 - The approved applicant ceases to reside at the premises to which the approval has been given;**

- Any change in circumstances of the approved cats or there is non-compliance to the *Cat Act 2011, Cat Regulations 2012*, Shire of Dardanup Keeping and Control of Cats Local Law 2014 and/or the *Animal Welfare Act 2002*; and
- Revoked by the Chief Executive Officer.



POLICY NO:-
SDev CP501 – DRAFT VOLUNTEER BUSH FIRE BRIGADE TRAINING EXPENDITURE REIMBURSEMENT

GOVERNANCE INFORMATION			
Procedure Link:	NA	Council Policy Link:	NA

ADMINISTRATION INFORMATION			
Version:	1	SDev CP501	OCM 30/09/20 Res: ???-20
Version:	2		
Synopsis:		Policy created & endorsed by Council	
Synopsis:			

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

To standardise the reimbursement of travel expenses to Volunteer Bush Fire Brigade Volunteers to attend DFES approved training outside of the Shire of Dardanup.

3. REFERENCE DOCUMENTS

Bush Fires Act 1954
 Bush Fires Regulations 1954
 Fire and Emergency Services Act 1998
 Fire and Emergency Services Regulations 1998
 DFES Local Government Grant Scheme Manual for Capital and Operating Grants
 Australian Tax Office – Motor vehicle Expenses – Cents per kilometre

4. DEFINITIONS

Volunteer means a member of a Shire of Dardanup Volunteer Bush Fire Brigade with a current DFES volunteer number.

5. POLICY

When a volunteer is required to be away from his/her normal residence for 1 or more nights and/or travel more than 50kms outside the Shire boundary to attend DFES approved training, the following shall apply:-

Hotel/Motel Accommodation - shall be reimbursed at the single room rate for the reasonable cost of hotel/motel accommodation. Hotels/motels should be selected that are economical, of reasonable standard and quality, and conveniently located in relation to the training venue. Approval must be granted by the Shire prior to booking any accommodation. Payment by way of a Shire of Dardanup Purchase Order (PO) is preferred.

Parking Charges – parking charges incurred by volunteers attending training will be reimbursed upon receiving relevant receipts.

Meals – shall be reimbursed for the reasonable and actual cost of meals subject to a maximum per diem meal allowance.

A per diem rate of \$100 per day is provided to cover the cost of all meals and incidental expenses. The allowance is broken down as follows:

- Breakfast \$30 Trips starting before or ending after 9:00am,
- Lunch \$30 Trips starting before or ending after 12:00noon,
- Dinner \$40 Trips starting before or ending after 6:00pm.

The time determination is based upon the departure time from home or station and ending at home or station as the case may be. If a meal is provided free of charge to the volunteer, the cost of that meal should be eliminated from the per diem allowance. It may not be carried over to any other meal or expended on any other item. Likewise, adding the money to other meals may not make up for a skipped meal. For example, if lunch is skipped, you may not add it to the dinner meal.

Reimbursement Rate for Private Vehicle Use – The Australian Taxation Office’s ‘cents per kilometre’ method will be used to calculate vehicle reimbursement costs. For example, 0.72c per kilometre for all vehicles. The rates are available on the

[Australian Taxation Office](#) website. Odometer readings are required to be documented on the 'Expense Reimbursement Claim Form'.

When two or more members from the same brigade attend the same training course or meeting, it is encouraged to travel together.

Where volunteer wishes to do private business such as visit family and friends over a weekend, no reimbursement will be applied for that portion of travel.

The driver/vehicle owner is responsible for all parking and traffic fines.

Insurance – Motor Vehicle insurance is provided for loss or damage through the Council's insurer – Local Government Insurance Services (LGIS). Cover is for the market value or the reasonable cost of repair, whichever is the lesser, of any such vehicle, appliance, equipment or apparatus lost or damaged that is used under the direction of a bushfire control officer or a member of a bushfire brigade for the purposes of the BFA.

Such loss or damage occasioned in the course of normal brigade activities (as defined in the Bush Fires Act 1954 (as amended) and Fire and Emergency Services Act 1998 (as amended)), or whilst such vehicle, appliance, equipment or apparatus is proceeding to or returning from or parked whilst engaged in normal brigade activities as defined in the BFA.

