



# **MINUTES**

# **SPECIAL MEETING**

Held

**26 July 2018**

At

**Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON**

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## COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

## DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

## **SHIRE OF DARDANUP**

### **MINUTES OF THE SHIRE OF DARDANUP SPECIAL MEETING OF COUNCIL HELD ON THURSDAY 26 JULY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.**

#### **1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, Cr. M T Bennett declared the meeting open at 2.00pm, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

##### *Acknowledgement of Country*

*The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wandandi people in this land.*

##### *Affirmation of Civic Duty and Responsibility*

*Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.*

##### *Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

##### *Process:*

*Shire President, Cr. M T Bennett adjourned the meeting due to a lack of quorum [2.01pm].*

*Cr. M T Bennett reconvened the meeting [2.04pm] following the arrival of Cr. J Lee.*

## 2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

### 2.1 Attendance

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Tyrrell Gardiner	-	Elected Member
Cr. James Lee	-	Elected Member [2.04PM].
Cr. Janice Dow	-	Elected Member
Cr. Peter Robinson	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR
Mr Luke Botica	-	Director Engineering & Development Services
Mr Phil Anastasakis	-	Director Corporate & Community Services
Mr Steve Potter	-	Manager Development Services
Mr Mick Saunders	-	Manager Assets
Mr Nathan Ryder	-	Manager Operations
Ms Lee Holben	-	Manager Community Services

### 2.2 Apologies

Cr. Carmel Boyce	-	Elected Member
Cr. Luke Davies	-	Elected Member
Cr. Patricia Perks	-	Elected Member

## 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

## 4 PUBLIC QUESTION TIME

None.

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 Ordinary Meeting Held 18 July 2018**

Note: The Minutes of the Ordinary Council meeting held on 18 July 2018 will be brought to the 5.00pm Ordinary Council meeting on 8 August 2018 for confirmation.

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

None.

**9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

## 11 DECLARATION OF INTEREST

*Discussion:*

*Shire President, Cr. M T Bennett asked Councillors and staff if there were any Declarations of Interest to be made.*

*Officers declare a Financial Interest in Item 12.1 as there are a number of Council Policies that provide a direct financial benefit to officers. The following officers declare this interest as they have contributed to the review of the Policies: -*

- Mr Mark Chester - Chief Executive Officer*
- Mr Luke Botica – Director Engineering & Development Services*
- Mr Phil Anastasakis – Director Corporate & Community Services*
- Mr Peter Stampoultzis – Manager Information Services*
- Mr Mick Saunders – Manager Assets*
- Mr Steve Potter – Manager Development Services*
- Mrs Cathy Lee – Manager Governance & HR*
- Mr Nathan Ryder – Manager Assets*
- Mrs Lee Holben – Manager Community Services*
- Mrs Donna Bullen – Senior HR Coordinator*

*There were no further Declarations of Interest made.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 Title: Full Policy Manual Review

*Reporting Department: Executive*

*Reporting Officer: Mrs Cathy Lee – Manager Governance & HR*

*Legislation: Local Government Act 1995*

### DECLARATION OF INTEREST

Officers have declared a Financial Interest in this report as contributors to the review of the Council Policies they have a potential financial interest:

Mr Mark Chester - Chief Executive Officer  
 Mr Luke Botica – Director Engineering & Development Services  
 Mr Phil Anastasakis – Director Corporate & Community Services  
 Mr Peter Stampoultzis – manager Information Services  
 Mr Mick Saunders – Manager Assets  
 Mr Steve Potter – Manager Development Services  
 Mrs Cathy Lee – Manager Governance & HR  
 Mr Nathan Ryder – Manager Assets  
 Mrs Lee Holben – Manager Community Services  
 Mrs Donna Bullen – Senior HR Coordinator

### Background

Council has been reviewing its policies over the past two years in a piecemeal fashion. In the interests of efficiencies, a Special Meeting has been called to review all policies at one meeting.

All policies have been assessed and it has been established that some Council policies can be deleted and changed to 'Administrative Policies' and/or 'Administrative Procedures'.

Council policies that have a procedure included within the policy are being updated by separating the procedure from the policy itself. A link to the procedure (or the administrative process) will be referenced in the Council policy for ease of reference.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - The policy manual is reviewed regularly.

Budget Implications - None.

Budget – Whole of Life Cost - None.



Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

The format for Council Policies, Administrative Policies and Procedures has been updated.

There are some policies that are considered as 'no longer being required' as they are covered by other Administrative Policies or legislation. These policies should be deleted. Council has the option of retaining any suggested deletion or administrative policies. This will be agreed at during the review process at the Council meeting.

Officers will continue to update Council policies and amend them as required prior to the next full review. Administrative policies and procedures will be reviewed on a regular basis and will not require a report to Council. These amendments will be undertaken as a part of good governance.

Part of the function of the Chief Executive Officer under Section 5.41 of the Local Government Act 1995 is to manage the day-to-day operations of the local government. The policies that are being moved [and not deleted] from the Council Policy manual will be in place as either an Administrative Policy, Procedure or both. They will be managed by the Chief Executive Officer.

Councillors have been provided with two appendices books:  
(Appendix ORD: 12.1A) – Policies that are currently adopted and in use; and  
(Appendix ORD: 12.1B) – Policies to be assessed and reviewed by Council.

The two books are cross referenced to assist in comparing policies.

It is suggested that due to the size of the policy manual, that Councillors review the new Policy Manual 2018 and refer back to the previous policies as required.

- *Planning Policies*

Within the policies, a number of Local Planning Policies (LPPs) are identified. Many of these would have been adopted under the Town Planning Scheme No. 3 (TPS3); however the process for adopting, amending or revoking a LPP now comes under the Planning and Development (Local Planning Schemes) Regulations 2015. Some of the more recently adopted ones have also been adopted in accordance with the Regulations (CP028 & CP030).

In terms of amendments, there are those amendments considered minor that do not require advertising and there are more significant changes requiring the LPP to be advertised. As all of the LPPs will be at least subject to minor changes, they have been divided into three separate categories these being:

- LPPs being revoked;
- LPPs subject to minor amendments for which advertising is not required;
- LPPs subject to more significant amendments for which advertising is required.

ACTION	POLICY NUMBER	POLICY NAME	COMMENT	RELEVANT REGULATIONS
LPPs being revoked	<ul style="list-style-type: none"> <li>• CP091</li> <li>• CP098</li> <li>• CP108</li> </ul>	<ul style="list-style-type: none"> <li>• Residential Design Guidelines</li> <li>• Second-hand, Relocated and Transportable Dwellings</li> <li>• Application of Cl. 3.4.1 – Grouped Dwelling Requirements of TPS3</li> </ul>	<ul style="list-style-type: none"> <li>• No longer applicable</li> <li>• No longer applicable</li> <li>• No longer applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 2, Part 2, Clause 6</li> </ul>
LPPs subject to minor amendments for which advertising is not required.	<ul style="list-style-type: none"> <li>• CP028</li> <li>• CP030</li> <li>• CP096</li> <li>• CP097</li> <li>• CP99</li> <li>• CP102</li> </ul>	<ul style="list-style-type: none"> <li>• Variation to Deemed-To-Comply Requirements of the R-Codes: Medium-Density Single House Development Standards (R-MD Codes)</li> <li>• Construction Of Outbuildings in the 'Small Holding' Zone Prior to Construction of a Dwelling</li> <li>• Sea Containers</li> <li>• Eaton Commercial Centre Design Guidelines</li> <li>• Display Homes – Development Standards</li> <li>• 'R100' - Southbank Development Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Adopted under Scheme Regulations</li> <li>• Adopted under Scheme Regulations</li> <li>• Adopted under TPS3</li> <li>• Adopted under TPS3</li> <li>• Adopted under TPS3</li> <li>• Adopted under TPS3</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 2, Part 2, Clause 5 (2)</li> </ul>
LPPs subject to more significant amendments for which advertising is required.	<ul style="list-style-type: none"> <li>• CP092</li> </ul>	<ul style="list-style-type: none"> <li>• Millbridge Estate – Special provisions</li> </ul>	<ul style="list-style-type: none"> <li>• Update to reference current legislation (Scheme Regulations) and other minor modifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule 2, Part 2, Clause 4</li> </ul>

ACTION	POLICY NUMBER	POLICY NAME	COMMENT	RELEVANT REGULATIONS
	<ul style="list-style-type: none"> <li>• CP100</li>   <li>• CP101</li> </ul>	<ul style="list-style-type: none"> <li>• Ancillary Dwellings, Grouped Dwellings &amp; Caretaker's Dwellings – Small Holding and General Farming Zones</li>   <li>• Outbuildings, Patios and Carports – Development Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Significant changes to increase development control</li>   <li>• Increased restriction of outbuilding size on smaller lots, no DA required with neighbour consent for reduced setbacks in Residential zone.</li> </ul>	

In terms of the required processes under the Regulations the following are relevant:

Schedule 2, Part 2, Clause 6

Revocation of local planning policy

A local planning policy may be revoked —

(a) by a subsequent local planning policy that —

- (i) is prepared in accordance with this Part; and
- (ii) expressly revokes the local planning policy;

or

(b) by a notice of revocation —

- (i) prepared by the local government; and
- (ii) published in a newspaper circulating in the Scheme area.

Schedule 2, Part 2, Clause 5

Procedure for amending local planning policy

- 1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- 2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

Schedule 2, Part 2, Clause 4

Procedure for making local planning policy

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —

- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of—*
- (i) *the subject and nature of the proposed policy; and*
  - (ii) *the objectives of the proposed policy; and*
  - (iii) *where the proposed policy may be inspected; and*
  - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
- (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
- (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must —*
- (a) *review the proposed policy in the light of any submissions made; and*
  - (b) *resolve to —*
    - (i) *proceed with the policy without modification; or*
    - (ii) *proceed with the policy with modification; or*
    - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
  - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

In light of the above, the above noted policies are separated for Council resolutions.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

*Discussion:*

*Council discussed the policies and relevant changes.*

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

Policies were amended at the request of Council and adopted as outlined in the following resolutions:



- b) **CP100 - Ancillary Dwellings, Grouped Dwellings & Caretaker's Dwellings – Small Holding and General Farming Zones**
- c) **CP101 - Outbuildings, Patios and Carports – Development Standards**
4. Pursuant to Schedule 2, Part 2, Clause 4(3)(b)(i) of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council resolves to proceed with any of the draft local planning policies indicated in 3(a)i-iii without modification, if no submissions are received during the advertising period, without the requirement for the draft local planning policy to be brought back to Council for further consideration.
5. Pursuant to Schedule 2, Part 2, Clause 4(4) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council authorises the Chief Executive Officer to publish a notice of Council's decision to proceed with the local planning policy without modifications, in accordance with Resolution 3(b).
6. Pursuant to Schedule 2, Part 2, Clause 4(3)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council instructs the Chief Executive Officer to bring a report back for Council's further consideration if any submissions are received during the advertising period for the advertised draft local planning policies indicated in 3(a)i-iii.

CARRIED  
5/0

**AND**

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

251-18      MOVED - Cr. J Lee                                      SECONDED - Cr. T G Gardiner

**THAT Council deletes all previous policies as presented with the exception of Planning Policies that have been dealt with separately:**

- DEV17 - CP092 – Millbridge Estate – Special Provisions;
- DEV25 - CP100 - Ancillary Dwellings, Grouped Dwellings & Caretaker's Dwellings – Small Holding and General Farming Zones;
- DEV26 - CP101 - Outbuildings, Patios and Carports – Development Standards.

**and adopts the following reviewed Council policies:**



POLICY NO:-

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

<b>Procedure Link:</b>	PR003	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	EXEC7	OCM 24/05/05	Res: 177/05	<b>Synopsis:</b>	Policy created.
	2		OCM 10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted
<b>Version:</b>	2	CP001	OCM 31/08/16	Res: 225/16	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**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:-
<b>CP002 - REFRESHMENTS</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	EXEC1	OCM: 23/10/98	Res: 984/98	Synopsis:	Policy created.
			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

## 1. RESPONSIBLE DIRECTORATE

Executive

## 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 CEO 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 CEO 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:-
<b>CP003 – ACTING CHIEF EXECUTIVE OFFICER</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	EXEC10	OCM 19/01/12	Res: 02/12	Synopsis:	Policy created.
	2	CP003	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

## 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 one of the Directors 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 and 5.42

## 4. POLICY

That the Chief Executive Officer be authorised to appoint any of the Directors 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:-

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

<b>Procedure Link:</b>	PR005	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	EXEC3	OCM: 24/03/10 Res: 77/10	<b>Synopsis:</b>	Policy created.
	2		OCM: 10/05/12 Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP004	OCM 31/08/16 Res: 225/16	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**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 following a four-year period 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.

### **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:-
<b>CP006 – DEFENCE RESERVIST LEAVE</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	EXEC8	OCM: 25/08/05	Res: 318/05	Synopsis:	Policy created.
			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

## 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

### Background

- 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](http://www.defence.gov.au/reserves).



POLICY NO:-

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

<b>Procedure Link:</b>	PR024	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

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

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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:-
<b>CP008 – PRIVATE USE OF COUNCIL'S MOTOR VEHICLE BY THE CEO</b>

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

## 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 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. The Officer's spouse and family may drive the vehicle after work hours subject to the approval of the Officer.
6. 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:-

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

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	EXEC19	OCM	15/05/98	Res: 487/98	<b>Synopsis:</b>	Policy created.
			OCM	10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted – Procedure Prepared
<b>Version:</b>	2	CP009	OCM	31/08/16	Res: 225/16	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate & Community Services

**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:-
<b>CP010 – COUNCIL CHAMBER TABLE, CHAIRS AND DESK</b>

GOVERNANCE INFORMATION			
Procedure Link:	PR014	Administrative Policy Link:	NA

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

## 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:-
<b>CP011 – TOURISM POLICY</b>

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

## 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:-
<b>CP012 – LEGAL REPRESENTATION – COSTS INDEMNIFICATION</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR017	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>		EXEC24	OCM 22/11/00	Res: 594/00	<b>Synopsis:</b> Policy created.
<b>Version:</b>	1		OCM 10/05/12	Res: 138/12	<b>Synopsis:</b> Revised Policy Adopted
	2	CP0012	OCM 23/11/16	Res: 297/16	<b>Synopsis:</b> New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Executive

## 2. PURPOSE OR OBJECTIVE

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

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

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

The objectives are as follows:

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

## 3. 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:-
<b>CP014 – EQUAL EMPLOYMENT OPPORTUNITY</b>

GOVERNANCE INFORMATION			
Procedure Link:		Administrative Policy Link:	

ADMINISTRATION INFORMATION					
<b>History:</b>		EXEC33	OCM 07/10/03	Res: 380/03	<b>Synopsis:</b> Policy created.
<b>Version:</b>	1	CP014	OCM 25/01/17	Res: 02/17	<b>Synopsis:</b> Revised Policy Adopted
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Executive

## 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
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992
- Shire of Dardanup Grievance Information Handbook

## 4. 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.



POLICY NO:-
<b>CP015 – STUDY LEAVE / STUDY ASSISTANCE</b>

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

ADMINISTRATION INFORMATION					
History:		EXEC35	OCM 17/04/13	Res: 91/13	Synopsis: Policy created.
Version:	1	CP015	OCM 25/01/17	Res: 02/17	New Council Policy Document endorsed
Version:	2		SCM 26/07/18	Res: 251-18	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Executive

## 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 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;

- 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 shall not necessarily 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:-
<b>CP016 – SEVERANCE POLICY – SECTION 5.50 OF THE LOCAL GOVERNMENT ACT 1995</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

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

## 1. RESPONSIBLE DIRECTORATE

Executive

## 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.
- 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.  
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:-
<b>CP017 – PROJECT DEVELOPMENT POLICY</b>

GOVERNANCE INFORMATION			
Procedure Link:	PR032	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:		EXEC39	OCM 14/06/12	Res: 186/12	Synopsis: Policy created.
Version:	1	CP017	OCM 25/01/17	Res: 02/17	Synopsis: New Council Policy Document endorsed
Version:	2		SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Executive

## 2. PURPOSE OR OBJECTIVE

The Shire of Dardanup continues to grow at a rate of 4% per annum. 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:-

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

<b>Procedure Link:</b>	PR033	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		<b>EXEC40</b>	OCM 26/07/12	Res: 257/12	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1	<b>CP0018</b>	OCM 25/01/17	Res: 02/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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 31<sup>st</sup> of March in each year.
- 4.2 If the Chief Executive Officer receives a request later than the 31<sup>st</sup> 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 31<sup>st</sup> 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:-

**CP019 – USE OF COUNCIL CREST & SHIRE CORPORATE LOGO****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		<b>EXEC41</b>	OCM 17/04/13	Res: 98/13	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1	<b>Reference:</b>	OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	<b>CP0019</b>	OCM 25/01/17	Res: 02/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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.