Receipt Requirements – receipts are required for all expenditures, such as meals, parking and hotel/motel charges. Receipts are to be obtained from each vendor (not a credit card receipt or statement) showing the vendor's name, description of services provided (if not otherwise obvious), date and expense.

All reimbursement/receipts must accompany [Form 13 - Bank Account Details - EFT](#) and [Draft Volunteer Bush Fire Brigade Training Expenditure Reimbursement Claim Form](#)



POLICY NO:-

SDev CP502 - LOCAL PLANNING POLICY – DRAFT WAIVING AND REFUNDING OF FEES**GOVERNANCE INFORMATION**

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1	SDev CP075	OCM	30/09/20	Res: ???-20	Synopsis:	Policy Created

THIS NEW POLICY IS PREPARED AS A REVISION OF CP075 THAT HAS BEEN RECOMMENDED FOR DELETION. CP0075 HAS BEEN FULLY REVISED AND EXTENDED, RESULTING IN A NEW POLICY NUMBER BEING ASSIGNED.

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The objective of this Policy is to:

1. To ensure there is a clear policy position within the Sustainable Development Directorate in relation to the waiving or refunding of fees for approvals and services provided by the directorate.
2. Ensure the waiving or refunding of fees is applied in a consistent and justifiable manner.
3. Eliminate the need to source funds from a Shire budgeted capital work project expenditure account for the purpose of paying fees that will ultimately remain with the Shire but transferred into a Shire planning, building or health revenue account at the expense of the project.
4. Reduce the processing time of applications for Shire funded capital works projects by not having to conduct the administration of fees.
5. Guide officers in waiving or refunding fees under delegation from Council.

3 SCOPE OF POLICY**3.1 Introduction**

This Policy applies to circumstances where the Shire may consider a request for the waiver or refund of fees for an approval or service provided by the Sustainable Development Directorate and Shire of Dardanup funded capital works projects undertaken by the Shire.

3.2 Statutory Background

Planning fees are imposed in accordance with Regulation 4 and Schedule 1 of the *Planning and Development (Local Government Planning Fees) Regulations 2000*. The prescribed fees are a maximum amount which may be reduced in accordance with regulation 7 or waived or refunded (in whole or part) under regulation 14. Regulation 8 also permits a local government to recover costs and expenses incurred in the provision of a specified service. Building Permit fees are imposed in accordance with *Schedule 2 - Fees of the Building Regulations 2012*. Council set inspection fees may also apply. The Schedule of Fees and Charges adopted with the Council's annual budget contains the fees set for the current financial year.

3.3 Exclusions

- 3.3.1 Financial hardship, personal circumstances or family circumstances are not grounds for the waiver or refunding of fees.
- 3.3.2 Fees relating to regulatory matters arising under the *Dog Act 1976*, *Cat Act 2011* and the keeping and control of dogs and cats generally are excluded from the provisions of this policy. Requests to waive or refund fees in relation to these matters will not be considered.
- 3.3.3 For building applications, fees will not be waived or refunded in the following circumstances:
 - (a) For uncertified domestic building work – where the value of the works is less than \$100,000.

- (b) For certified domestic building work – where the value of the works is less than \$200,000.
- (c) For certified commercial building work – where the value of the works is less than \$400,000 in value.

3.3.4 The following fees associated with applications for Shire funded capital works projects cannot be waived by the Shire of Dardanup as determined by the relevant legislation and as such, are required to be paid upon lodgement of the relevant application:

- BCTIF for a Building Permit Application if applicable (dependent on construction value);
- BSL for a Building Permit Application;
- Health Department of WA Septic System Application (Application to Construct or Install an Apparatus for the Treatment of Sewerage)

4.0 WAIVING OF FEES

4.1 The Director Sustainable Development may consider and decide a request to waive fees in accordance with this policy.

4.2 A reduction in fees by 50% may be approved where the applicant is endorsed by the Australian Taxation Office as a not-for-profit organisation.

4.3 The request to waive fees must:

- (a) Be made prior to the submission of the application for the approval or services to which the fees relate;
- (b) Be in writing setting out reasons for the request; and
- (c) Include proof that the applicant has been endorsed by the Australian Tax Office as a not-for-profit organisation.

4.4 A 100% reduction in fees may be granted:

- (a) For an application to change or vary an existing approval, where the need to change or vary the approval arises from an administrative error made by the Shire of Dardanup.
- (b) For a development application made for approval to reconstruct (like-for-like) a building accidentally destroyed through a natural disaster or event.
- (c) For a food business registration and food safety assessment fees, where the food business:
 1. is registered and operated by a school; or
 2. is registered and operated by a sporting group; or
 3. is registered and operated by a non-for-profit or charitable organisation; and
 4. the Director Sustainable Development is satisfied that the amount to be exempted is reflective of the benefit of the food business to the community.

4.5 All statutory application fees (excluding 3.3.4) normally paid to the Shire associated with the required approvals under the relevant planning, building and health legislation shall be waived for capital works projects undertaken by the Shire of Dardanup.

4.6 The waiving of statutory application fees (excluding 3.3.4) can only occur for capital works projects that occur on local Shire of Dardanup owned or managed land and funded by the local government.

5.0 REFUND OF FEES

5.1 The Director Sustainable Development may consider and decide a request to refund fees in accordance with this policy.

5.2 Fees may be refunded to an applicant in the following circumstances:

- (a) If the application is submitted but subsequently found by the Shire to not have been required – 100% of the fees will be refunded.
- (b) When a Building Permit or Building Approval Certificate has not been granted or refused. In line with the *Building Services Regulations 2011*. 100% of the Building Services Levy (BSL) and Building Construction Industry Training Fund (BCITF) 100% will be refunded.

- (c) If the Shire has not undertaken any assessment work and the application is subsequently withdrawn in writing within 7 days of the date of the application – 75% of the fees will be refunded.
- (d) For applications for development and building approval, if the Shire has commenced the assessment of the application – 50% of the fees will be refunded where:
 - (i) the application has not been advertised; and
 - (ii) the application is withdrawn in writing by the applicant within 21 days of lodgement of the application or is withdrawn as a result of a request for further information.

5.3 A fee will not be refunded by the Shire in the following circumstances:

- (a) For development applications and building applications, clause 5.2(c) does not apply if more than 21 days have passed since the lodgement date of the application.
- (b) For all other applications, assessment of the application by the Shire has commenced.
- (c) For the BSL and the BCITF once a Building Permit or Building Approval Certificate has been granted or refused. However applications for refunds on the BSL and BCITF may be considered by those relevant Authorities only.

6.0 COST AND EXPENSES

6.1 The Shire will not waive or reduce any part of a fee that comprises:

- (a) Costs or expenses that may be charged to an applicant where these are incurred through the provision of a service under Regulation 7 or waived or refunded (in whole or part) under Regulation 14 of the *Planning and Development Regulations 2009*.
- (b) Outlays or expenses charged to the Shire by a third party that relate to the application.

7.0 ACTIVITIES UNDERTAKEN WITHOUT APPROVAL

Fees will not be waived or refunded under any circumstances to applications made under clause 7.10 of Town Planning Scheme No 3 where a use or development has already been commenced or carried out unlawfully and the purpose of the application is to render that use or development lawful under the Scheme.

8.0 DEFINITIONS

Applicant means the person or organisation who makes an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Application means an application or formal request for an approval or service provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Building application means an application for approval submitted in accordance with the Building Act 2011.

Development application means an application for approval submitted in accordance with the Planning and Development Act 2005.

Fees means fees levied in accordance with the Shire's Schedule of Fees and Charges for approvals and services provided by the Health, Ranger, Building and Planning Departments at the Shire of Dardanup.

Food business means a business, enterprise or activity as defined in Section 10 of the Food Act 2008.

Food business registration means the registration of a food business in accordance with Section 110 of the Food Act 2008.

Refund means the repayment of fees paid by a person or organisation to that person or organisation either in part or in full.

Waive means to reduce the fees payable by a person or organisation either in part or the full amount.