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*Corporate Logo Design*

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



"Shire of Dardanup" Font = Homizio

**4. POLICY**Shire Corporate Logo

The Corporate Logo is 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, Council Minutes & Agendas, 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:-

**CP020 – CIVIC FUNCTIONS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR034	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		<b>EXEC43</b>	OCM 13/08/14	Res: 251/14	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1	<b>CP0020</b>	OCM 25/01/17	Res: 02/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Executive

**2. PURPOSE OR OBJECTIVE**

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

The aim of this policy is to give guidance for the Shire President

*Local government 2.8 S1(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:-

**CP021 – CONSULTANT LIAISON****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR035	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		EXEC44	OCM 05/11/14	Res: 346/14	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1	CP0021	OCM 25/01/17	Res: 02/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**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 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 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 parties 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 parties 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 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:-

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

<b>Procedure Link:</b>	PR037	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP1	OCM: 30/01/08	Res: 008/08	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP022	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM: 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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 Director Corporate & Community Services.

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 Director Corporate & Community Services 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 Director Corporate & Community Services.*

*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:-

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

<b>Procedure Link:</b>	PR039 -	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP3	OCM: 10/11/05	Res: 441/05	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP023	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM: 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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.

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 Director Corporate & Community Services 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.
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 Director Corporate & Community Services.

#### 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 Director Corporate & Community Services 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:-

**CP024 – RECORDS MANAGEMENT****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR041	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP6	OCM: 22/10/03	Res: 410/03	<b>Synopsis:</b>	Policy created.
	2		OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP024	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM: 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate & Community Services

**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

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:-

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

<b>Procedure Link:</b>	PR046	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP11	OCM: 11/03/03	Res: 099/03	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP025	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM: 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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:-

**CP026 – SOCIAL MEDIA****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR059	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		CORP16	OCM	16/10/13	Res: 325/13	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1	CP026	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**RECOMMENDATION – Delete Policy CORP16 and replace with new Policy CP026.****1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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 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 Director Corporate & Community Services to do so.

The Chief Executive Officer and Director Corporate & Community Services 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:-

**CP027 – OCCUPATIONAL SAFETY & HEALTH POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>		<b>Administrative Policy Link:</b>	
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**ADMINISTRATION INFORMATION**

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

**1. RESPONSIBLE DIRECTORATE**

Executive

**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:-

**CP028 – VARIATION TO DEEMED-TO-COMPLY REQUIREMENTS OF THE R-CODES:  
MEDIUM-DENISTY SINGLE HOUSE DEVELOPMENT STANDARDS [R-MD CODES]**

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	2	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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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 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 Planning Bulletin B112/2016.

## 3. DEFINITIONS

<b>Front Load:</b>	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.
<b>Rear Load:</b>	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.
<b>R-MD / R-MD Codes:</b>	Single dwelling standards for medium density housing.
<b>Structure Plan:</b>	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

### 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		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><u>Rear load</u> 7.5m x 30m – 225m<sup>2</sup></p> <p><u>Frontload</u> 8.5m x 30m – 255m<sup>2</sup> 8.5m x 25m – 212.5m<sup>2</sup> 10 x 20m – 200m<sup>2</sup> 10 x 25m – 250m<sup>2</sup> 12.5m x 20m – 250m<sup>2</sup></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>20m<sup>2</sup></p> <p>courtyard 1/3</p> <p>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 20m<sup>2</sup>, 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"> <li>- Garage setback a minimum of 0.5m behind the building alignment</li> <li>- A major opening to a habitable room directly facing the primary street</li> <li>- An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and</li> <li>- No vehicular crossover wider than 4.5m where it meets the street</li> </ul> <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	<p>35% of the adjoining site area</p> <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		Lotboundarysetback		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><u>Rear load</u> 10m x 30m – 300m<sup>2</sup></p> <p><u>Frontload</u> 10m x 30m – 300m<sup>2</sup> 15m x 20m – 300m<sup>2</sup></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: 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>24m<sup>2</sup></p> <p>courtyard 1/3</p> <p>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 20m<sup>2</sup>, 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"> <li>- Garage setback a minimum of 0.5m behind the building alignment</li> <li>- A major opening to a habitable room directly facing the primary street</li> <li>- An entry feature consisting of a porch or veranda with a minimum depth of 1.2m; and</li> <li>- No vehicular crossover wider than 4.5m where it meets the street</li> </ul>	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:-

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

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

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

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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:-

**CP030 – CONSTRUCTION OF OUTBUILDINGS IN THE ‘SMALL HOLDING’ ZONE PRIOR TO CONSTRUCTION OF A DWELLING**

GOVERNANCE INFORMATION	
Procedure Link:	Administrative Policy Link:

ADMINISTRATION INFORMATION			
History:	1	NEW	OCM 18/05/16 Res: 112/16
Version:	2		SCM 26/07/18 Res: 251-18
			Synopsis: Policy created.
			Synopsis: Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 3. 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 objective of the policy is for Council to establish a clear position for the construction of outbuildings on lots zoned 'Small Holding', prior to the issue of a Building Permit for a dwelling.

## 3. REFERENCE DOCUMENTS

Planning and Development (Local Planning Schemes) Regulations 2015

## 4. 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..
- 4.4 The unenclosed side of the proposed outbuilding shall be one of the sides of greater length and must be a perimeter wall.
- 4.5 The unenclosed side shall be open for the entire height of the side.
- 4.6 Solid garage style doors are not permitted on the unenclosed side.
- 4.7 Open rural style gates are permitted on the unenclosed side.
- 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.
- 4.12 Indicative photographs of supported development in accordance with this Policy:

a)



b)





POLICY NO:-

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

<b>Procedure Link:</b>	PR002	<b>Council Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		EXEC5	OCM 27/03/98	Res: 323/98	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	1		OCM 10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted
	2	CP0031	OCM 23/11/16	Res: 297/16	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**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:-

**CP032 – WOOD ENCOURAGEMENT POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CP032	OCM	14/12/16	Res: 350/16	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	2	CP032	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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:-

**CP033 – MOBILE TRADERS ON EATON FORESHORE [RESERVE 24359 & RESERVE 25417]****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	NEW	OCM	14/12/16	Res: 352/16	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	2	CP033	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**2. PURPOSE OR OBJECTIVE**

The purpose of this Policy is to provide direction to the Shire of Dardanup Council in the processing of applications for 'Trader's Permits' within the Eaton Foreshore Reserve (Reserve 24359 and Reserve 25417) in accordance with the Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law 2007'.

The objectives of this Policy include:

- To identify and designate an appropriate location for vendors to operate;
- To allow for mobile traders to operate in a manner that does not conflict with the Shire's permanent retail and service base, or other normal functions of the Eaton Foreshore Reserve;
- To protect existing levels of public amenity experienced on the Eaton Foreshore Reserve;
- 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 Local Law 2007'
- Appendix 1 – Mobile Traders Area Plan

**4. DEFINITIONS**

The terms used in this Policy and their defined as follows in accordance with the Local Law.

<b>Term</b>	<b>Definition</b>
Trader	Means a person who carries on trading under an approved Trader's Permit.
Trading	The selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place.
Trader's Permit	Means a permit issued to a trader.
Trading Location	Designated trading area as defined by the 'Mobile Traders Area Plan'.
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.
Local Law	Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law'

**5. POLICY**

This policy applies to mobile traders within the Eaton Foreshore Reserve (R24359 and R25417) and includes the following types of mobile traders:



- 5.1 Mobile traders utilising a vehicle or caravan for the purpose of trading goods (Type 'A');
- 5.2 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.) (Type 'B').

#### 'Type A' Traders

- a) The approved area for 'Type A' trader's permit holders is identified on the 'Mobile Traders Area Plan' (Appendix 1 to this Policy).
- b) A maximum of three (3) 'Type A' trader's permits will be concurrently granted by Council to operate within the approved trading area at any one time.
- c) 'Type A' 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.
- d) 'Type A' trader's permits will be allocated to a particular location, which will represent the approved location for the business activity for the duration of the permit, unless otherwise approved in writing by Council.
- e) On 31 March of each year the Shire will call for expressions of interest by way of newspaper and website advertising to ascertain levels of interest from operators wishing to be granted one of the three 'Type A' permits for the following financial year.
- f) Existing permit holders will be required to submit a new application, if they wish to be considered for the following financial year.
- g) All applications will need to be submitted by 30 April using the form specified under the Local Law.
- h) By 30 June of each year an officer's report is to be presented to Council which will determine the approved trader's permits for the following financial year.
- i) In determining applications, Council shall 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 other approved trading permits within the approved area or other applications for trading permits currently being considered.
- j) All applications for 'Type A' mobile traders are to be determined by Council.
- k) In determining applications, Council reserves the right to refuse an application even if less than three permits have been issued for a particular financial year, if Council determines the proposed use is incompatible with the foreshore or of a standard that is unacceptable.
- l) If the three (3) trading positions are not all occupied following the expression of interest process, Council can approve an application received outside of the above process, for the remainder of the applicable financial year (expires on 30 June).

#### 'Type B' Traders

- a) Applications for 'Type B' trader's permits can be submitted at any time throughout the year.
- b) 'Type B' trader's permits will be valid from 1 July – 30 June of the following year.
- c) If granted after 1 July, a 'Type B' trader's permit will be valid from the date of issue to 30 June of the following year.
- d) Applications for 'Type B' trader's permits may be approved by staff under the delegated authority of Council.
- e) There are no limitations as to the number of 'Type B' traders that may be granted a permit.
- f) 'Type B' traders are not restricted to a particular location on the Eaton foreshore, however their activities are not to interfere with other users of the foreshore.
- g) The existing operation of a similar business on the foreshore will not be used as a means of refusing any application for a 'Type B' trader's permit.
- h) Once approved, a 'Type B' permit holder can renew the permit without the need for a new application by paying the appropriate fee, prior to 30 June of each year.
- i) In determining applications for a 'Type B' trader, Council shall 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 other approved trading permits within the approved area or other applications for trading permits currently being considered.

#### Conditions of Approval (Applicable to both 'Type A' and 'Type B')

If Council determines to approve an application for a trader's permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.6 of the Local Law and the following:

- The trader shall only conduct trading of products and/or services as specified on the trader's permit.
- The trader shall not deposit or store any item associated with a trader's permit 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 trader's permit cannot be transferred to another trader without the prior consent of Council.
- This trading permit is valid for a maximum period of 12 months. Dependent on time of approval, permits shall not be approved past 30 June of the relevant year.
- The trader shall not conduct trading on any day that there is a Shire of Dardanup approved 'event' on Reserve 24359 or Reserve 25417, unless otherwise approved in conjunction with this 'event'.

- 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 Reserve 24359 or Reserve 25417 which shall not recommence until such time as the trader is further notified in writing by the Shire.
- The trader shall make all reasonable attempts to utilise their trading permit to its full extent. If the local government determines that a trading permit is not being utilised sufficiently, the local government may revoke the trading permit.
- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.

#### Advice notes:

- 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.
- Traders shall ensure compliance with the Environmental Protection (Noise) Regulations 1997 at all times.
- The Shire may cancel a 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.

#### Revocation of Trader's Permit

- Council may revoke a trading permit for the following reasons:
- The nature of the trade is different to that approved;
- Vehicles and/or equipment are not as described in the application;
- Conditions of approval are not being adhered to;
- The approved trader is not utilising the approval at least one day per week.
- The activity is causing a nuisance to other users of the foreshore.

#### ***Appendix - Mobile Traders Area Plan***





POLICY NO:-

**CP034 – PROCUREMENT POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR045	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

History:		CORP9	OCM:	Res:	Synopsis:	
	1		12/10/11	302/11	Synopsis:	Policy created.
			10/05/12	138/12	Synopsis:	Revised Policy Adopted
<b>Version:</b>	2	CP034	OCM:	19/07/17	Res:	191/17
			SCM	26/07/18	Res:	251-18
<b>Version:</b>	3				Synopsis:	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**2. PURPOSE OR OBJECTIVE**

The Shire of Dardanup is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy.

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Shire of Dardanup.
- To ensure compliance with the Local Government Act 1995 ("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations").
- To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Dardanup.
- 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.

**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),  
 Local Government Act (Functions and General) Regulations, 1996 (as amended).

**4. POLICY****4.1 Ethics & Integrity****Code of Conduct**

All officers and employees of the Shire of Dardanup undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Dardanup must act in an honest and professional manner at all times which supports the standing of the Shire of Dardanup.

**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. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

### **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, 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, including but not limited to an assessment of levels and currency of compliances, 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); and
- 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.

## **4.3 Purchasing Thresholds and Processes**

### **Legislative / Regulatory Requirements**

All purchasing by the Shire of Dardanup will be in accordance with the Local Government (Functions and General) Regulations 1996. Purchasing that exceeds \$150,000 in total value (excluding GST) shall be executed by public tender unless a regulatory tender exemption is utilised. Determining purchasing value is to be based on the following considerations:

- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected to continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

### **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 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.

### **Policy**

All purchases shall be made through a competitive process, either using the Shire of Dardanup's own procurement process or obtaining quotations from a tender exempt panel of pre-qualified suppliers that has been established utilising a competitive public process.

This includes WALGA's Preferred Supply Contracts (which are specifically designed around the needs and requirements of Western Australian Local Governments) or State Government Agreements (where Local Government access is permitted).

Tender exempt panels of pre-qualified suppliers should be used to source multiple competitive quotations where appropriate to ensure best value for money by utilising the significant benefits of whole of sector procurement.

When making a procurement decision in relation to the method for sourcing goods and services, procurement officers must compare the cost, compliance issues, time requirements and risk associated with conducting a competitive public tender against the value delivered by such a process. This should then be compared with the costs and benefits of using a tender exempt arrangement of pre-qualified suppliers which include compliance benefits, risk reduction, administrative efficiencies and cost savings.

### Requirements

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

<b>Purchasing Thresholds (ex GST)</b>	<b>Requirements</b>
<b>Up to \$2,000</b>	Direct purchase from suppliers requiring Procurement Officer's discretion.
<b>\$2,000 - \$9,999</b>	Obtain two (2) or more verbal or written quotations from separate suppliers (eg email, fax or original copy).  A Local Government may purchase from a pre-qualified panel of suppliers which includes WALGA Preferred Supply Contracts and (where permitted) State Government Agreements. Accessing Preferred Supply Contracts should involve a simple quotation process with two (2) or more Preferred Suppliers, either through eQuotes or directly in writing, to achieve an optimal outcome.
<b>\$10,000 - \$149,999</b>	Obtain three (3) or more written quotations from separate suppliers (eg email, fax or original copy) containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.  A Local Government may purchase from a pre-qualified panel of suppliers which includes WALGA Preferred Supply Contracts and (where permitted) State Government Agreements. Accessing Preferred Supply Contracts should involve a formal quotation process with three (3) or more Preferred Suppliers, either through eQuotes or directly in writing, to achieve an optimal outcome.
<b>\$150,000 and above</b>	Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.

### Note:

Where considered necessary, a Local Government may consider calling tenders in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also 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.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

**Request for Quotations (\$50,000 or over up to \$149,999 in value)**

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$150,000, it is recommended that three (3) or more written quotations be obtained from the market or from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted).

In the event that a Local Government elects to call a Request for Quotation, it must:

- Provide an appropriately detailed specification communicating the requirement(s) in a clear, concise and logical fashion.
- Provide a request for written quotation that includes as a minimum:
  - Written Specification;
  - Selection Criteria to be applied;
  - Price Schedule;
  - Conditions of responding; and
  - Validity period of offer.
- Issue invitations to quote simultaneously to ensure that all parties receive an equal opportunity to respond.
- Provide new information that is likely to change the requirements to all prospective suppliers at the same time.
- Assess written responses for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Advise respondents in writing as soon as possible after the final determination is made and approved.
- Requests for Quotation to a tender exempt panel of pre-qualified suppliers should be undertaken through eQuotes or in writing direct with the Panel of Preferred Suppliers. At least three (3) written quotations should be obtained.
- Responses from suppliers should be in writing and contain the price and a sufficient amount of information relating to the specification of goods and services being purchased.

**Request for Quotations (\$10,000 or over up to \$49,999 in value)**

**Written Requests for Quotations**

For the procurement of goods or services where the value exceeds \$10,000 but is less than \$50,000, it is recommended that three (3) or more written quotations be obtained from the market or from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted).

In the event that a Local Government elects to call a Request for Quotation, it must:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed specification which communicates the requirement(s) in a clear, concise and logical fashion.
- Ensure that invitations to quote are issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Assess written responses for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Advise respondents in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a pre-qualified panel of suppliers should be undertaken through eQuotes or in writing direct with the Panel of Preferred Suppliers. Three (3) or more written quotations should be obtained. Responses from suppliers should be in writing and contain the price and a sufficient amount of information relating to the specification of goods and services being purchased. The responsible officer is

expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

#### **Verbal Requests for Quotations (\$2,000 or over up to \$9,999)**

For the procurement of goods or services where the value exceeds \$2,000 but is less than \$10,000 the Local Government may undertake a verbal Request for Quotation process. Two (2) or more quotations must be obtained from the market or the Local Government may purchase from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted). The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations;
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; and
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

#### **4.4 Records Management**

##### **Policy**

Records of all 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. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Approval documentation; and
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Approval documentation; and
- Order forms and requisitions.

##### **Verbal Quotations**

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. This written record shall include:

- i. Details of the goods and services required;
- ii. name of any supplier who has been requested to provide a quotation and the date on which it was requested;
- iii. name of any supplier who submitted a quotation, the amount of the quotation

This information is to be recorded in the pre-printed verbal quotation section on the *Office Copy Purchase Order*.