9.0 LEGISLATION REQUIREMENTS

- *Local Government Act 1995*
- *Building Act 2011*
- *Building Regulations 2012*
- *Bush Fires Act 1954*
- *Food Act 2008*
- *Planning and Development Act 2005*
- *Planning and Development Regulations 2009*
- *Public Health Act 2016*



POLICY NO:-

SDev CP503 - LOCAL PLANNING POLICY – DEVELOPMENT ASSESSMENT UNIT**GOVERNANCE INFORMATION**

Procedure Link:	N/A	Administrative Policy Link:	N/A
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ADMINISTRATION INFORMATION

History:	New	DRAFT	CP129	Synopsis:	
Version:	SDev CP503	OCM	30/09/20	Res: ???-20	Synopsis: Policy endorsed by Council.
Version:					

NEW POLICY**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

2. PURPOSE

The purpose of this Local Planning Policy is to provide the guidelines, procedure and processes under which the Shire's Development Assessment Unit (DAU) operates.

The role and function of the Shire's DAU is to:

1. Ensure development applications are assessed, considered and determined in a timely, transparent, consistent and appropriate manner.
2. Ensure other applications (if required, including subdivision referrals, scheme amendments and structure plans) are considered in a timely, transparent, consistent and appropriate manner.
3. Ensure that other permits, licences and approvals issued by other operational areas of the Shire are discussed and/or referred to appropriate operational areas at the Shire prior to approval.

3. DEFINITIONS

Development Assessment Unit: The working group of Shire technical officers tasked with ensuring that applications receive relevant input, in order to assist the assessing planning officer to undertake their assessment in accordance with the local planning scheme and determinations in accordance with the assigned delegations.

4. BACKGROUND

The delegated powers and duties of Council to the Chief Executive Officer are listed in the Shire of Dardanup Delegations Register. Delegations are exercised in accordance with delegation granted in Sections 5.42 and 5.44 of the *Local Government Act 1995* and other statutes as applicable to specified officers.

To ensure an efficient and effective process, this policy provides guidance to the membership, scope and function of the DAU. This is to ensure applications are considered in a timely and efficient manner, in accordance with the assigned delegations.

A number of other approvals, licences and/or permits are issued by other operational areas at the Shire under the relevant Local Laws and Regulations. Such matters may be listed for discussion to ensure that appropriate technical input across the Shire's operational areas are taken into account by the assessing planning officer.

The DAU does not make determinations on applications but provides relevant comments for the assessing planning officer to take into account as part of their assessment under the prevailing local planning scheme.

Determination is in accordance with the delegated powers listed in the Delegations Register or by Council if delegation criteria are not met.

The Shire will also advise Council of the development applications received via the Information Bulletin. All delegated determinations are also advised to Council via the register of delegated decisions in the Information Bulletin.

- STATUS

(a) Relationship to the local planning scheme:

This is a Local Planning Policy prepared in accordance with the Deemed Provisions of the prevailing local planning scheme.

(b) Relationship to other documents:

This policy has due regard for, and should be read in conjunction with State Planning Polices, the Shire Local Planning Polices and other legislative documents.

5. PROCEDURES

5.1 Membership

Chairperson	Manager Development Services
Deputy Chairperson	Principal Planning Officer
Statutory Planning	Assessing Planning Officer to present their application
Representative from Building Services	Principal Building Surveyor
Representatives from Engineering Services	Manager Assets
Representatives from Health Services	Principal Environmental Health Officer
Representatives from Emergency Services	Coordinator Emergency Services and Rangers
Representative from Compliance	Statutory Enforcement Officer
Governance / Administration	Staff for minute taking purposes

5.2 Pre-lodgement Processes

The Shire encourages applicants to engage in pre-lodgement discussions on applications. This is intended to:

- Discuss basic considerations such as zoning, land use permissibility, development standards, policy requirements and associated considerations;
- Identify key matters to be addressed as part of a formal application;
- Identify and explore potential issues, and discuss what applicants can do as part of their application to best address these issues (for example undertaking studies on traffic, noise and stormwater management); and
- Suggest potential opportunities that applicants may wish to consider.

The pre-lodgement process is intended to assist with the timely assessment of formal applications. Pre-lodgement processes occur on a without prejudice basis, and are offered free of charge to applicants.

5.3 Applications not required to be presented at the DAU

Applications determined as 'Low Risk' are not required to be presented to DAU. This will be determined by the Principal Planning Officer on allocation. Statutory Planning Officers may however opt to discuss any application at the DAU, provided that this does not impact on the target timeframes for the 'Low Risk' application at their discretion.

Low Risk development applications, not required to be presented at DAU include, but are not limited to, the following:

- Single residential/incidental development;
- Signage;
- Minor amendments to already approved development; and
- Sheds, rainwater tanks and incidental development in the 'Rural' zone for the purposes of a 'rural use'.

5.4 DAU Process

The DAU meets every Wednesday commencing at 8:30am, this may only be varied by the Chairperson / Deputy Chairperson for operational reasons.

At the DAU, the assessing planning officer will present the details of the proposal and specifically address the following matters:

- Zoning;
- Existing land use;
- Description of proposal;
- Key issues; and
- Initial comments on the proposal.

Officers from other departments will have the opportunity to make comments on aspects of the proposal relating to their service area and advise if any further technical information should be provided. The decision of whether any further information shall be requested ultimately rests with the Chairperson. The Shire can only request information where there is such a requirement specified under Clause 63 of the Deemed Provisions. Formal comments are to be made in writing through the internal referral process.

5.5 Authority

The DAU shall deal with those applications, licences and/or permits which are able to be processed under delegated authority as set out in the Shire's Delegations Register. These matters include, but are not limited to, the following:

- Development Applications;
- Modification of Development Standards;
- Subdivision Applications;
- Subdivision Clearances;
- Local Development Plans;
- Structure Plans;
- Building Envelope Variations;
- Removal of indigenous trees or substantial vegetation;
- Liquor Licence Applications (Section 39 and 40);
- Public Works Planning Applications;
- SAT Appeals;
- Local Planning Scheme Amendments;
- Reserves; and
- Building Licence or other permit applications which warrant being drawn to the attention of DAU.

The DAU shall also act as a forum for discussion on planning, compliance, environmental, health, building or development related matters.

Matters which are outside the scope of delegated authority may still be assessed and considered by the DAU, with the recommendation of the DAU being included in the Officers report / agenda item to Council for its consideration.

5.6 Agendas and Minutes

Governance / Administration support shall be responsible for the preparation of Meeting Agendas and Minutes for the applications or matters considered by the DAU.

A call for agenda items shall occur on the Friday preceding the DAU meeting with the cut-off for items being midday Monday prior to the DAU meeting. The agenda is to be circulated to DAU members no later than midday Tuesday prior to the DAU meeting.

Late items received after the agenda cut-off will be considered based on the nature of the item and the urgency for DAU's consideration. The Agenda shall be prepared using the Shire's DAU Agenda / Minutes Template.

The Agenda / Minutes shall contain the following information:

- Subject; (Agenda & Minutes)
- Location; (Agenda & Minutes)
- Applicant; (Agenda & Minutes)
- DA/File Number; (Agenda & Minutes)

- DAU recommendation; (Minutes)
- Applicable Conditions; (Minutes)

The recommendations are required to be forwarded to the Chairperson/Deputy Chairperson for authorisation. The DAU meeting minutes shall accurately state the recommendations made at that DAU meeting of the respective delegated Officer. The minutes of the DAU shall be presented to Council via the register of delegated decisions in the Information Bulletin as the Delegations exercised, and therefore will fulfil the role of the Delegations Register in accordance with Regulation 19 or the *Local Government (Administration) Regulations 1996*.