##### **Written Quotations**

Where a written quotation is required under this policy then the written request for quotation and any submission of quotations must be attached to the *Office Copy Purchase Order*.

#### **4.5 Exemption from Procurement Quotations Requirements**



#### 4.5.1 Sole Source of Supply (Monopoly Suppliers).

The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

Written confirmation of this must be made in accordance with the record management section of this policy.

Note:

The application of provision "sole source of supply" should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.

This exemption must be approved by Chief Executive Officer or Director Corporate & Community Services.

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

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

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

#### 4.5.5 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.

#### 4.5.6 Software Support / Maintenance.

No quotations are required for contracts for the provision, maintenance or support of software where;

- a. the value of the contract is less than or equal to \$100,000 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 Director Corporate & Community Services.

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

#### 4.5.8 Chief Executive Officers or Director Discretion

The Chief Executive Officer or Director 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.

#### **4.6 Contract Splitting Prohibited**

It is a breach of this policy (and Local Government Act 1995 with regard to tender thresholds) to enter into 2 (two) or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.

#### **4.7 Decision Making**

When considering quotations or tenders submitted under this policy a decision may be taken either to:

- a. Not accept any quotation / tenders; or;
- b. Accept the quotation which will be most advantageous for the Shire of Dardanup.

### **5. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY**

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services. Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.

#### **Definition**

Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Local Government shall endeavour to design quotations and tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

#### **Application**

In practical terms sustainability and corporate social responsibility in procurement means the Local Government shall endeavour at all times to identify and purchase products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- Demonstrate environmental best practice in water efficiency;
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- Demonstrate a regard for the local economy and a supply chain that supports local business development;
- Are ethically sourced from sustainable and fair trade supply chains;
- With regards to motor vehicles - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- With regards to new buildings and refurbishments - use renewable energy and technologies where available.

## **6. PURCHASING FROM AUSTRALIAN DISABILITY ENTERPRISES**

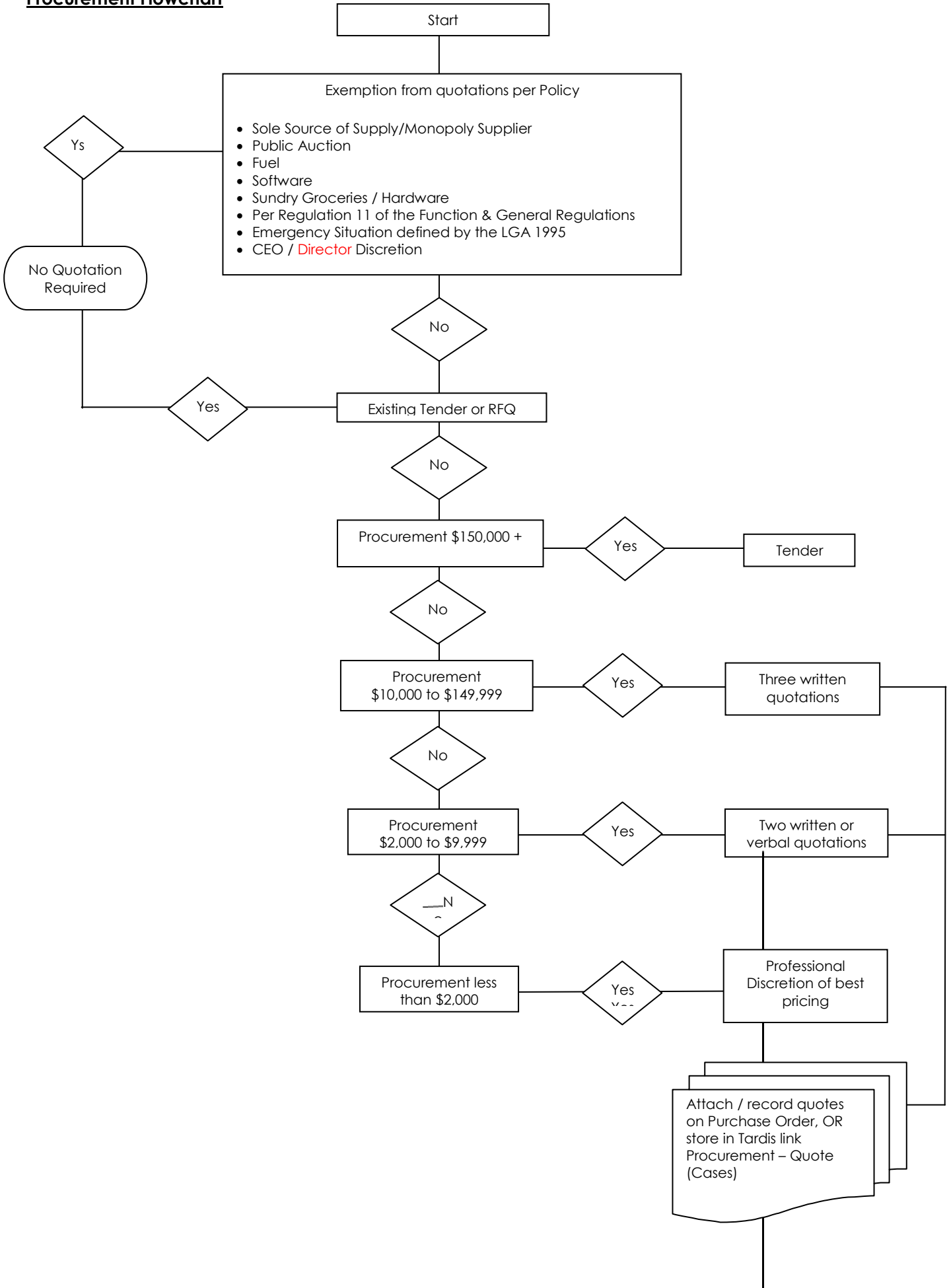
### ***Policy***

Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered ADEs. This is contingent on the provision of fair value and quality. There are eleven (11) ADEs registered in Western Australia. A complete list of approved ADEs is available from the Australian Disability Enterprises website: [www.australiandisabilityenterprises.com.au](http://www.australiandisabilityenterprises.com.au)

### ***Application***

Local Governments are encouraged to invite relevant ADEs to quote or respond to a tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in section 6 (Purchasing Thresholds and Processes).

**Procurement Flowchart**





POLICY NO:-

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

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP8	OCM: 27/07/11	Res: 24/11	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted
<b>Version:</b>	2	CP035	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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. POLICY****3.1 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.

**3.2 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 Director Corporate & Community Services (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 paid in the prior three (3) weeks, shall be presented to the Council. The list shall comprise of details as prescribed in 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 Director Corporate & Community Services (or authorized 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 Director Corporate & Community Services (or authorized 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 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 authorized 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
DIRECTOR CORPORATE & COMMUNITY SERVICES	X	X	X	X

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
DIRECTOR ENGINEERING & DEVELOPMENT SERVICES			X	X
MANAGER FINANCIAL SERVICES	X	X	X	X
MANAGER GOVERNANCE & HR			X	X
SENIOR FINANCIAL OFFICER	X	X		
ACCOUNTANT	X	X	X	X
PAYROLL OFFICER		X		
ACCOUNTS PAYABLE OFFICER		X		
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"> <li>Places a limit on amounts held.</li> <li>Keeps records up to date</li> <li>Is easily surprise checked as vouchers equal imprest amount at all times.</li> </ul>
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP B)	Delegated Petty Cash Officer
Reason:	Single responsibility essential to custodianship.
Responsible Officer:	<ul style="list-style-type: none"> <li>Eaton – Reception</li> <li>Recreation Centre – Administration Officer</li> <li>Eaton Community Library – Shire Librarian</li> </ul>
Date Due:	Daily

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

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

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 "cash"</u>
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:-

**CP036 – INVESTMENT POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP10	OCM: 22/08/01	Res: 388/01	<b>Synopsis:</b>	Policy created.
	2		OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted
<b>Version:</b>	2	CP036	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
	3		OCM: 30/08/17	Res: 237/17	<b>Synopsis:</b>	Revised Policy Adopted
<b>Version:</b>	4		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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, r28 and r49
- The Trustees Amendment Act 1997 - Part III Investments
- Australian Accounting Standards

**4. POLICY****4.1 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, Director Corporate & Community Services 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.

#### 4.2 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.

#### 4.3 INVESTMENT PORTFOLIO RISK GUIDELINES

- (a) 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.
- (b) This investment policy prohibits any investment carried out for speculative purposes including:
- a) Derivative based instruments;
  - b) Principal only investments or securities that provide potentially nil or negative cash flow; and
  - c) Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind.
- This policy also prohibits the use of leveraging (borrowing to invest) of an investment.
- (c) 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 upon 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	Minimum Long Term Credit Rating (Standard & Poor's)	Minimum Short Term Credit Rating (Standard & Poor's)
100%	AAA	A-1+
100%	AA	A-1
60%	A	A-2
20%	BBB	A-2

#### **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	Minimum Long Term Credit Rating (Standard & Poor's)	Minimum Short Term Credit Rating (Standard & Poor's)
50%	AAA	A-1+
50%	AA	A-1
40%	A	A-2
10%	BBB	A-2

#### **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.

- i. Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution other than Councils contracted bankers.

## **4.4 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 approved by Council and 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.

### **STANDARD AND POOR'S RATING DESCRIPTION**

#### **Credit Ratings**

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general credit-worthiness of an obligor with respect to particular debt security or other financial obligation, based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.
- In the case of financial institutions, the perceived likelihood of sovereign support.

Credit ratings are not absolute measure of default probability. Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. Credit ratings are not intended as guarantees of credit quality or as exact measures of the probability that a particular issuer or debt issue will default.

The issue rating definitions are expressed in terms of default risk.

#### **Short Term Obligation Ratings are:**

##### **A-1**

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

##### **A-2**

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

##### **A-3**

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

**Long Term Ratings are:****AAA**

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is still extremely strong.

**AA**

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligation is still very strong.

**A**

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.

**BBB**

An obligation/obligor rated BBB is more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still adequate.

**Plus (+) or Minus (-)**

The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

**INVESTMENT INSTRUMENT DESCRIPTION****Commonwealth/Semi-Government Bonds**

Fixed income securities issued and guaranteed by the Commonwealth, State or Territory Governments of Australia.

**On Call Deposits – An Interest Bearing Deposit**

Cash invested on an overnight basis. Funds can be recalled or re-invested on the following business day.

**Term Deposit – An Interest Bearing Deposit**

Funds invested with a financial institution at a predetermined rate (or floating rate margin) that applies to the duration of the deposit. The principal is held on deposit for a fixed term with interest payable either at regular intervals or at maturity. It is not tradeable security and the investor may be penalised when funds are prepaid.

**Banks Bills**

Bank-accepted bills are bills of exchange drawn by a company or individual (borrower) usually for periods between 30 and 180 days. The bill is accepted by the bank, which in turn accepts the liability for payment at maturity. It is a short-term investment issued at a discount to the face value and is of a very high credit standing and consequently trades at the lowest yields of all commercially issued bills.



POLICY NO:-

**CP037 – PROVISION FOR SUPPRESSING PROPERTY INFORMATION****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR048	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	CORP13	OCM: 24/10/01	Res: 475/01	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b>	Revised Policy Adopted
<b>Version:</b>	2	CP037	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b>	New Council Policy Document endorsed
<b>Version:</b>	3		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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:-

**CP039 – RELATED PARTY DISCLOSURES****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	<b>NEW</b>	OCM: 09/08/17	Res: 215/17	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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.

<b>TERM</b>	<b>DEFINED AS:</b>
<b>AASB 124</b>	Australian Accounting Standards Board, Related Party Disclosures Standard 124.
<b>Close family members of Key Management Personnel (KMP)</b>	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"> <li>• the KMP's children, and spouse or domestic partner;</li> <li>• children of that KMP's spouse or domestic partner; and</li> <li>• dependents of the KMP or the KMP's spouse or domestic partner.</li> </ul>
<b>Compensation</b>	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.
<b>Entity</b>	Includes a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.
<b>Entity Related to Council</b>	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



TERM	DEFINED AS:
	<p>if any of the following apply:</p> <ul style="list-style-type: none"> <li>• They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);</li> <li>• They are an associate or belong to a joint venture of which Council is part of;</li> <li>• They and Council are joint ventures of the same third party;</li> <li>• They are part of a joint venture of a third party and Council is an associate of the third party;</li> <li>• They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council</li> <li>• They are controlled or jointly controlled by close family members of the family of a KMP;</li> <li>• 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;</li> <li>• Or, they, or any member of a group of which they are part of, provide KMP services to Council.</li> </ul>
<p><b>Entity Related to Key Management Personnel (KMP)</b></p>	<p>An entity that is related to key management personnel and includes entities that are:</p> <ul style="list-style-type: none"> <li>• Controlled, or jointly controlled by a KMP;</li> <li>• 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</li> <li>• Controlled or jointly controlled by a close family member of a KMP of Council.</li> </ul> <p>A person or entity is deemed to have control if they have:</p> <ul style="list-style-type: none"> <li>• Power over the entity;</li> <li>• Exposure, or rights, to variable returns from involvement with the entity; or</li> <li>• The ability to use power over the entity to affect the amount of returns.</li> </ul> <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>
<p><b>Key Management Personnel (KMP)</b></p>	<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"> <li>• Elected Members (including the President);</li> <li>• Persons employed under section 5.36 if the Local Government Act 1995 in the capacity of Chief Executive Officer or Director or Manager.</li> </ul>
<p><b>Materiality</b></p>	<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>
<p><b>Ordinary Citizens Transaction (OCT)</b></p>	<p>A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Dardanup.</p>
<p><b>Related Party</b></p>	<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>

TERM	DEFINED AS:
	<ul style="list-style-type: none"> <li>• Has significant influence over the reporting entity; or</li> <li>• Is a member of the key management personnel of the reporting entity.</li> </ul> <p>An entity is related if any of the following conditions apply:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• a person is a member of the key management personnel of the entity.</li> </ul>
<b>Related Party Transaction</b>	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:

- i. information (including personal information) provided by a key management person in a Related Party Transaction Notification; and
- ii. 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;
- Director Corporate & Community Services;
- 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:-

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

<b>Procedure Link:</b>	PR055	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

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

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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**

Council delegates its authority to the Chief Executive Officer to approve the erection of any directional signage within any local authority road reserve in the Shire of Dardanup as per the following criteria.

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 & 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.

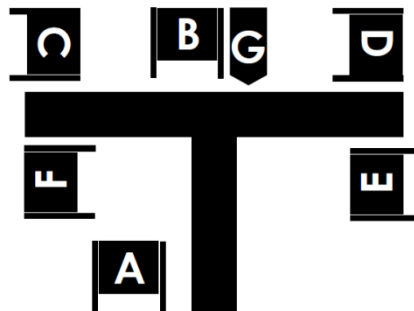
Individual business names or complex names will not be considered as appropriate wording for community facility or service signs.

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:

### 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:

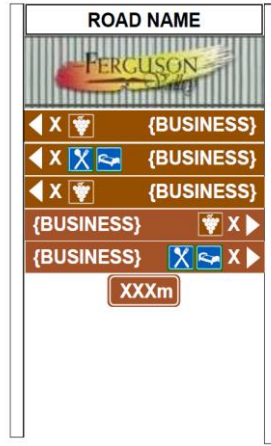


Location A:

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

Sample:



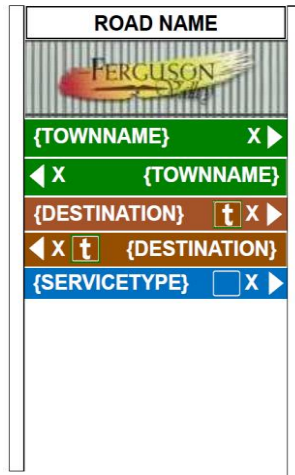


(Note: The design of the Ferguson Valley brand section of sign may vary to that shown here)

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.

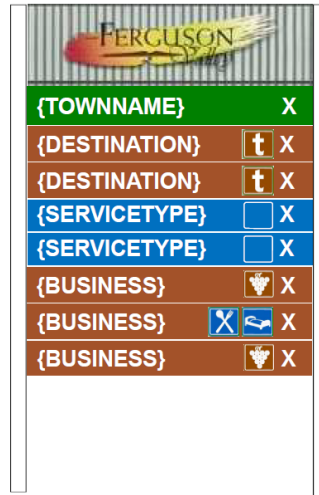
Sample:



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.

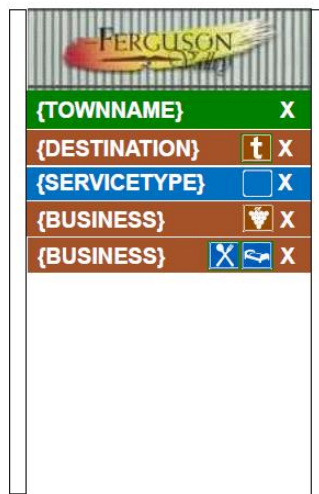
Sample:



Locations E and F:

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

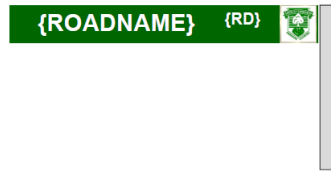
Sample:



Location G:

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

Sample:



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

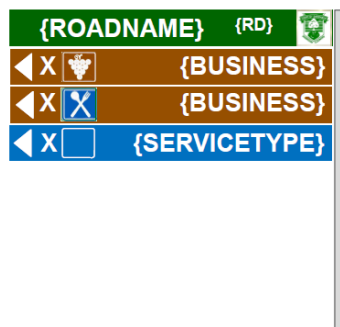
When the number of tourism related business signs exceeds the limit of signs on a stack, individual signs may be replaced by a generic symbolic sign indicating the nature of the attraction(s) or through the installation of extra stack signs prior to the intersection.

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

#### Minor Intersection Signs

- 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).
- Signs at these intersections will consist of the road name and tourist related businesses and service signs.
- These sign will not include the Ferguson Valley brand.

Sample:



#### Advanced Location Warning Signs

- 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 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
<b>Meets</b> Tourism WA Guidelines	All intersections within 12 km travel distance to the destination entry gate
<b>Does Not Meet</b> 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 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.

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:-
<b>CP041 – DIRECTIONAL SIGNAGE POLICY FOR PUBLIC EVENTS AND ACTIVITIES – TEMPORARY SIGNS WITHIN ROAD RESERVES</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR056	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>		ENG38	OCM: 05/11/14	Res: 359/14	<b>Synopsis:</b> Policy created.
<b>Version:</b>	1	CP041	OCM: 09/08/17	Res: 211/17	<b>Synopsis:</b> New Council Policy Document endorsed
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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 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 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

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	No approval required. Compliance with policy only.
Real estate for sale (away from property)	To be determined by Shire staff based on details provided.	unlimited	Approval required.
Home open	Unlimited. Signs to be placed along route between home and nearest arterial route.	Up to five (5) days.	No approval required. Compliance with policy only.



POLICY NO:-
<b>CP042 – COUNCILLOR FEES POLICY</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:	1	CP042	OCM:	30/08/17	Res: 238/17	Synopsis:	Policy created.
Version:	2		SCM	26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

## 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:-

**CP043 – USE OF UNMANNED AERIAL VEHICLE [UAV] - DRONE****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR060	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	<b>NEW</b>	OCM: 22/11/17	Res: 301/17	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	2		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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. This 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**

<b>TERM</b>	<b>MEANING</b>
<b>CASA</b>	Civil Aviation Safety Australia
<b>CASR</b>	Civil Aviation Safety Regulations
<b>Drone</b>	'Drone', in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remotely piloted aircraft'
<b>DoP</b>	Shire of Dardanup Drone Operating Procedures
<b>RPA</b>	'Remotely piloted aircraft' is the common term used to reference an unmanned aircraft. This term is used interchangeably with 'drone'.
<b>UAV</b>	Unmanned Aerial Vehicle - term used interchangeably with 'drone'
<b>GIS</b>	Geographic Information Systems
<b>VLOS</b>	Visual line of sight



**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 re-notify 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:-
<b>CP044 – DONATIONS AND GRANTS</b>

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

## 1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

## 2. PURPOSE AND OBJECTIVES

Provide positive financial support to not for profit community groups/organisations, educational institutions and individuals to assist with the development of their chosen interest and events within the Shire of Dardanup.

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.

There are four (4) categories that financial support can fall into.

- Educational
- Community Groups/Organisations – Shire of Dardanup
- Personal Development
- Minor Community Event Assistance

## 3. POLICY

The policy sets out the criteria for each category of financial support available.

### 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.

### Community Groups/Organisations – Shire of Dardanup

The Shire of Dardanup will make an allocation of funds in its budget to be used to provide financial assistance to Not for Profit Community Groups/Organisations that can demonstrate an association with the Shire of Dardanup. Funding to Community Groups/Organisations fall into two categories: -

1. *Minor Community Grants*  
Funding of less than \$1,000 with no matching funds required from applicant.
2. *Community Grants*  
Funding between \$1,000-\$5,000 with a 50:50 matching component where applicants must contribute at least 50% of total project cost from either the applicant organisation or confirmed other funding sources. Evidence of other funding sources must be provided.

Funding for Not for Profit Community Groups/Organisations will be made bi-annually. Calls for submissions will be advertised in the South West Times in January and July each year.

Examples of Not for Profit groups are: - Sporting, CWA, P & C's, art/cultural groups or Shire of Dardanup local interest groups.

### **Personal Development**

The Shire of Dardanup will make an allocation of funds in its budget to be used to help promote the personal development (non-professional) of individuals that reside within the Shire of Dardanup. E.g. music, sports, arts, science, cultural or academic.

All applications for financial assistance for Personal Development must meet the application criteria for Personal Development.

All applications for financial assistance for Personal Development shall be made on the "Application for Financial Assistance" application Form.

This financial assistance is limited to:

- \$400 for State/National representation.
- Should the Personal Development budget be exceeded any other applications received will be approved at the discretion of the Chief Executive Officer and will be assessed on an individual basis.

An allowance for these funds will be included in the draft budget.

The Chief Executive Officer be delegated authority to make payments for Personal Development in accordance with the Donations and Grants Policy.

### **Minor Community Event Assistance**

The Shire of Dardanup values and supports community events. Community groups and individuals conducting community based events that in some way benefits the community, may be eligible for a donation from the Shire to assist the organiser in ensuring a free, quality and well organised event can be delivered.

The Shire of Dardanup will make an allocation of funds in its budget to be used to provide financial assistance to Community Groups/Organisations that can demonstrate the capacity to run events within the Shire of Dardanup (Bunbury Geographe).

Requests towards a specific cost to the organiser for the delivery of the event could include a partial or entire amount towards the cost of one or more of the following items:

- Promotion and Advertising
- Traffic Management
- Waste Management (bins)
- Security
- Portable toilets
- Event Furniture/Equipment Hire/Stage Hire/Sound/Lighting Equipment Hire
- Venue Hire Fees
- First Aid

## **5. PROCEDURE**

### **5.1 Assessment**

Groups registered for GST will have their grant grossed up by 10%.



Applications need to demonstrate the benefits to the community and or individual.

Applications for Minor and Community Grants will be assessed by the Manager Community Services and referred to the Corporate & Community Services Committee for determination.

Applications for Educational and Personal Development funding will be assessed by the Chief Executive Officer under the delegation of Council.

Preference will be given to projects with demonstrated community support.

Whilst applications will be based on their merits, priority will be given to those applications from organisations/clubs that have not previously received funding.

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.

#### 5.2 Funding will not be provided for: -

- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- Team uniforms.
- Consumables (including food and beverages)
- Minor equipment (football, netballs, hockey sticks)
- Recurrent salaries and recurrent operational costs
- Applications for completed projects or equipment already purchased.
- Projects which are the responsibility of other Government agencies.

#### 5.3 Application Criteria - Educational

No application form is required to be submitted, however a written request is required.

The Chief Executive Officer be delegated the authority to make payments in accordance with the Donations and Grants Policy.

#### 5.4 Application Criteria - Community Groups/Organisations

- The applicant organisation must be based within the Shire of Dardanup, or the majority of members of the application organisation may be residents of the Shire of Dardanup.
- All applications for financial assistance must be submitted on the Shire of Dardanup "Application for Community Grant or Personal Development Grant" form (Form 115).
- The applicant should submit documented estimates of expenditure as part of the application.
- All applications must be received by the designated closure date. No late applications will be considered.
- For *Community Grants* the applicant's and other contributions to the proposed project may come from one or more of the following sources:
  - Applicant organisation's cash;
  - State or Federal Government funding agencies;
  - Donations of materials and/or cash; or
  - Voluntary labour (max. 1/3 of total project cost).
  - Voluntary labour cost to be calculated at a maximum of \$25 per hour.

- Only one (1) application per group/organisation for financial assistance for a *Community Grant* per financial year will be considered. (*In exceptional circumstances and only at the discretion of the Chief Executive Officer a second request may be presented to Council for consideration*).
- Community Groups/Organisations may apply for *Minor Grants* in each of the funding rounds, however, each grant must be for a separate project. (*Where a group/organisation applies for more than one Minor Grant they must prioritise their applications*).
- The proposed project must be acquitted within 12 months of funding being made available.
- Prior approval must be sought for any substantial changes to an application.
- A Project financial report and supporting documentation of your total expenditure must be submitted to the Shire of Dardanup, on the "Grant Acquittal – Form 116" provided, within one month of the completion of the project.
- If satisfactory acquittal is not submitted no further grants will be made available to the group.
- Once an allocated budget has been utilised, no further requests for funding will be considered until the next funding round.

The Chief Executive Officer be delegated the authority to make payments in accordance with the Donations and Grants Policy.

#### 5.5 Application Criteria – Personal Development

- All applicants seeking financial assistance should reside within the Shire of Dardanup.
- All applications for financial assistance must be submitted on the Shire of Dardanup "Application for Community Grant or Personal Development Grant" form.
- 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.
- Approval for all applications for financial assistance will be at the discretion of the Chief Executive Officer.
- The proposed development/representation must take place within 6 months of funding being made available.
- Prior approval must be sought for any substantial change to the assistance request.
- Acquittal form including a feedback report must be submitted to the Shire of Dardanup, on the form provided, within one month of the completion of the development/representation.
- Only one (1) application by an individual, for financial assistance per financial year will be considered.



POLICY NO:-

**CP045 - BUS SHELTER APPROVAL****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR078	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History</b>	1	ENG1	OCM: 10/05/12	Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	3	CP045	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**2. PURPOSE OR OBJECTIVE**

To delegate authority to the Chief Officer to approve applications for bus shelters.

**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:-
<b>CP046 - EVENTS REQUIRING TEMPORARY ROAD CLOSURE</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR079	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION								
<b>History:</b>	1	ENG2	OCM	1998	Res	982/98	<b>Synopsis:</b>	Adopted by Council
<b>Version:</b>	2	ENG2	OCM	2012	Res:		<b>Synopsis:</b>	Policy reviewed.
<b>Version:</b>	3	CP046	OCM	26/07/18	Res:	??/?/?	<b>Synopsis</b>	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-

**CP048 - PLANT & VEHICLE ACQUISITIONS AND DISPOSAL POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR080	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		New	OCM 26/07/07	Res: 222/07	<b>Synopsis:</b>	Policy created, 26/07/2007
<b>Version:</b>	1	ENG7	OCM 10/05/12	Res:	<b>Synopsis:</b>	Revised Policy Adopted 10/05/2012
<b>Version:</b>	2	CP048	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**2. PURPOSE OR OBJECTIVE**

To formalise the acquisition and trade-in/sale of Council's plant and vehicles, at the optimum time, so as to provide the best financial outcomes to Council.

**3. POLICY**

Plant and vehicle 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	4	80,000	-
4 or 5 cylinder utilities & vans	5	120,000	-
5 or 6 cylinder vehicles	5	120,000	-



POLICY NO:-
<b>CP049 - ROAD SAFETY AUDIT</b>

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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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.
- 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 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 20,000m<sup>2</sup> 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:-
<b>CP050 - CROSSOVERS IN TOWNSITES AND RURAL AREAS</b>

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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 2. PURPOSE OR OBJECTIVE

To control the construction of crossovers in urban and rural areas within the Shire and to ensure that any constructed crossovers are built to Council's standards.

## 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 Engineering and Development Services.

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.

<b>RESIDENTIAL (IN BUILT UP AREAS) CROSSOVER – STANDARD SPECIFICATION</b>	
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><b>Concrete (including decorative and exposed aggregate concrete, excluding poured limestone)</b> – 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><b>Poured Limestone</b> – 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><b>Bitumen Spray Seal</b> – 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><b>Asphalt</b> - 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><b>Brick Paved</b> – 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>



<b>RESIDENTIAL (IN BUILT UP AREAS) CROSSOVER – STANDARD SPECIFICATION</b>	
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.

<b>INDUSTRIAL / COMMERCIAL CROSSOVER – STANDARD SPECIFICATION</b>	
Dimensions	<p>Width – min. 6m, max. 12m (subject to vehicle size and manoeuvrability)</p> <p>Suitable radius at the kerb line – to be designed to accommodate the largest anticipated vehicle configuration to enter and exit site.</p> <p>Dimensions may be varied subject to approval.</p>
Construction/Materials	<p>Any of the following surface types are acceptable:</p> <p><b>Concrete</b>– 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)</p> <p><b>Asphalt</b> - 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).</p> <p><b>Brick Paved</b> – 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)</p>
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.

<b>RURAL CROSSOVER (OUTSIDE BUILT UP AREAS) – STANDARD SPECIFICATION (this does not include industrial or commercial properties)</b>	
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	<b>Culvert</b> – a suitably sized culvert must be provided on all crossovers (min. 375mm diameter).  Any of the following surface types are acceptable:  <b>Gravel</b> – min. 150mm thick compacted gravel  <b>Bitumen Spray Seal</b> – 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)  <b>Asphalt</b> - 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:-
<b>CP051 - CROSSOVERS – RESPONSIBILITY FOR PROVISION ON NEW SUBDIVISIONS</b>

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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-
<b>CP052 - PATHWAYS – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR084	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION						
<b>History:</b>	1	ENG12	OCM	20/04/11	Res: 96/11	<b>Synopsis:</b> Policy created, 20/04/2011
	2	ENG12	OCM	10/05/12	Res:	<b>Synopsis:</b> Revised Policy Adopted
<b>Version:</b>	3	<b>CP052</b>	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:

$A_{\text{approval}}$  = Area of the lot subject to approval

$A_{\text{total}}$  = 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 \$ =  $1,200 / 18,000 \times 180 \times 2.3 \times 45 \times 1 + 5\% = \$1,304.10$

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:-

**CP054 - ENGINEERS CERTIFICATES AND REPORTS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	New	OCM 12/03/08	Res: 42/08	<b>Synopsis:</b>	Policy created. 12/03/2008
	2	ENG14	OCM: 10/05/12	Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	3	CP054	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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:-

**CP055 – EXTRACTIVE INDUSTRIES - SITE REHABILITATION****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	ENG15	OCM:	Res:	<b>Synopsis:</b>	Policy created.
			OCM: 10/05/12	Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP055	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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.

**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 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 Engineering & Development Services 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:

1. Extractive Industry Licence applicants are required to submit a management plan for the site which will include a plan for rehabilitation and monitoring. The management plan must be approved by the Director Engineering & Development Services prior to commencing operations on site.
2. 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.
3. Extractive sites will not be located on a road verge.
4. 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.
6. Throughout the life of the pit, topsoil, overburden and vegetation will be stockpiled separately ready for respreading in the rehabilitation process.
7. If weeds have developed on the topsoil mounds these should be removed prior to respreading the topsoil.
8. If necessary, drainage structures will be established within the pit, to alleviate any ponding and surface erosion.

9. Rehabilitation will be done progressively throughout the life of the pit.
10. 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.

#### Specific Conditions for Bush Sites:

11. 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.
12. 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.
13. 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:

14. Pits located on farm land shall be fenced to exclude stock to help ensure adequate regeneration.
15. Prior to establishment of the site, the landowner will be asked how they want the site rehabilitated.
16. 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:

17. The method for rehabilitation is the same as in the section on current pits.
18. 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.
19. 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:

20. A bond shall be paid to the Shire by the applicant in accordance with the Shire of Dardanup Extractive Industries Local Law.
21. 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

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 Engineering Services is to report to Council in the Information Bulletin that the matter has been dealt with and the outcome.



POLICY NO:-

**CP056 – RESPONSE TO INCIDENTS – COUNCIL EMPLOYEES****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		ENG16	OCM: 06/11/98	Res: 1092/98	<b>Synopsis:</b>	Policy created. 06/11/1998
	1	ENG16	OCM: 10/05/12	Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP056	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 Engineering & Development Services, 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:-
<b>CP057 – RESIDENTIAL ROAD VERGE</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	New	OCM: 28/04/10	Res: 115/10	Synopsis:	Policy created.
		ENG17	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP057	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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. 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, etc.

Obstructions - stakes, pickets, walls, etc.

Designs shall take into account the sight lines of vehicles using nearby intersections 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 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 Policy.



POLICY NO:-

**CP058 - ROADSIDE VEGETATION****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	ENG18	OCM: 26/06/02	Res:	<b>Synopsis:</b>	Policy created.
	1	ENG18	OCM: 10/05/12	Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP058	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 legislation also pertains 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
- Land Act 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 1987
- 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.

#### 3.2.2 Directional Felling Of Vegetation

That vegetation to be removed be felled 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 road construction or verge clearing activities be removed and disposed of at a designated site of low conservation value specified by the Shire Engineer or representative and not spread over existing vegetation or dumped on a nearby roadside.

#### 3.2.4 Transfer Of Soil And Materials

That wherever possible and especially in high conservation areas, that soil or materials used for road maintenance operations not to be taken from identified disease infested sites.

That 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 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.

#### 3.3.2 Weed Control

Weed control methods that minimise disturbance to native vegetation will be implemented as in the Roadside Conservation Committee Manual.

### 3.4 POLICY TO ADDRESS MANAGEMENT ISSUES

#### 3.4.1 Proposals To Clear Vegetation

That all proposals to clear vegetation 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 and relevant Ward member 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.

### 3.4.3 Applications To Clear Vegetation From Services

That 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.