6. DEVELOPMENT ASSESSMENT UNIT PROCESSES

6.1 Application - Advertising Not Required

- 6.1.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid. An application is not considered as lodged until the fees are paid, the application form has been signed by all landowners, and all information required for the application as detailed on the checklist has been submitted.
- 6.1.2 Within 7 days of receipt of an application for Development Approval, Planning Officers will advise the applicant in writing that that application has been accepted for assessment, or that the application cannot be accepted because it is deemed to be incomplete.
- 6.1.2 The application is recorded and date stamped, and Governance Officers (within 2 days from lodgement date):
- i) Registers the application on TARDIS;
 - ii) Lists it as a new application received on the agenda for the next DAU; and
 - iii) Arranges internal referral (when required) to other departments.
- 6.1.3 The application is referred to the Principal Planning Officer who assigns the application to an Officer.
- 6.1.4 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.
- 6.1.5 The Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm if the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.
- 6.1.6 Within 21 days from the lodgement date, the application is brought to DAU to:
- i) Determine whether further information is required. If so, the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;
 - ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by the Chairperson).
- 6.1.7 Once the additional information has been received and considered sufficient, the Officer finalises the assessment which includes the recommendation and all conditions. The application is then listed at the next possible DAU or if the application is considered minor, the Manager Development Services may determine the application without it being presented back to DAU. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council Meeting or Joint Development Assessment Panel.

6.1.8 Relevant Officer signs technical assessment and Notice of Determination.

6.2 Application – Advertising Required

6.2.1 When an application is received, it is checked upon receipt to ensure that all the required information has been submitted in accordance with the Local Planning Policy/Checklist and fees have been paid. An application is not considered as lodged until the fees are paid, the application form has been signed by all landowners, and all information required for the application as detailed on the checklist has been submitted

6.2.2 The application is recorded and date stamped, and Planning Administration (within 2 days from lodgement date):

- i) Registers the application on TARDIS;
- ii) Lists it as a new application received on the agenda for the next DAU; and
- iii) Arranges internal referral (when required) to other departments.

6.2.3 The application is referred to the Principal Planning Officer who assigns the application to an Officer.

6.2.4 Internal referral (to be completed within 14 days from lodgement date) enables other departments to provide technical opinion in relation to their relevant field of expertise, request further information and/or advise of necessary conditions/advice notes.

6.2.5 The Planning Officer undertakes technical assessment within 21 days from the lodgement date to determine if any additional information is required and to confirm that the application requires advertising in accordance with the Deemed Provisions or any adopted Local Planning Policy.

6.2.6 Within 21 days from the lodgement date, the application is brought to DAU for determination of whether:

- i) Further information is required. If so the applicant is notified in writing, specifying the type and form of the information to be submitted and requesting that such information be provided within 21 days of the date of the correspondence unless the type of information warrants more time;
- ii) The applicant may request that the application is placed on 'hold' until the further information is obtained. The application can be kept on hold for up to two months (or further time as agreed upon by Chairperson).
- iii) The application requires advertising. Once all relevant information has been received and is deemed appropriate and complete, advertising will occur;
- iv) Notwithstanding Clause 64 of the Deemed Provisions, advertising shall be carried out for a period of no less than 14 days or 42 days for Agencies. Upon conclusion of the advertising period, the Planning Officer is to assess the submissions and:
 - a. If necessary, based on submissions received, request further clarification from the applicant, and where appropriate the applicant may be required to respond or address matters raised by submitters;
 - b. Internal departments are to prepare additional advice and propose conditions based on the further information and submissions received; and
 - c. The Planning Officer re-assesses the application and prepares an assessment which includes a recommendation and all conditions proposed.
 - d. If needed, a schedule of submissions to be forwarded to the applicant and comment requested to be provided within 5 working days, or applicant need to agree to an extension of time for the assessment of the proposal.

6.2.7 The application is listed at the next possible DAU with a recommendation for determination to be included in the minutes. Where delegations do not allow for a delegated decision, applications will be referred to an Ordinary Council meeting or Joint Development Assessment Panel.

6.2.8 Relevant Officer signs technical assessment and Notice of Determination.

6.3 Referral To Council

6.3.1 Where referral to Council is required, a report will be prepared and presented to Council at the next available Council meeting once all relevant information has been obtained.

6.3.2 All submitters are notified that the application will be presented to Council, at the time the Council meeting agenda is published, and that they are able to make a deputation in this regard.