### 3.4.4 Written Authorisation Processes

That the removal of roadside vegetation must be authorised by the CEO in writing, prior to the commencement of such clearing, and that the authorisation 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.

### 3.4.5 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.

### 3.4.6 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 include roadside revegetation proposals on his design plans for all reconstruction projects in Rural areas of the Shire.





POLICY NO:-

**CP059 – ROAD CONSTRUCTION PRIORITY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR085	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	ENG19	OCM: 16/04/99 Res: 186/99	<b>Synopsis:</b>	Policy created. 16/04/1999
	2	CP059	OCM: 10/05/12 Res: 251-18	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP059	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**2. PURPOSE OR OBJECTIVE**

For Council to have a clear definition in regards to the construction of roads within a gazetted road reserve.

**3. POLICY**

Public roads will be constructed on a priority basis as determined annually by Council through its 10-Year Road Plan. Alternatively, if funds are available, the applicant may hasten road construction by offering to meet 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 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 and Heritage costs.
  - e) Where required, agree to provide land at no cost to Council for the public road.
  - 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:-

**CP060 – STORM WATER DISCHARGE FROM BUILDINGS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	ENG20	OCM: 16/04/99 Res: 186/99	<b>Synopsis:</b>	Policy created. 16/04/1999
			OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP060	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 400m<sup>2</sup>.

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 1m<sup>3</sup> per 65m<sup>2</sup> 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 1m<sup>3</sup> per 65m<sup>2</sup> 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.
- 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 – 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 Engineering Services.

Connections to the Shire's stormwater drainage system shall be in accordance with the requirements of Appendix B – Standard requirements for Connection to the Shire's Stormwater Drainage System.

If in the opinion of the Director Engineering Services, 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 Engineering Services 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 Engineering Services.

**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 car parks is in excess of 250m<sup>2</sup> or where the lot size is less than 400m<sup>2</sup> 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 1m<sup>3</sup> of storage for every 65m<sup>2</sup> 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 250m<sup>2</sup>.
3. Storage shall be provided at a rate of 2m<sup>3</sup> of storage for every 65m<sup>2</sup> of impervious area where there is high groundwater or soils are not free draining.
4. The first 1m<sup>3</sup> per 65m<sup>2</sup> of storage to be provided in a soak well or approved equivalent. The second 1m<sup>3</sup> per 65m<sup>2</sup> 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, car parks and building floor levels for areas utilised for above ground storage for the second 1m<sup>3</sup>/65m<sup>2</sup>.

*(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:

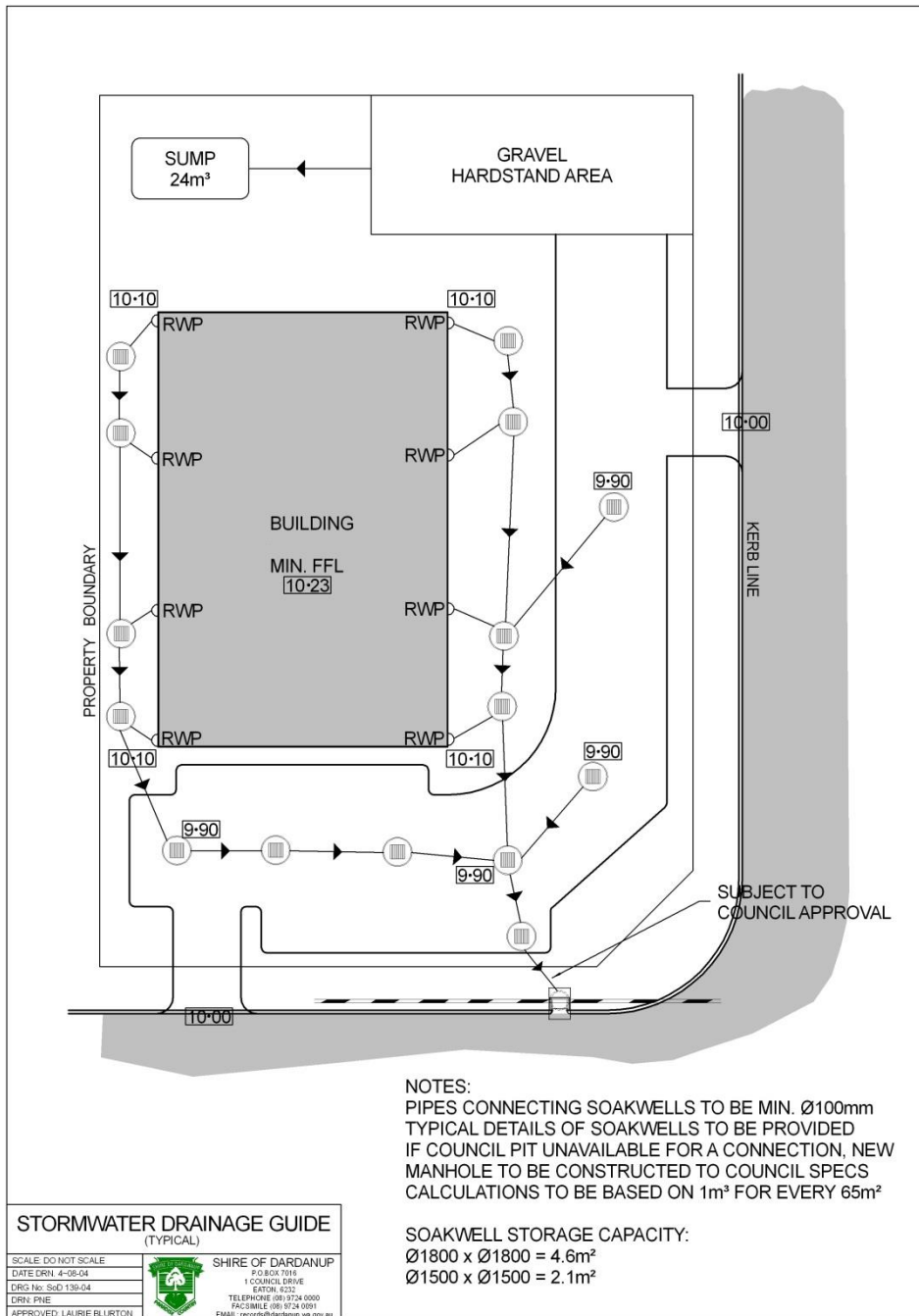
Soak well size Diameter (m) x depth (m)	Storage Volume	Area served - 2m <sup>2</sup> per 65m <sup>2</sup>	Area served – sandy areas 1m <sup>3</sup> per 65m <sup>2</sup>
Ø 1.8m x 1.8m	4.6m <sup>3</sup>	150-m <sup>2</sup>	300 m <sup>2</sup>
Ø 1.8m x 1.2m	3.0m <sup>3</sup>	100 m <sup>2</sup>	200 m <sup>2</sup>
Ø 1.5m x 1.2m	2.1 m <sup>3</sup>	70 m <sup>2</sup>	140 m <sup>2</sup>
Ø 1.2m x 1.2m	1.4 m <sup>3</sup>	45 m <sup>2</sup>	90 m <sup>2</sup>
Ø 1.2m x 0.9m	1.0 m <sup>3</sup>	35 m <sup>2</sup>	70 m <sup>2</sup>
Ø 0.9 x 0.6m	0.4 m <sup>3</sup>	12 m <sup>2</sup>	25 m <sup>2</sup>

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.

**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:-
<b>CP061 - PLANTING OF STREET TREES</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR086	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>	1	ENG21	OCM: 14/04/10	Res: 86/10	<b>Synopsis:</b> Policy created. 14/04/2010
			OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP061	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 2. PURPOSE OR OBJECTIVE

To Control and manage the supply and planting of street trees.

## 3. POLICY

Council is prepared to provide upon request, suitable trees to townsites householders for planting on the street verge fronting their properties on the condition that they are prepared to plant and maintain them.

Residents are permitted to plant and tend suitable street trees in townsites provided: -

- 1) Trees are planted in accordance with acknowledged standards for street placement.
- 2) Trees planted below power lines, etc, to be of a type that the average growth shall not exceed the height of the overhead lines.
- 3) Street trees shall be of a variety suitable for pruning.
- 4) No resident shall plant trees on the road reserve without the prior approval of the CEO who is authorised to stipulate the position and spacing and who may refuse tree varieties which are considered unsuitable.
- 5) Trees to be of a type or variety in accordance with the Townscape Plan. Suggested tree species for planting within Shire Parks and Street Verges are listed as Appendix 1.
- 6) All street trees must be planted with a root barrier or root director system.
- 7) Refer also to other Policy CP058 "Roadside Vegetation" for trees on verges.

CP058 APPENDIX 1 - SUGGESTED TREE SPECIES FOR PLANTING WITHIN SHIRE OF DARDANUP PARKS AND STREET VERGES				
TYPE	BOTANICAL NAME	COMMON NAME	SIZE	
	Genus	Species		
PV	AGONIS	Flexuosa	WA Peppermint	M
DPV	BRACHICHITON	Acerifolius	Illawara Flame Tree	M
PV!	CALLISTEMON	Kings Park	Bottlebrush	S
DPV	CELTIS	Australis	Elm	M
VM	CUPANIOPSIS	Anarcardioides	Tuckeroo	M
P	EUCALYPTUS	Citriodora	Lemon Scented Gum	L
V!	EUCALYPTUS	Cladocalyx	Nana Dwarf Sugar Gum	S
P	EUCALYPTUS	Botoyoides	Swamp Gum	L
V	EUCALYPTUS	Ficifolia	Red Flowering Gum	M
PV	EUCALYPTUS	Nicholli	Peppermint Gum	M
PV	EUCALYPTUS	Leucoxyton	Var Macrocarpa	M
PV!	EUCALYPTUS	Leucoxyton	Var Rosea	M
PV!	EUCALYPTUS	Lane Poolei		S/M
DPV	FRAXINUS	Excelsior	Golden Ash	M
DPV	FRAXINUS	Excelsior	Var Aureum	S/M
DPV	FRAXINUS	Oxycarpa	Var Raywoodi Claret Ash	M
PV	HYMENOSPORUM	Flavum	Native Frangipani	M
DP	JACARANDA	Mimosifolia	Jacaranda	L
DV	LAGERSTROEMIA	indica	Crepe Myrtle	M
DP	LIQUIDAMBER	Styraciflua		L
DPV	LIQUIDAMBER	Orientalis		M
PV!	MALUS	Floribunda	Crab Apple	S
PV	MELLALEUCA	Quinquinervia	Broad Leaf Paper Bark	M
PV	MELLALEUCA	Leucadendra	Long Leaf Paper Bark	M
V	MELLALEUCA	Armirallis		S
DV	PISTACHIA	Chinensis	Chinese Pistachio	M
DP	PLATANUS	Acerifolia	London Plane Tree	L
DP	PLATANUS	Orientalis	Oriental Plane Tree	L
V!	PHOTINIA	X Fraseri	Robusta	S
DV!	PRUNUS	Var spps	Flowering Plums	S
DP	QUERCUS	Robur	English Oak	L
P	GINKGO	Biloba	Maiden Hair Tree	L
P	TRISTANIA	Conferta	Box Tree	L
P	TRISTANIA	Var Variegata	Variegated Box Tree	L

TREE TYPE  
SIZE

D = Deciduous  
S = Small 5m

V = Verges  
M = Medium 10m

P = Parks

! = Power Lines  
L = Large 20m





POLICY NO:-

**CP062 – CLEARING OF VEGETATION AS PART OF THE SUBDIVISION OF URBAN LAND****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		OCM: 20/10/89	Res: 123/09	<b>Synopsis:</b>	Policy created. 20/10/1989
	1	<b>ENG22</b>	OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	<b>CP062</b>	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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:-
<b>CP063 - ROAD SIDE MARKERS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR087	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>			OCM: 22/09/99 Res: 539/99	<b>Synopsis:</b>	Policy created, 22/09/1999
	1	ENG23	OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP063	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-
<b>CP064 – UPGRADE OF EXISTING ROADS – VOLUNTARY CONTRIBUTIONS BY ADJOINING PROPERTY OWNERS</b>

GOVERNANCE INFORMATION			
Procedure Link:	PR099	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	ENG25	OCM: 10/05/12	Res:	Synopsis: Reviewed Policy Adopted
	2	CP064	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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 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:

*Contribution per property = Upgrade Cost /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:

*Contribution per property = Upgrade Cost /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 works is to be funded by contribution. This is valid in circumstances where the requested standard is higher than that proposed by Council. The contribution is calculated as follows:

*Contribution per property =  
(Requested Upgrade Cost – Scheduled Works Cost)/No of Contributing Properties*

Costs shall be based on estimations prepared by Technical Services staff and approved by the Director Engineering Services. 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 of Dardanup.
2. Engaging a suitably qualified civil engineer to supervise and manage the delivery of construction works to the satisfaction of the Shire of Dardanup.



POLICY NO:-

**CP065 - TREES ON ROADS – RESPONSIBILITY FOR THE REMOVAL OF FALLEN TREES****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	ENG26	OCM: 05/11/08 Res: 328/08	<b>Synopsis:</b>	Policy created. 05/11/2008
			OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP065	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**2. PURPOSE OR OBJECTIVE**

The objective of this policy is to define the responsibilities for:

1. The removal of fallen trees from roads, verges and/or property.
2. Costs associated with the removal of fallen trees.

**3. POLICY**

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:

**3.1 TREES THAT FALL ONTO A SHIRE ROAD****3.1.1 Non-native or planted (non-remnant) trees growing on Shire owned or managed land**

To be removed from the road by the Shire for safety reasons. If the planter of the tree is known then they will be requested to remove the remainder of the tree. The reimbursement of costs is to be sought from them. Otherwise, the Shire will remove the remainder of the tree from the verge.

**3.1.2 Native and remnant trees growing in Shire owned or managed land**

To be removed from the road and verge by the Shire.

**3.1.3 Non-native or planted (non-remnant) trees growing on private property and/or non-Shire owned or managed land**

To 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.

**3.1.4 Native and remnant trees growing on private property and/or non-Shire owned or managed land**

To 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.

**3.2 TREES THAT FALL AFFECTING PRIVATE PROPERTY AND/OR NON-SHIRE OWNED PROPERTY.****3.2.1 Non-native or planted (non-remnant) tree growing on Shire owned or managed land**

If the tree was not planted by the Shire, it is to be removed by the property owner and all repairs to be carried out at their cost. If the tree was planted by the Shire, the Shire will remove the tree and organise repairs to damaged property through its insurer.

3.2.2 Native and remnant trees growing on Shire owned or managed land

Where the stability of the tree has not been affected in anyway by any activities of the Shire, the tree is to be removed by the property owner and all repairs to be carried out at their cost. Where the stability of the tree has been affected by the activities of the Shire (i.e. building a road in close vicinity affecting root system) and this is clearly demonstrable, the Shire will remove the tree and organise repairs to damaged property through its insurer.

3.2.3 Trees growing on private property and/or non-Shire owned or managed land

To be arranged between to the property owners with no apportionment of responsibility or cost to the Shire.



POLICY NO:-
<b>CP066 - SHIRE OF DARDANUP GUIDELINES FOR SUBDIVISIONAL DEVELOPMENT</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	ENG27	OCM: 20/04/11	Res: 96/11	Synopsis:	Policy created, 20/04/2011
			OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP066	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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

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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 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, 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 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
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.

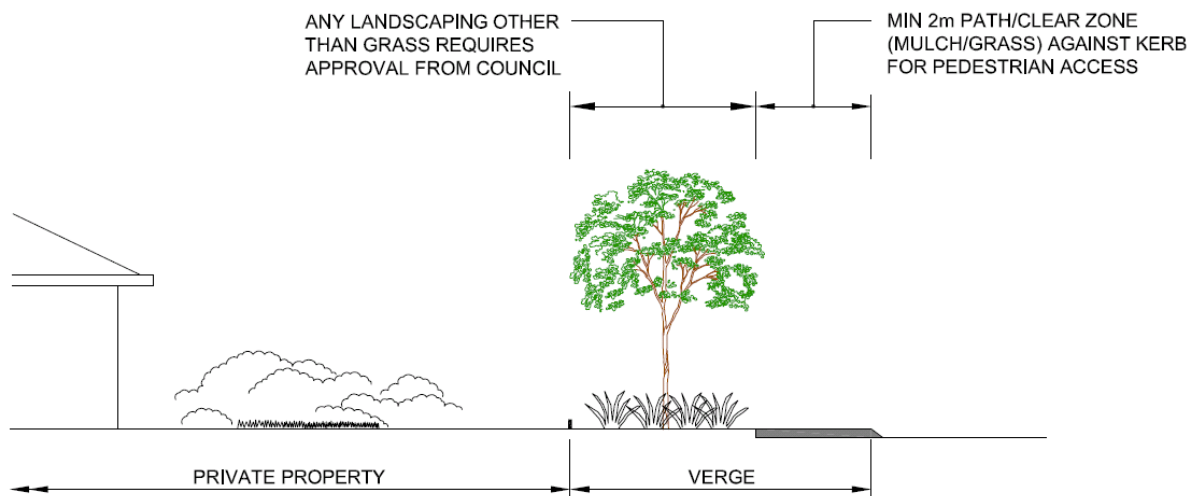
### 1.3 EARTHWORKS, RE-CONTOURING and LOT PREPARATION

#### 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 "Ecologel 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 (Section 6.4.1 Guidelines)

### 1.5.1 TOPSOIL

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 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 minimum longitudinal grade on all roads shall be 1% (1 in 100).  
The maximum allowable longitudinal grades are indicated below.

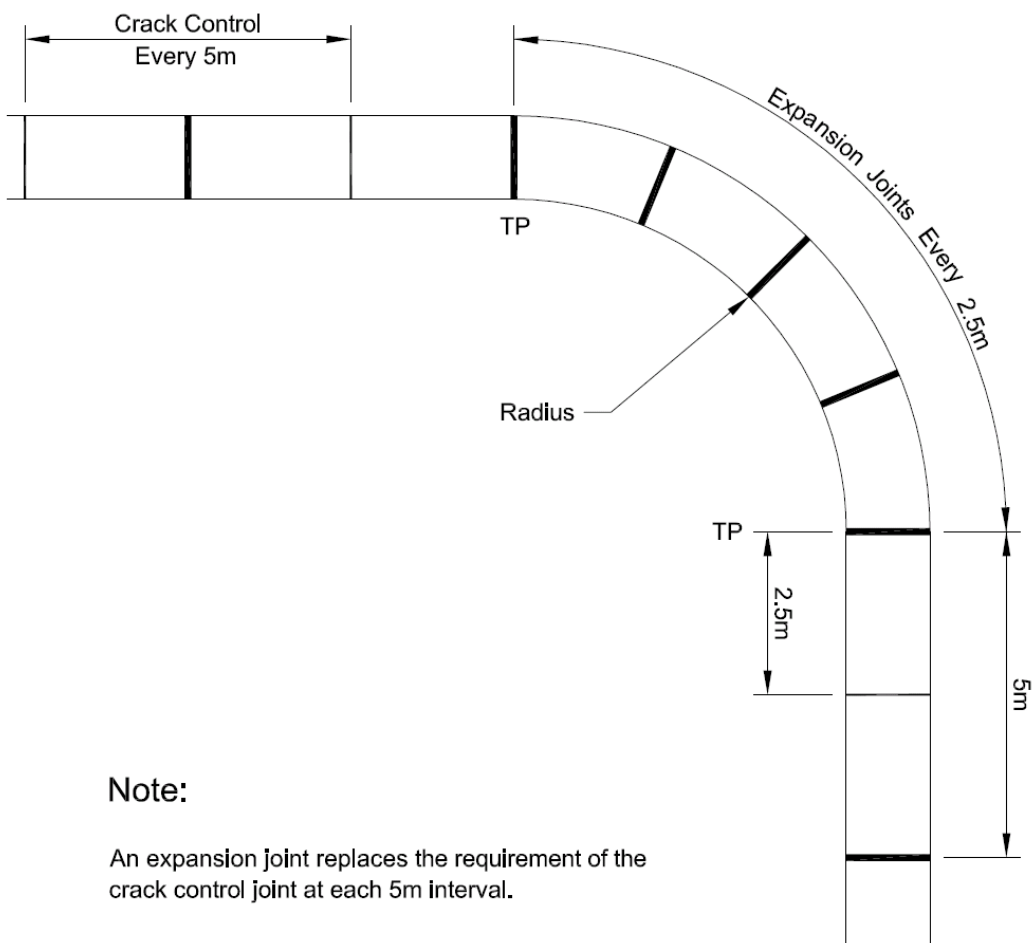
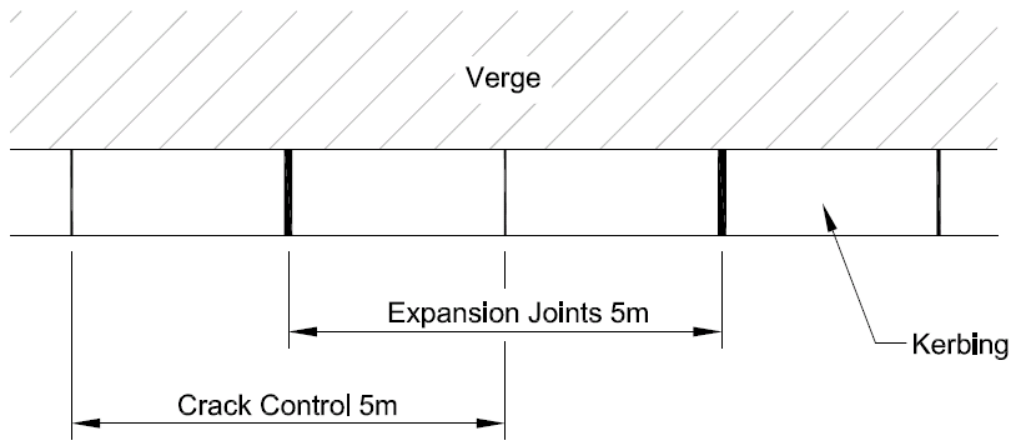
Table 1.7 Allowable longitudinal grades in roads.

		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 <sup>2</sup> – 2 ha	2 ha – 5 ha	> 5 ha
	<b>Min width</b>		
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

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 ≥1:500, the constructed grade shall be up to 10% steeper or up to 5% flatter than design; outlet and inlet levels at manholes shall be within 10mm of design.

All stormwater pits shall be designed to have a minimum 10mm fall between the inlet(s) and the outlet.

All drainage structures are to be within 50mm of the design location.

The first step iron within manholes must be ≤1m from the surface, and all subsequent step irons spaced 300mm.

The finished clear opening for access into a manhole must be bigger than a 500mm diameter circle.

**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:-

**CP067 - NEW ROADS AND UPGRADES – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS**
**GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>			OCM: 20/10/10 Res: 358/10	<b>Synopsis:</b>	Policy created. 20/10/2010
	1	ENG28	OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP067	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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;
- 2.2 Ensure that the WAPC is requested to include as a condition of subdivision approval a financial contribution to be paid by subdividers/developers as part of infill subdivision/development within existing rural areas; and
- 2.3 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:

### Distributor Roads

The following table (Table 4) 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 5					
Local Access – Semi Rural								

(VPD = Vehicles per day)

**Table 1 – Shire of Dardanup Rural Road Functional Class - Width Standards**

### Local Access Roads

Table 5 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

The following table (Table 6Table 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

The following table (Table 7Table 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 Australian 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:-

**CP068 – 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	Synopsis:	Policy created. 20/10/2010
	1	ENG29	OCM: 10/05/12	Res:	Synopsis:	Reviewed Policy Adopted
Version:	2	CP068	SCM 26/07/18	Res: 251-18	Synopsis:	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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.

To ensure that when Council 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

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.

Maintenance is defined as being the developer's responsibility to ensure that for a 24 month period from completion, the fence is kept in a sound condition, free from graffiti and other unsightly stains and that landscaping is maintained for twenty four (24) months.

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.



POLICY NO:-

**CP069 - WASTE MANAGEMENT POLICY****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR100	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	New	OCM	24/02/10	Res: 33/10	<b>Synopsis:</b>	Policy created.
<b>Version:</b>	2	ENG30	OCM	10/05/12	Res:	<b>Synopsis:</b>	Policy reviewed.
<b>Version:</b>	3	CP069	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 Copplestone 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 Copplestone 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:-
<b>CP071 - WORKPLACE BULLYING</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	ENG33	OCM: 25/01/05	Res: 02/05	Synopsis:	Policy created
			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

## 1. RESPONSIBLE DIRECTORATE

Executive

## 2. PURPOSE OR OBJECTIVE

The Shire of Dardanup has a duty under occupational safety and health laws to protect people within the workplace from bullying.

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

## 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

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.

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

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.docep.wa.gov.au/worksafe/PDF/Guidance\\_notes/Dealing\\_with%20bullying\\_english.pdf](http://www.docep.wa.gov.au/worksafe/PDF/Guidance_notes/Dealing_with%20bullying_english.pdf)**)





POLICY NO:-
<b>CP072 - NAMING OF PARKS, RESERVES AND ROADS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR101	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>	1	ENG34	OCM: 27/02/98	Res: 232/98	<b>Synopsis:</b> Policy created, 25/01/2005
			OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP072	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-
<b>CP073 – ROADSIDE BURNING – RURAL AND SEMI RURAL AREAS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	PR102	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>	1	A2.6	OCM: 22/02/95	<b>Synopsis:</b>	Policy created, 25/01/2005
		ENG35	OCM: 21/10/03 Res: 410/03	<b>Synopsis:</b>	Reviewed Policy Adopted
			OCM: 10/05/12 Res:		Reviewed Policy Adopted
<b>Version:</b>	2	CP073	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-
<b>CP074 – ASSET MANAGEMENT</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>		OCM: 22/02/95	<b>Synopsis:</b>	Policy created, 22/01/1995	
	ENG36	OCM: 17/04/13 Res: 106/13		Reviewed Policy Adopted	
<b>Version:</b>	2 CP073	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council	

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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.

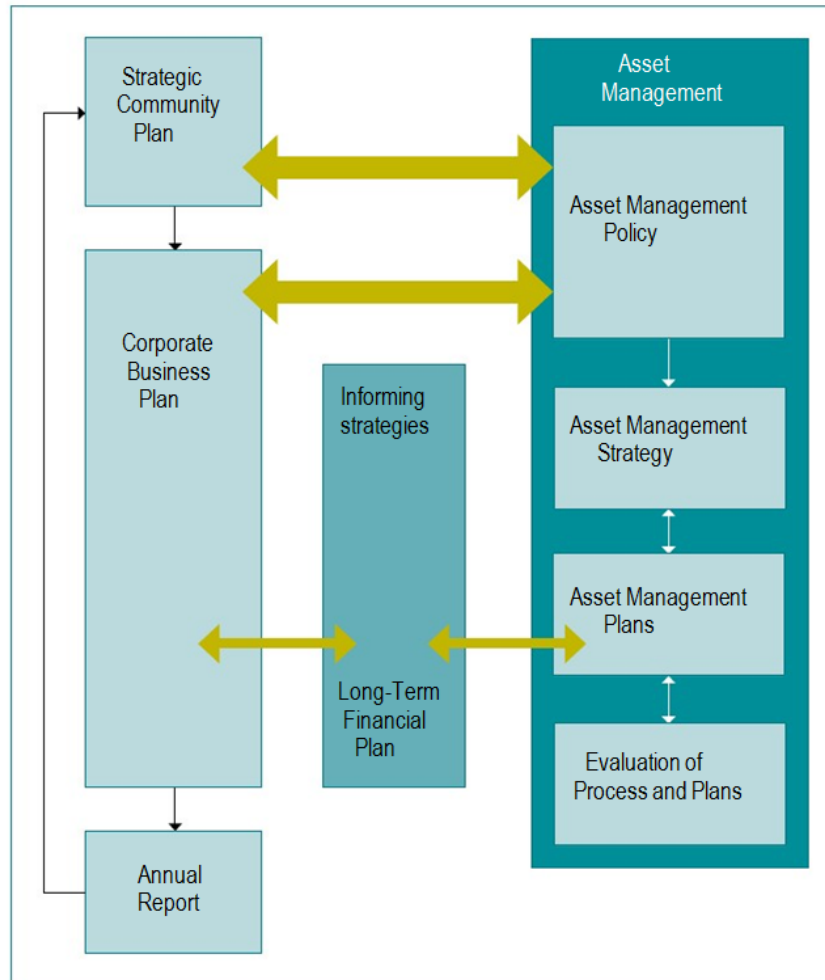
The Shire recognises that it has a varied portfolio of assets under its control. The Department of Local Government (WA) defines these assets as follows:

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 & Community Services
Information Technology	Corporate & Community Services
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.

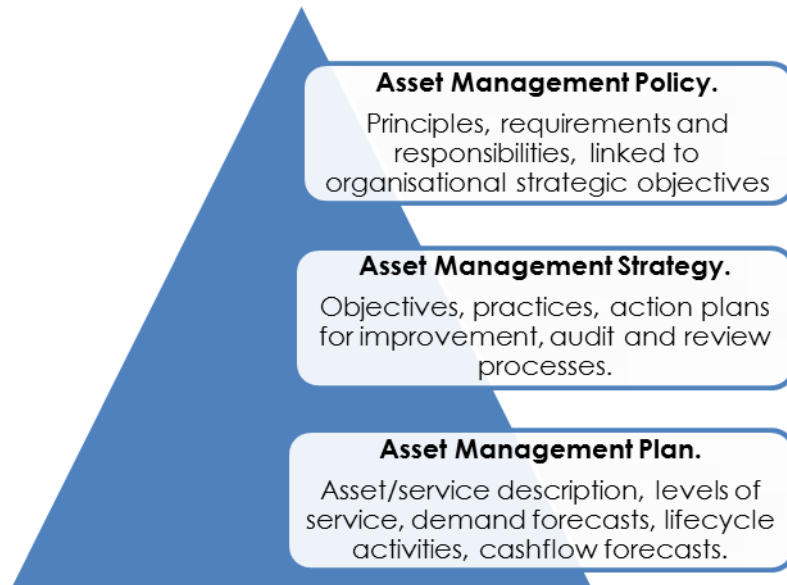


Source: Asset Management – Framework and Guidelines  
Department of Local Government (WA) – May 2011

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:-
<b>CP075 – WAIVING OF STATUTORY FEES FOR SHIRE CAPITAL WORKS PROJECTS</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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

- 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.
- 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.
- 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:-
<b>CP076 - EQUIPMENT FOR FIRE SUPPRESSION</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>			OCM: 23/10/98	Res: 983/98	<b>Synopsis:</b> Policy created, 23/10/1998
	1	DEV1	OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP076	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering and Development Services

## 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:-
<b>CP077 - BRIGADE VOLUNTEER MINIMUM FIRE TRAINING REQUIREMENTS</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	DEV2	OCM: 11/10/07	Res: 295/07	Synopsis:	Policy created. 11/10/2007
			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

## 1. RESPONSIBLE DIRECTORATE

Engineering and Development Services

## 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 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:

- a) minimum 2 years active Fire Fighting experience;
- b) completion of (or working towards) DFES pathways VFF2-VFF5;
- c) completion of (or working towards) courses as per the DFES Volunteer Captain / Chief Bush Fire Control Officer (VFF6) pathway OPVFFSCA;
- d) registered on the DFES Volunteer Portal and eAcademy; and completion of any relevant refresher course every five years.



POLICY NO:-
<b>CP078 - LIQUOR LICENCE APPROVALS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>			OCM:	Res: 410/03	<b>Synopsis:</b> Policy created.28/02/1997
	1	DEV3	OCM:	10/05/12 Res:	Reviewed Policy Adopted
<b>Version:</b>	2	CP078	SCM	26/07/18 Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-
<b>CP079 - COMMUNITY RECOGNITION AND COMMUNITY CITIZEN OF THE YEAR AWARDS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>			OCM: 28/09/04	Res: 398/04	<b>Synopsis:</b> Policy created
	1	DEV4	OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP079	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

## 2. PURPOSE OR OBJECTIVE

The policy extends Councils capacity to formally recognise 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:

- 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.

Nominations for these awards to be advertised in the Shire newsletter and website throughout the year and advertised in local papers in October each year.

Council will consider nominations in December each year and award recipients be invited to attend presentations at the formal Australia Day function at the Eaton Foreshore.



POLICY NO:-
<b>CP080 - CITIZENSHIP AWARDS</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>		OCM	13/02/98	Res: 201/98	<b>Synopsis:</b> Policy created. 13/02/1998
<b>Version:</b>		DEV5	OCM	10/05/12	Res: Revised Policy Adopted 10/05/2012
<b>Version:</b>	1	CP080	SCM	26/07/18	Res: 251-18 <b>Synopsis:</b> Reviewed and Adopted by Council

### 1. RESPONSIBLE DIRECTORATE

Corporate and Community Services

### 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:-
<b>CP083 - PROVISION OF FOOD/REFRESHMENTS AT FIRE</b>

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
			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

## 1. RESPONSIBLE DIRECTORATE

Engineering and Development Services

## 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, or in his absence, the Deputy Bush Fire Control Officer 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 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:-
<b>CP087 - MAJOR COMMUNITY, SPORT &amp; RECREATION FACILITY FUNDING</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>	1		08/08/2001	363/01	<b>Synopsis:</b> Policy created.
<b>Version:</b>	2	DEV12	OCM 10/05/2012	Res:	<b>Synopsis:</b> DEV12 Amended
<b>Version:</b>	3	CP087	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

## 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:-

**DEV17 - MILLBRIDGE ESTATE – SPECIAL PROVISIONS**

<b>DEPARTMENT</b>	DEVELOPMENT SERVICES DIRECTORATE
<b>POLICY REFERENCE</b>	DEV17
<b>DESCRIPTION</b>	MILLBRIDGE ESTATE – SPECIAL PROVISIONS
<b>COUNCIL RESOLUTION</b>	239/16
<b>DATE</b>	21/09/2016

**PREAMBLE** : Clause 3.3 of the Shire of Dardanup Town Planning Scheme No. 3 refers to special application of the Residential Design Codes throughout the Shire. Sub clause 3.3.7 states that the 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.