6.3.3 The Council meeting minutes are to be published on the Shire's website.

6.3.4 The Notice of Determination is issued in accordance with the Council resolution and any submitters are notified of the decisions soon as practicable after the Ordinary Council meeting.

7. REFERENCES

Name of Policy	Local Planning Policy SDev CP503– Development Assessment Unit
Previous Policy	N/A
Date of Adoption and Resolution Number	
Review Dates and Resolution Numbers	
Next Review Date	
Related Documents	<p>Acts / Regulations <i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p>Plans / Strategies Strategic Community Plan 2018 – 2028</p> <p>Policies</p> <p>Delegations</p> <p>Work Procedures</p>



COUNCIL POLICY NO:- NEW POLICY
SDev CP504 – DRAFT AMENDMENTS AND EXTENSIONS TO EXISTING APPROVALS POLICY

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

ADMINISTRATION INFORMATION						
Version:	1	New	OCM	30/09/20	Res: ???-20	Synopsis: Policy created and endorsed by Council
Version:						

NEW POLICY

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. POLICY

Amendment of a Development Approval

- 4.1. 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. 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.

- 4.5 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.
- 4.6 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.

Extension of the Term of Approval

- 4.7 If the Development Approval that is the subject of the extension of time request has expired, the Shire shall not approve any extension to the Development Approval. In such circumstances a new application for Development Approval would be required, and would be considered under the current planning provisions and legislation.
- 4.8 Where an extension of time to the term of the Development Approval is granted, a period of up to a further two years only may be granted.
- 4.9 Only one extension of the term of a development approval shall be granted, after which a new development application will be required.
- 4.10 In considering a request for an extension to the term of a Development Approval, the Shire is to have regard to the following factors:
- Whether there has been a significant change of planning policy that would impact the acceptability of the approved use and/or development, under current conditions;
 - Whether the land owner is seeking to 'warehouse' the permit (i.e. to retain the original permission granted in order to increase property value or for other financial gain);
 - Any intervening circumstances which bear upon the grant or refusal of the extension request;
 - The economic burden imposed on the land owner by the permit;
 - The probability of a permit issuing should a fresh application be made.
- 4.11 Where a request to extend the term of a development approval is approved, a letter will be issued advising of the extension of the term of approval and all other conditions of the approval will remain unchanged. No new development approval will be issued where the request is for an extension of time only, as the extension of time is considered to be an extension of the term of the original approval and its conditions and does not alter any other condition.

Administrative Corrections ('Slip Rule')

- 4.12 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.
- 4.13 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) – know as the ‘Kantor Test’



POLICY NO:-

SDev CP505 – **DRAFT PUBLIC CONSULTATION – PLANNING MATTERS**

GOVERNANCE INFORMATION

Procedure Link:	NA	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

Version:	1	New	OCM	30/09/20	Res: ???-20	Synopsis:	Policy created and endorsed by Council
Version:							

NEW POLICY

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. Clause 64(1) of the Deemed Provisions establishes when consultation is required under the Scheme. Clause 64(3) of the Deemed Provisions sets out minimum consultation requirements 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 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.

‘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
- (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 Where proposals do not clearly fall within the matrix, the criteria outlined above will be used to establish the consultation process.
- 4.3 Prior to commencing consultation of a development application, the application must be listed for discussion at the Development Control Unit meeting, where the Officer must present the level of consultation to be undertaken, consistent with this Policy.
- 4.4 All notices public 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 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 any comments or submissions should be made.
- 4.5 Where deemed appropriate by officers, consultation may occur with government departments/referral agencies at any consultation level.

Schedule 1 – Consultation Matrix

DEVELOPMENT PROPOSAL/PLANNING MATTERS	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 – ‘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	3	28 days
Uses not mentioned in Zoning Table	3	28 days
Any proposal requiring a Heritage assessment to be carried out	2	14 days
Extension to Non-Conforming Uses	3	14 days
Cancel, amend, or extend Development Approval (s.77 applications)	1	-
Local Planning Policy Development/Review	4 [#]	Minimum 28 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 28 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

- 4.6 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(1) 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

- 4.7 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.
- 4.8 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.
- 4.9 The owners of 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).