Because of the orientation requirement, the vegetation retention objectives and the topography of the land abutting the Creek, it is necessary to vary the requirements of the Residential Design Codes with respect to front and rear setback distances. In addition, it is desirable to control other aspects of development on these lots (such as the siting of outbuildings and garages) in order to prevent undesirable development from being visible from the open space reserve along the Creek and the extent of works carried out within development exclusion zones (Protected Area).

Clause 8.1 of the Shire of Dardanup Town Planning Scheme No. 3 makes provision for Council to prepare a Local Planning Policy in respect of any planning and development matter and to vary the provisions of the Residential Design Codes.

**OBJECTIVE** : To achieve an urban design vision shared by the Shire and the Developer and apply site specific development and design controls to address the unique characteristics of the site and prevent inappropriate development.

**DEFINITIONS** : Rural 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.

Soft Landscaping - means the planting of native species approved by the Developer and/or mulch with a maximum depth of 100mm and being kept clear from the base of existing mature trees.



Outbuilding - means an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.

**POLICY** : This policy applies to the area known as Millbridge Estate, specifically those lots enjoying a common boundary with Millars Creek.

1. Pursuant to Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council may adopt Local Development Plans for any stage of the Estate for lots abutting Millars creek.

2. A parcel of land included on a Local Development Plan adopted in accordance with the Policy shall:

2.1. Be developed in accordance with the Restrictive Covenant registered against the land;

2.2. Be developed in accordance with the Millbridge Private Estate Building Design Guidelines – Lifestyle Lots;

2.3 Not have the existing ground level altered for that portion of land within the designated Protection Area;

2.4 Not have that portion of land within the designated Protection Area developed, except for the following:

- (a) Rural fencing including a single pedestrian gate.
- (b) Pedestrian access pathway (including steps or stairs) with a maximum width of 1.5m; and
- (c) Soft landscaping.

2.5 Have dwelling setbacks in accordance with the adopted Local Development Plan for the relevant lot;

2.6 Outbuilding to be sited and developed in accordance with the adopted Local Development Plan for the relevant lot.

**ADOPTION OF PLANS** : 1. For each stage of the Estate, the developers, Ardross Estates will submit a Local Development Plan for those lots fronting Millars Creek for adoption by Council, in accordance with this Policy and Schedule 2, Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2. An adopted Local Development Plan forms part of this Policy.

**HEAD OF POWER** : *Planning and Development (Local Planning Schemes) Regulations 2015*

**DATE REVIEWED** : Ordinary Meeting of Council held – 26/07/2018



POLICY NO:-
<b>DRAFT CP092 – MILLBRIDGE ESTATE – SPECIAL PROVISIONS – To be advertised.</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	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	Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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 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 and prevent inappropriate development.

## 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.
- 5.4 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.
- 5.5 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.
- 5.6 Historically, a number of 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.
- 5.8 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.
- 5.9 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.



POLICY NO:-
<b>CP093 - SUSTAINABILITY</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	DEV18	OCM: 10/05/12	Res:	Synopsis: Policy created.
			OCM: 26/07/18	Res: 251-18	Synopsis: Reviewed Policy Adopted
Version:	2	CP093	SCM	Res: 251-18	Synopsis: Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering and Development Services

## 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"> <li>• Apply WSUD principles including:               <ul style="list-style-type: none"> <li>- water re-use</li> <li>- development densities</li> <li>- waterwise principles</li> </ul> </li> </ul>	Council/ WAPC
	<ul style="list-style-type: none"> <li>• Preparation of District Water Management</li> </ul>	Council
Local Structure Plan	<ul style="list-style-type: none"> <li>• Apply WSUD principles to structure plan</li> </ul>	Developer
	<ul style="list-style-type: none"> <li>• Preparation of Local Water Management Strategy</li> </ul>	Developer
Subdivision	<ul style="list-style-type: none"> <li>• Prepare Urban Water Management Plan</li> </ul>	Developer

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
	<ul style="list-style-type: none"> <li>Implement Water Management Plans</li> </ul>	Developer
Building Permit	<ul style="list-style-type: none"> <li>Develop best practice manual which brings together best ideas and makes them available to lot owners and households</li> </ul>	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"> <li>A Nutrient Management Plan to be incorporated into landscaping plan for the site</li> </ul>	Developer
	<ul style="list-style-type: none"> <li>An erosion management plan to be prepared if circumstances justify</li> </ul>	Developer
	<ul style="list-style-type: none"> <li>Design and construction of stormwater infrastructure</li> </ul>	Developer/ Council
	<ul style="list-style-type: none"> <li>Nutrient and sediment control prepared to guide subdivision construction.</li> </ul>	Developer
Building Permit	<ul style="list-style-type: none"> <li>Enforcement of best practice during house building works to stop sediment leaving building sites</li> </ul>	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	• Design to facilitate walking and cycling	Council/ WAPC
	• Consolidate urban densities	Council/ WAPC
Local Structure Plan	• Incorporate cycleway and pedestrian movement plan	Developer/ Council
	• Urban consolidation and lot size/ housing choice	Developer/ DOW
	• Lot design to incorporate the long axis of the block east-west as appropriate.	Developer/ Council
Subdivision	• Construction of shared use paths	Developer
	• Correct solar orientation of lots	Developer/ Council
	• Local Development Plans / Design guidelines prepared	Developer/ Council
	• Developer to install energy efficient street lighting	Developer/ Council
Building Permit	• Implement Design Guidelines	Lot owner/ Council
	• 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	• Minimise clearing of native vegetation	Council/ WAPC
	• Appropriate reserve identification	Council/ WAPC
Local Structure Plan	• Use POS to protect and enhance biodiversity through retention of habitat vegetation and ecological linkages	Developer/ Council
	• Investigate appropriate management of POS and Foreshore Reserves	Developer/ Council

DEVELOPMENT STAGE	IMPLEMENTATION	RESPONSIBLE AUTHORITY
Subdivision	<ul style="list-style-type: none"> <li>• Foreshore and other reserves created</li> </ul>	Developer/ Council
	<ul style="list-style-type: none"> <li>• Prepare and implement foreshore and other POS Management plans</li> </ul>	Developer/ Council
	<ul style="list-style-type: none"> <li>• Vegetation protection during construction</li> </ul>	Developer/ Council
Building Permit	<ul style="list-style-type: none"> <li>• Vegetation protection during construction</li> </ul>	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"> <li>• Acknowledge land capability constraints</li> </ul>	Council/ WAPC
Local Structure Plan	<ul style="list-style-type: none"> <li>• Landuse response to topography and land capability</li> </ul>	Developer/ Council
Subdivision	<ul style="list-style-type: none"> <li>• Comprehensive earthworks plan prepared</li> </ul>	Developer/ Council
Development Application	<ul style="list-style-type: none"> <li>• Minimise ad hoc retaining walls</li> </ul>	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"> <li>• Contain waste on site in approved manner until disposed of correctly</li> </ul>	Builder/ Council
	<ul style="list-style-type: none"> <li>• Facilitate the use of recycled materials</li> </ul>	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"> <li>• Identify key landmarks and natural features</li> </ul>	Council
Local Structure Plan	<ul style="list-style-type: none"> <li>• Structure plan identifies and gives due consideration to significant ecological, cultural and heritage aspects on the site.</li> </ul>	Developer/ Council
Subdivision	<ul style="list-style-type: none"> <li>• Landscaping plan that gives due regard to significant ecological, cultural and heritage aspects on the site.</li> </ul>	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"> <li>• Undertake transport assessment to identify means to improve accessibility by public transport and other vehicle modes.</li> </ul>	Council
Structure Plan	<ul style="list-style-type: none"> <li>• Incorporate cycleway and pedestrian movement plan.</li> </ul>	Developer/ Council
	<ul style="list-style-type: none"> <li>• Provide a road and pathway network that is visually enhanced with incorporated street trees and designed to the human scale.</li> </ul>	Developer/ Council
Subdivision	<ul style="list-style-type: none"> <li>• Construction of multi-modal pathways</li> </ul>	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"> <li>• Development concept to provide a variety of lot sizes and formats to cater for current and changing community lifestyle requirements</li> </ul>	Developer/ Council
Subdivision	<ul style="list-style-type: none"> <li>• Subdivision design to provide variety of lot sizes and formats to cater for current and changing community lifestyle requirements</li> </ul>	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"> <li>• Structure Plan incorporates Liveable Neighbourhood guidelines</li> </ul>	Developer/ Council
Subdivision	<ul style="list-style-type: none"> <li>• Subdivision design incorporates Liveable Neighbourhood guidelines</li> </ul>	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"> <li>Structure plan to demonstrate connectivity of the proposed development internally and surrounding land uses external to the site</li> </ul>	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"> <li>Prepare a concise community consultation plan</li> </ul>	Council
	<ul style="list-style-type: none"> <li>Evidence of efforts to understand and consider the wishes of the local community</li> </ul>	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"> <li>Identify areas within the townsite for employment generating activities.</li> </ul>	Council
	<ul style="list-style-type: none"> <li>Investigate appropriate future zoning opportunities that create synergies with the existing businesses located in the townsite.</li> </ul>	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.

<b>DEVELOPMENT STAGE</b>	<b>IMPLEMENTATION</b>	<b>RESPONSIBLE AUTHORITY</b>
Townsite Strategy	<ul style="list-style-type: none"><li>• Investigate options for developer incentives to incorporate affordable housing.</li></ul>	Council



POLICY NO:-

**CP094 – DARDANUP WEST/CROOKED BROOK AREA – PROVISION OF FORESHORE FACILITES DEVELOPER CONTRIBUTION POLICY**
**GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		OCM: 08/09/10	Res: 303/10	<b>Synopsis:</b>	Policy created. 08/09/2010
	1	DEV19	OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP094	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 2. PURPOSE OR OBJECTIVE

In 2007 the "Dardanup West/Crooked Brook Structure Plan" (plan) was approved by the Western Australian Planning Commission. The plan is for the development of small holding (rural residential) lots in the plan area with the potential additional lot yield estimated to be 400 lots. As part of this policy developers 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 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.

### 4.1 Foreshore Facilities

It is expected that three separate areas with foreshore facilities along the Preston River will be required. It has been assumed that each area will consist of the following features, when determining the cost of developing these areas:

- Grassed Area: 2000m<sup>2</sup>
- Natural vegetation: 2000m<sup>2</sup>
- 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 1<sup>st</sup> 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.
- 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:-
<b>CP095 – LOCAL BIODIVERSITY</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	1	DEV20	OCM: 10/08/11	Res: 251/11	Synopsis:	Policy created. 10/08/2011
			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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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;

- 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.
- 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.
- 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.

#### 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:-

**CP096 - SEA CONTAINERS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	DEV21	OCM: 08/03/12 Res: 57/12	<b>Synopsis:</b>	Policy created. 08/03/2012
			OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP096	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 objective of this policy is to regulate the use of sea containers 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.

**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.

**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.
- c) 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 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.

### 5.2 Approval Requirements

- a) 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.
- b) An application for development approval shall be made on an Application for Development Approval form together with the following information:
- i) A site plan showing the proposed location of the sea containers on the property and the location of any existing buildings/structures;
  - ii) Plans, dimensions and details of the sea container(s);
  - iii) Photographs of the proposed structure(s);
  - iv) Details of proposed modifications and other works to be carried out to improve appearance and address amenity concerns.
- c) 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.

### 5.3 Standard Conditions of Planning Approval

The placement and use of sea containers may be approved subject, but not limited to, the following conditions:

- 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 shall be upgraded (i.e. painted to blend in with the surrounding development) within 30 days of being placed on site.

- c) 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.
- d) 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.
- e) The approved development shall not be used for human habitation purposes.



POLICY NO:-

**CP097 - EATON COMMERCIAL CENTRE DESIGN****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		OCM: 24/11/99	Res: 641/99	<b>Synopsis:</b>	Policy created, 24/11/1999
	1	DEV22	OCM: 10/05/12	Res:	Reviewed Policy Adopted
<b>Version:</b>	2	CP097	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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:-

**CP099 - DISPLAY HOMES – DEVELOPMENT STANDARDS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>		OCM:	Res:	<b>Synopsis:</b>	
1	DEV24	OCM: 26/07/12	Res: 261/12	<b>Synopsis:</b>	Policy created. 26/07/2012
<b>Version:</b>	2	CP099	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 Provisions

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 Engineering & Development Services.
- 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 the following provisions:
  - i) A maximum of one (1) freestanding advertising sign (maximum of 6m<sup>2</sup> 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) Approval of a display home is limited to a 36 month period. Any proposed time extension will require an additional development application to be submitted and approved.

## 5.2 Application

- a) This policy applies to all land zoned "Residential" and/or "Development".
- b) 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.
- c) As 'Display Home' is not listed in Appendix I – Zoning Table in TPS3, it will be processed as a 'Use not listed' and will be subject to Clause 2.4 – *Interpretation of the Zoning Table*.



POLICY NO:-
<b>DEV25 - ANCILLARY ACCOMMODATION – SMALL HOLDING ZONES</b>

<b>DEPARTMENT</b>	DEVELOPMENT SERVICES DIRECTORATE
<b>POLICY REFERENCE</b>	DEV25
<b>DESCRIPTION</b>	ANCILLARY ACCOMMODATION – SMALL HOLDING ZONES
<b>COUNCIL RESOLUTION</b>	56/12
<b>DATE</b>	08/03/2012

**PREAMBLE:** : The R-Codes states that the ancillary accommodation is to 'accommodate the needs of large or extended families without compromising the amenity of adjoining properties'. Whilst the R-Codes do not apply in zones other than Residential, the purpose of ancillary accommodation as stated in the R-Codes is considered relevant. The significant factor is that the additional accommodation is 'ancillary' or 'secondary' to the main dwelling which should be reflected in the size of the ancillary accommodation and its relationship with the main dwelling.

**OBJECTIVE** : To facilitate the development of ancillary accommodation through the provision of a consistent framework for the assessment of such development within the Small Holding zones.

**DEFINITIONS** : **Ancillary Accommodation:**  
Self-contained living accommodation on the same lot as a single dwelling that may be attached or detached from the single dwelling occupied by members of the same family as the occupiers of the main dwelling.

**Second Dwelling:**

A dwelling that is one of a group of two dwellings on the same lot such that no dwelling is placed wholly or partly vertically above another.

**POLICY** :

- On Small Holding lots that permit a 'Second Dwelling' under TPS 3, ancillary accommodation shall be classed as a grouped dwelling under the Shire of Dardanup Town Planning Scheme No. 3.
- On General Farming lots, ancillary accommodation shall be classed as a grouped dwelling under the Shire of Dardanup Town Planning Scheme No. 3.
- The ancillary accommodation shall have a maximum floor area of 100m<sup>2</sup> (excluding carport/garage, verandas, patios, pergolas and the like).
- The ancillary accommodation shall have a maximum of 2 bedrooms and 1 bathroom.
- The construction of a new crossover(s) shall not be permitted for the proposed ancillary accommodation.

- The appearance of the ancillary accommodation shall be of complimentary style to the existing dwelling.
- Where an approved building envelope exists on the property, the ancillary accommodation shall be wholly contained within the approved building envelope.
- Where an approved building envelope does not exist on the property, the ancillary accommodation shall be located within 20 metres of the main dwelling or as otherwise determined by Council with consideration being given to factors such as topography, effluent disposal issues or other similar constraints on the land.
- A minimum of one parking space shall be provided in addition to those required for the main dwelling.
- The existence of ancillary accommodation on a property shall not be construed as an avenue for subdivision.
- An application for ancillary accommodation will require that a notification be placed on the Certificate of Title (Under Section 70A of the Transfer of Land Act) advising owners and subsequent owners that the ancillary accommodation shall only be occupied by a member or members of the same family as the occupiers of the main dwelling. Council will require that this be placed on the title prior to the issue of a Building Licence for the ancillary accommodation.

**PROCESS : Application**

This policy shall apply to the development of ancillary accommodation on Small Holding lots within the Shire of Dardanup.

**Approval Requirements**

- a) All proposals for the development of ancillary accommodation on Small Holding lots within the Shire of Dardanup require an application for planning consent to be submitted to the Shire of Dardanup for approval. In considering an application for planning consent, Council shall before granting consent, be satisfied as to the impact of the proposal on the amenity of the area. If in the opinion of Council, the ancillary accommodation will have a detrimental effect on the local amenity, the application will be refused.
- b) An application for planning consent shall be made on an Application for Planning Consent form together with the following information:
  - i) A site plan showing the proposed location of the ancillary accommodation on the property including setbacks from boundaries and the location of any existing buildings/ structures; and
  - ii) Plans, dimensions, elevation drawings and any other details considered relevant to the proposed ancillary accommodation.



- iii) A letter stating the intended occupant of the proposed ancillary accommodation and their relationship to the occupants of the main dwelling.
- c) Notwithstanding that Planning Consent may be granted by Council, a building license will be required prior to the development of the ancillary accommodation.

#### **Standard Conditions of Planning Approval**

The development of ancillary accommodation may be approved subject, but not limited to, the conditions stipulated below:

- a) All development being generally in accordance with the approved development plans which form part of this Development Approval.
- b) The development approved is to be substantially commenced within 2 years, or such other period as is specified in the approval, after the date of the determination. The approval lapses if the development has not substantially commenced before the expiration of the period (2 years).
- c) A notification shall be placed on the Certificate of Title (Under Section 70A of the Transfer of Land Act) advising owners and subsequent owners that the ancillary accommodation shall only be occupied by a member or members of the same family as the occupiers of the main dwelling, prior to the issuance of a Building Licence.

Advice Note:

- 1) The existence of ancillary accommodation on a property shall not be construed as an avenue for subdivision.

**HEAD OF POWER** : Shire of Dardanup

**DATE REVIEWED** : Ordinary Meeting of Council held – 26/07/2018



POLICY NO:-

**DRAFT CP100 – ANCILLARY DWELLINGS, GROUPED DWELLINGS AND CARETAKER'S DWELLINGS – SMALL HOLDING AND GENERAL FARMING ZONES – To Be Advertised.**

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:			OCM: 08/03/12	Res: 56/12	Synopsis: Policy created. 08/03/2012
	1	DEV25	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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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 Residential Design Codes (R-Codes)

State Planning Policy 2.5 Rural Planning

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

## 4. DEFINITIONS

**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

### 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.

## 5.5 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 100m<sup>2</sup> (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*.

#### 5.6 Application

This policy shall apply to the proposed development of ancillary accommodation, grouped dwellings and caretaker's dwellings on land zoned "Small Holding" and "General Farming" within the Shire of Dardanup.



POLICY NO:-
<b>DEV26 – OUTBUILDINGS, PATIOS AND CARPORTS – DEVELOPMENT STANDARDS</b>

<b>DEPARTMENT</b>	ENGINEERING & DEVELOPMENT SERVICES DIRECTORATE
<b>POLICY REFERENCE</b>	DEV26
<b>DESCRIPTION</b>	OUTBUILDINGS, PATIOS AND CARPORTS – DEVELOPMENT STANDARDS
<b>COUNCIL RESOLUTION</b>	21/16
<b>DATE</b>	17/02/16

**PREAMBLE** : The Residential Design Codes and the Shire of Dardanup Town Planning Scheme No. 3 contain development control provisions relevant to the construction of outbuildings, patios and carports.

Clause 8.1 of the Shire of Dardanup Town Planning Scheme No. 3 makes provision for Council to prepare a Local Planning Policy in respect of any planning and development matter and to vary the provisions of the Residential Design Codes.

This policy intends to provide further guidance to landowners, officers and Council in determining proposals for outbuildings, patios and carports in the Residential and Small Holdings zones to achieve suitable outcomes for landowners whilst maintaining the amenity of neighbouring properties and the wider community.

**OBJECTIVE** : For Council to establish a clear position for the construction of outbuildings, patios and carports within the Residential and Small Holdings zones that reflect contemporary standards with regard to maximum floor area, height and setback requirements.

**DEFINITIONS** : Outbuilding: means an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.

Patio: means a water impermeable roofed open-sided area.

Carport: means a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door unless that door is visually permeable.

R-Codes: State Planning Policy 3.1 – Residential Design Codes

DA: development application

**POLICY** : This policy applies to the development of all outbuildings, patios and carports on land located within the Residential, Bushland Development Area and Small Holdings zones.

All development within the Landscape Protection Area as defined by the Shire of Dardanup Town Planning Scheme No. 3 will require Planning Consent notwithstanding any provision of this policy.

Outbuildings shall comply with the following standards:

Residential Zone

Outbuildings - Standard Residential Lots

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height
80m <sup>2</sup>	3.0m	3.9m

Outbuildings - Bushland Development Area

Lot Area	Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
Less than 3000m <sup>2</sup>	120m <sup>2</sup>	3.5m	4.4m	3m	No DA required
				2m	No DA required with signed neighbour consent
Greater than 3000m <sup>2</sup>	150m <sup>2</sup>	3.5m	4.4m	3m	No DA required
				2m	No DA required with signed neighbour consent

Patios & Carports – Bushland Development Area

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback	Approval Requirement
N/A	N/A	N/A	3m	No DA required
N/A	N/A	N/A	2m	No DA required with signed neighbour consent

Small Holding Zone

Outbuildings

Lot Area	Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
Less than 3ha	300m <sup>2</sup>	5m	N/A	As per TPS3	No DA required
3ha+	400m <sup>2</sup>	5m	N/A	As per TPS3	No DA required

Patios and Carports

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
N/A	N/A	N/A	As per TPS3	No DA required

**POLICY  
Cont'd**: Additional Provisions

1. Variations to the above provisions will only be considered in exceptional circumstances.
2. An Application for Planning Consent shall be made for an outbuilding that does not comply with any of the Policy requirements and submitted with written justification for the proposed variation outlining any exceptional circumstances.
3. For any other proposed variations not indicated in the above tables, the provisions of the R-Codes will apply.
4. The maximum floor area includes the aggregate floor area of all outbuildings on the property, but does not include carports or patios.
5. For the purposes of this Policy, the calculation of aggregate floor area of an outbuilding will include the area covered by any external lean-to structures attached to the outbuilding.
6. The open space requirements under the R-Codes shall apply to all proposed development involving outbuildings, carports and/or patios. In the event there is an inconsistency between this Policy and the R-Codes in this regard the provisions of the R-Codes shall prevail.
7. All development subject to this Policy must comply with the Building Code of Australia (BCA). In the event there is a discrepancy between this Policy and the BCA, the provisions of the BCA shall prevail.

**PROCESS**

- :
1. On submitting an application for a building permit that proposes an outbuilding that requires written consent of affected landowner(s), the applicant is required to submit an additional plan that has been signed by the affected landowner(s).
  2. If adjoining and/or affected landowner(s) cannot be contacted or do not wish to sign the plan, Council will write to the landowner to seek comment. Submissions must be received within 14 days and if any objections are received the proposal will be referred to Council for determination.

**HEAD OF  
POWER**

: Shire of Dardanup Town Planning Scheme No. 3

**DATE  
REVIEWED**

: Ordinary Meeting of Council held – 26/07/2018





POLICY NO:-

**DRAFT CP101 – OUTBUILDINGS, PATIOS AND CARPORTS – DEVELOPMENT STANDARDS  
To Be Advertised**

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION					
History:	1	DEV26	OCM: 17/02/16	Res: 21/16	Synopsis: Policy created. 17/02/2016
Version:	2	CP101	SCM 26/07/18	Res: 251-18	Synopsis: Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 2. PURPOSE OR OBJECTIVE

The objective of this policy is to provide guidance for the construction of outbuildings, patios and carports within the Residential and Small Holdings zones that reflect appropriate standards with regard to maximum floor area, height and setback whilst maintaining the amenity of neighbouring properties and the wider community.

## 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 – Residential Design Codes (R-Codes)

## 4. DEFINITIONS

Outbuilding: means an enclosed non-habitable structure that is detached from any dwelling.

Patio: means an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling.

Carport: means a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door unless that door is visually permeable.

DA: development application

## 5. POLICY

State Planning Policy 3.1 *Residential Design Codes (R-Codes)* and the Shire of Dardanup Town Planning Scheme No. 3 both contain development control provisions relevant to the construction of outbuildings, patios and carports.

Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* makes provision for Council to prepare a Local Planning Policy in respect of any planning and development matter and to vary the provisions of the Residential Design Codes.

### 5.1 Residential and/or Development Zone

a) In considering applications for outbuildings in 'Residential' and/or 'Development' zones that do not meet the maximum floor area and/or wall height requirements of the 'deemed-to-comply' provisions of the R-Codes, the following variations will be supported by Council:

## Outbuildings - Standard Residential Lots

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side and/or Rear)	Approval Requirements
80m <sup>2</sup> or 10% in aggregate of the site area (whichever is the lessor)	3.0m	As per the R-Codes (4.2m)	As per the R-Codes*	*No DA required for reduced side and rear boundary setbacks (up to nil), subject to signed neighbour consent from all affected neighbours being submitted with a Building Permit application.

## Outbuildings - Bushland Development Area

Lot Area	Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
Less than 3000m <sup>2</sup>	120m <sup>2</sup>	3.5m	4.4m	3m	No DA required
				2m	No DA required with signed neighbour consent
Greater than 3000m <sup>2</sup>	150m <sup>2</sup>	3.5m	4.4m	3m	No DA required
				2m	No DA required with signed neighbour consent

## Patios &amp; Carports – Standard Residential Lots

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setbacks	Approval Requirement
N/A	N/A	N/A	As per R-Codes*	*No DA required for reduced side and rear boundary setbacks subject to signed neighbour consent from all affected neighbours being submitted with a Building Permit application.

*Patios & Carports – Bushland Development Area*

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback	Approval Requirement
N/A	N/A	N/A	3m	No DA required
N/A	N/A	N/A	2m	No DA required with signed neighbour consent

5.2 Small Holding Zone

- a) In considering an application to approve the development of an outbuilding in the Small Holding zone the following requirements will be supported by Council:

*Outbuildings*

Lot Area	Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
Less than 3ha	300m <sup>2</sup>	5m	N/A	As per TPS3	No DA required
3ha+	400m <sup>2</sup>	5m	N/A	As per TPS3	No DA required

*Patios and Carports*

Maximum Floor Area (Aggregate)	Maximum Wall Height	Maximum Ridge Height	Minimum Setback (Side or Rear)	Approval Requirement
N/A	N/A	N/A	As per TPS3	No DA required

5.3 Application

- a) This policy applies to land zoned 'Residential', 'Residential (Bushland Development Area)', 'Development' and 'Small Holding' under TPS3.
- b) When neighbour consent is required, the applicant is to submit the signed neighbour consent form (Form 87) accompanied by copies of plans that have also been signed by all affected landowner(s) with the Building Permit application. If neighbour consent is provided and the proposal meets all other provisions of this policy, development approval will not be required.
- c) If adjoining and/or affected landowner(s) cannot be contacted or do not wish to provide written consent, the applicant will need to submit an Application for Development Approval which will be referred by the Shire to affected neighbours for comment. Any comments must be received within 21 days and if any objections are received the proposal will be referred to Council for determination.



POLICY NO:-

**CP102 – 'R100' SOUTHBANK DEVELOPMENT GUIDELINES****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	DEV27	OCM: 10/05/12	Res: 127/07	<b>Synopsis:</b>	Policy created. 10/05/2007
<b>Version:</b>	2	CP101	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b>	Reviewed Policy Adopted
						Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering and Development Services

**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.

**3. 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.

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.

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:

- a) 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*.

Note: This policy applies to land shown in Figure 1 of the Southbank Development Guidelines: [Link - R100 Southbank Development Guidelines - Southbank R100](#)



POLICY NO:-
<b>CP104 - CARAVANS AS TEMPORARY ACCOMMODATION</b>

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>	1	DEV29	OCM: 05/04/00	Res: 184/00	<b>Synopsis:</b> Policy created. 05/04/2000
			OCM: 10/05/12	Res:	<b>Synopsis:</b> Reviewed Policy Adopted
<b>Version:</b>	2	CP104	SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council

## 1. RESPONSIBLE DIRECTORATE

Engineering and Development Services

## 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.

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:

- a. 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.
- b. Approval will be granted for a maximum of 12 months.
- c. The property shall have an approved effluent disposal system installed, prior to occupation of the property, to the satisfaction of Environmental Health.
- d. The caravan shall be stored inside an approved outbuilding at all times and shall not be visible from any public road or neighbouring property.
- e. 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 a Form 151 – Application Form – *Temporary Accommodation*.



POLICY NO:-

**CP106 - SEPTIC SYSTEMS – HENTY BROOK SUBDIVISION****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>			OCM: 02/12/03 Res: 452/03	<b>Synopsis:</b>	Policy created. 02/12/2003
	1	DEV31	OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP106	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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 – WINERY AND BREWERY DEVELOPMENTS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>			OCM: 11/10/00 Res: 536/00	<b>Synopsis:</b>	Policy created. 11/10/2000
	1	DEV32	OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP107	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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.

The proponent is required to submit in writing, or on a suitable plan:

- 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:-
<b>CP110 - DOG POLICY – APPLICATION TO KEEP MORE THAN TWO DOGS</b>

GOVERNANCE INFORMATION			
Procedure Link:	PR110	Administrative Policy Link:	NA

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

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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

## 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.
- 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.



POLICY NO:-

**CP111 - CAT POLICY – APPLICATION TO KEEP MORE THAN TWO CATS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	PR111	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>History:</b>	1	DEV36	OCM: 13/02/98 Res: 201/98	<b>Synopsis:</b>	Policy created. 13/02/1998
			OCM: 10/05/12 Res:	<b>Synopsis:</b>	Reviewed Policy Adopted
<b>Version:</b>	2	CP111	SCM 26/07/18 Res: 251-18	<b>Synopsis:</b>	Reviewed and Adopted by Council

**1. RESPONSIBLE DIRECTORATE**

Engineering &amp; Development Services

**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

**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 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) at a property.
- The application shall be submitted on the prescribed form (Form 113 – Application Form To Keep Three Or More Cats) 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.



POLICY NO:-
<b>CP112 – COUNCILLORS' INDUCTION TRAINING AND PROFESSIONAL DEVELOPMENT</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION			
Version:	1	CP0112	SCM 26/07/18 Res: 251-18
Synopsis:	Created and Adopted by Council		

## 1. RESPONSIBLE DIRECTORATE

Executive

## 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

## 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.

### 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 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.

#### 4.4 Conferences & Training Courses

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

- a) 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.
- b) 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.
- c) 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:
- f) The course or development opportunity is relevant to the functions of an Elected Member; or
- g) 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;
- h) There is scope for the attendee to acquire skills beneficial to the Shire; and
- i) The budget remains available to cover the associated costs.

#### 4.5 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.

#### 4.6 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.

#### 4.7 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.

#### 4.8 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.

#### 4.9 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.

#### 4.10 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.



POLICY NO:-
<b>CP117 –MAINTENANCE OF VERGES BY THE SHIRE</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION			
Version:	1	CP117	SCM 26/07/18 Res: 251-18
Synopsis:	Created and Adopted by Council		

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 2. PURPOSE OR OBJECTIVE

To define the circumstances and locations whereby the Shire will undertake the maintenance of road verges.

## 3. POLICY

This policy applies to road verges in both built up areas and outside built up areas in the Shire of Dardanup.

### 3.1 Outside Built Up Areas:

#### 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.

#### Semi-rural Areas

Adjoining property owners are permitted to maintain road verges in semi-rural areas along roads that are classed as local access roads.

Any works or access to the verge on roads classed as a local distributor is subject to the same conditions as with rural roads.

The Shire of Dardanup will undertake any maintenance works deemed necessary along semi-rural roads subject to programming, resources and priorities.

### 3.2 Within Built Up Areas:

#### 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.

#### 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.

#### 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.

#### Trees

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:-
<b>CP118 – ISSUE OF TIP PASSES FOR ELIGIBLE COMMUNITY GROUPS AND NOT-FOR-PROFIT ORGANISATIONS</b>

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		

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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:-

**CP119 – MAINTENANCE OF ACCESS TRACKS TO ISOLATED PROPERTIES****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>Version:</b>	1	CP119	SCM	26/07/18	Res: 251-18	<b>Synopsis:</b>	Created and Adopted by Council
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**1. RESPONSIBLE DIRECTORATE**

Engineering & Development Services

**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 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 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:-
<b>CP120 – ENVIRONMENT</b>

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION			
Version:	1	CP120	SCM 26/07/18 Res: 251-18
Synopsis:	Created and Adopted by Council		

## 1. RESPONSIBLE DIRECTORATE

Engineering & Development Services

## 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.



COUNCIL POLICY NO:-

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

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>Version:</b>	New	OCM 26/07/2018 Res: 251-18	<b>Synopsis:</b>	Policy created.
<b>Version:</b>				

**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 Director Corporate & Community Services 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 (Director Corporate & Community Services) 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:-

**CP124 – SUPERANNUATION****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>Version:</b>	New	OCM 26/07/2018 Res: 251-18	<b>Synopsis:</b>	Policy created.
<b>Version:</b>				

**1. RESPONSIBLE DIRECTORATE**

Corporate &amp; Community Services

**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:
  - i) 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) 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.



COUNCIL POLICY NO:-

**CP125 – LITIGATIONS****GOVERNANCE INFORMATION**

<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA
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**ADMINISTRATION INFORMATION**

<b>Version:</b>	New	OCM 26/07/2018 Res: 251-18	<b>Synopsis:</b>	Policy created.
<b>Version:</b>				

**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 Litigation 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.

CARRIED  
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*Discussion:*

*Chief Executive Officer, Mr Mark Chester thanked staff for the time and effort put into reviewing the policy manual. Many staff contributed to the review and the work put in is appreciated.*

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

None.

**15 PUBLIC QUESTION TIME**

None.

**16 MATTERS BEHIND CLOSED DOORS**

None.

**17 CLOSURE OF MEETING**

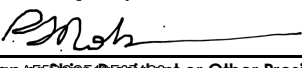
Shire President, Cr. M T Bennett reiterated the Chief Executive Officer's thanks and recorded Council's appreciation of the work that went into finalising the policies.

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday, 8 August 2018, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 3.37pm.

**CONFIRMATION OF MINUTES**

**"As the person presiding at the meeting at which these minutes were confirmed on 8 August 2018, I certify that these minutes have been confirmed as a true and accurate record of proceedings.**

DocuSigned by:  
  
**Signed** \_\_\_\_\_  
(Chairman or Shire President or Other Presiding Officer)