- 4.10 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 (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

- 4.11 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.
- 4.12 The Shire will:
- (a) publish a notice of the development proposal in a newspaper circulating in the area containing details set out in Appendix 1 of this Policy;
 - (b) publish a notice of the development proposal on the Shire's website under the 'Public Comment' section, and also place a copy on the notice board at the front of the Administration Building in the form of Appendix 1 of this Policy;
 - (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 form of Appendix 1 of this policy;
 - (d) provide written notice in the form of a letter to all land owners 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 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.
- 4.13 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

- 4.14 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.
- 4.15 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.
- 4.16 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*;

- (g) Formation of working groups;
- (h) Workshops, forums or briefing/information sessions;
- (i) Public meetings; or
- (j) Other procedures as required.

4.17 *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

- 4.18 Submissions should desirably be made on the Submission Form at Schedule No 2 of this Policy.
- 4.19 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.
- 4.20 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

- 4.21 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.
- 4.22 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.
- 4.23 Matters to be taken into account in the consideration of the submission are outlined as set out in clause 61 of the Deemed Provisions. This policy does not increase the scope of the matters that may be considered in clause 61.
- 4.24 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, at least five working days prior to the Council meeting.
- 4.25 In making the determination on the application/planning matter, Council or the delegated decision-maker will consider the Schedule of Submissions.
- 4.26 Once a determination of the matter has been made, a letter will be sent to each submitter detailing the determination of the development proposal.

Cost of Consultation

- 4.27 The full cost of the consultation requirements specified within this policy are to be met by the applicant.
- 4.28 Council's fee schedule sets the cost for consultation.

Access to Planning Applications where no consultation required

- 4.29 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

- 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 include both the owners and occupiers of properties that, in the opinion of the Shire, may be affected by the proposal and/or other stakeholders where these are identified. Any reference to 'owners' in this policy shall also be taken to include 'occupiers' of the property.
- 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

Schedule 2 – Submission Form

PLANNING PROPOSAL SUBMISSION FORM

PROPOSED: Officer to insert Description	RESPONSIBLE OFFICER: Insert Name
FILE REFERENCE: Officer to Insert	

Submitter (full name required):	
Postal Address:	
Property Address:	
Phone Number:	Email Address:

* Either a postal address or email address must be included

Your Comment (tick one box only) Support Object Comment

Comments:

If necessary add additional pages to your submission

Signature of Submitted: _____ Date _____

Post to: Chief Executive Officer Shire of Dardanup PO Box 7016 EATON WA 6232	Deliver to: Eaton Office – Front Counter 1 Council Drive EATON WA 6232	Email to: shire@dardanup.wa.gov.au
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APPENDIX 1 - FORM OF PUBLIC NOTICE FOR CONSULTATION PURPOSES

PROPOSED DEVELOPMENT/STRUCTURE PLAN FOR PUBLIC COMMENT

Notice is hereby given that [*insert description of matter which public comment is being sought – i.e. a Structure Plan for Lot XX, XXX Road*] is available for public comment.

[*Insert brief overview of the proposal – i.e. The Structure Plan has been prepared to guide the future subdivision and development of Lot XX, XXXX Road, XXXX. The Structure Plan proposes to subdivide the site into XX residential lots with an average lot size of XX and also propose the development of a local centre to service surrounding population*].

Copies of the [*e.g. Structure Plan*] will be available for viewing at the Shire of Dardanup Administration Centre, 1 Council Drive Eaton and will be open for inspection during normal office hours (8:00 AM to 4:00 PM) from [*insert date*] up to and including [*insert date*]. The [*Structure Plan*] will also be made available for viewing on the Shire’s website at www.dardanup.wa.gov.au.

Submissions on the proposed [*Structure Plan*] may be made in writing and lodged to the Chief Executive Officer, P O Box 7016 Eaton WA 6232 or emailed to shire@dardanup.wa.gov.au before 4.00pm on [*insert date*].

If you would like to discuss the proposal further with the Shire please contact [*insert officer contact details*] on (08) 9724 XXXX.

Yours sincerely

.....
André Schönfeldt
Chief Executive Officer
PO Box 7016
Eaton WA 6232

