

Policy Manual

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Section 1 – ADMINISTRATION

POLICY NO.	A.01
POLICY SUBJECT	Senior Employees
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 15 September 2016, 20 September 2018

Objective

To determine Senior employees which includes Director of Corporate Services and Director of Works & Services as required by section 5.37 of the Local Government Act 1995.

Statement

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the position(s) of General Practitioner; Director of Corporate Services; and Director of Works & Services to be “senior employees”.

POLICY NO.	A.02
POLICY SUBJECT	Acting Chief Executive Officer – Authority to Act
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 25 August 2016

Objective

To determine which officer will act as CEO when the Chief Executive Officer is absent.

Statement

It is Council policy that the Director of Works and Services act in the capacity of Chief Executive Officer at all times when the Chief Executive Officer is absent for a period in excess of 5 days.

In the event the Director of Works and Services is unable or unwilling to act as the Chief Executive Officer, the Director of Corporate Services act in the capacity of Chief Executive Officer when the Chief Executive Officer is absent for a period in excess of 5 days.

POLICY NO.	A.03
POLICY SUBJECT	Superannuation
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007

Objective

To determine the maximum contribution rates for basic superannuation.

Statement

The total superannuation component provided by the Shire is a maximum of 12% of an employee's salary.

POLICY NO.	A. 04
POLICY SUBJECT	Bushfire Control – Operational Issues
ADOPTION DATE	17 June 2004
VARIATION DATE	17 November 2016

Objective

To determine procedures and practices relating to bush fire control matters.

Statement

It is Council's policy that:-

A telephone is to be provided in the principal place of residence for both the Chief Bush Fire Control Officer and the Communications Officer. The telephone is to have a silent number and all costs of rental and calls made are to be paid by the Shire;

- an annual aerial firebreak inspection is to be undertaken, followed up with a ground inspection by the Ranger with the date of the inspection determined by the CEO in consultation with the Chief Bush Fire Control Officer;
- the Chief Bushfire Control Officer shall be reimbursed the same rate of reimbursement for use of a private vehicle as Councillors, to a maximum value of \$500 annually;
- a minimum of 10 drums of fire fighting foam is to be maintained in stock, funded by the Shire, with the use of the foam being approved by the Chief Bush Fire Control Officer or his deputy;
- subject to approval by the Chief Executive Officer or the Manager of Works and Services, the Chief Bushfire Control Officer is empowered to utilise Shire owned plant and equipment for the purpose of suppressing Bushfires.

The format of having a Fire Advisory Annual General meeting and Brigades Annual General meeting on the same date be replaced by having a Fire Advisory Annual General meeting in May. This meeting will be open to all Brigade members and will conduct all business of an Annual General meeting. Each Brigade will only be entitled to have two voting delegates at this meeting.

The Shire is responsible for the maintenance of the Bush Fire Tower, Receiver/Transmitter, base sets operated by the Chief Fire Control Officer, Deputies and Fire Weather Officer. Repairs to any of these items are to be undertaken at Shire cost following an assessment by the Communications Officer. All other sets are to be maintained by the brigades or individual owners;

Prosecutions and infringements for firebreak contraventions are to be instigated by the CEO or his delegated officer.

No track chaining will be permitted during prohibited burning times and on harvest ban days.

Where there is any conflict between this policy and the Bushfire Brigade Local Laws, the local law shall apply.

Council shall make every endeavour to, where possible, keep all incidents under the control of local volunteers and staff.

POLICY NO.	A.05
POLICY SUBJECT	Shire Vehicles – Private Use
ADOPTION DATE	17 June 2004
VARIATION DATE	19 October 2006

Policy

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, the Local Government may provide private use of vehicles for employees and therefore the Local Government has adopted the following policies to outline the employee's responsibilities.

Objective

This policy is designed to provide clear guidelines for employees with respect to private use of Local Government vehicles.

Procedure

Private use of the Local Government vehicles is restricted to the State of Western Australia.

Designated Driver

Vehicles shall only be driven for private use by a driver who-

- Has been assigned the vehicle as part of their duties and/or conditions of employment;
- Holds an appropriate licence;
- Has private use of the vehicle in accordance with this policy; and
- Is responsible for the care and management of the vehicle

Authorised Drivers

The following persons holding an appropriate driving licence shall be authorised drivers of any Local Government vehicle available for private use:

Any Councillor or Employee other than the Designated Driver on Local Government business and acting with the prior knowledge of the CEO-

- Any other person authorised in writing by the CEO; or
- Any other person provided a Designated Driver is physically present in the vehicle.

Standard of Vehicles

It shall be by agreement between the Chief Executive Officer and the employee concerned, what type of vehicle is suitable for the employee's private use having regard to:

- The needs of the employee;
- What type of vehicle is more suitable to the work being performed during business hours by the employee;
- The operational costs associated with purchasing and maintaining the vehicle;
- Road and driving conditions or any other health or safety needs of the employee; and
- Individual physical requirements or needs of the employee/s.

Contribution by Drivers

On the recommendation of the Chief Executive Officer, in consultation with the Shire President, after having regard to the needs of the Local Government and associated costs, whether or not the employee is able to retain the use of the vehicle during periods of absence from work including paid or unpaid leave.

The designated driver will be responsible for operating costs during periods of authorised leave.

General Conditions

A vehicle used for private use must be made available for use for Local Government purposes during normal business hours, and for Councillors' use for Local Government purposes at any time by prior arrangement with the Chief Executive Officer.

Drivers and passengers are not permitted to smoke within a Local Government vehicle at any time and it is the responsibility of the driver to ensure that no occupant smokes whilst in the vehicle.

No animals to be allowed in the vehicle at any time.

No person is allowed to operate a motor vehicle whilst over the legal alcohol limit or whilst under the influence of drugs before, during or after normal working hours

The vehicle shall be operated in a reasonable manner in accordance with all relevant acts, regulations and Local Government policies. All drivers are financially responsible for any fines or infringements received during the operating of a vehicle during business hours or private use.

The Local Government shall be financially responsible for the maintenance of the vehicle but it is the responsibility of the driver to ensure that the vehicle has sufficient oil and water in between scheduled servicing.

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the driver to ensure that the kit is adequately stocked at all times or replacement stock is ordered when used.

Drivers shall comply with the following conditions with respect to the vehicle in their care:

- Arrange for scheduled servicing when necessary in accordance with the warrant requirements;
- Clean and vacuum the vehicle as often as required;
- Drive it responsibly and legally, observing all rules and regulations;
- Secure it when parked in public places;
- Examine the vehicle prior to use for damage, operation of lights and signalling lights;
- Report all accidents immediately; and
- Avoid damage caused by unsealed roads.

The usage of the Local Government vehicles for private use is a privilege and not an automatic or established right.

Failure to comply with any of these conditions of this policy may result in the withdrawal of private use.

Variation to Policy

This policy may be varied or cancelled at any time at the discretion of Council.

All employees will be notified by the normal correspondence method of any variation to this policy.

It is the responsibility of all employees to read this policy prior to using Local Government vehicles.

Contracts of employment which are current when this policy was adopted on 19 October 2006 will take precedence for the term of the contract.

POLICY NO.	A.06
POLICY SUBJECT	Advertising – Statutory and General
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To specify the procedures for the placement of advertising.

Statement

It is the policy of Council that Local Public Notice advertisements are to be placed in the Boyup Gazette.

Statewide Public Notice advertisements are to be placed in the West Australian Newspaper.

The Chief Executive Officer is empowered to approve Council advertisements being placed in other periodicals if considered appropriate.

POLICY NO.	A.07
POLICY SUBJECT	Shire Facilities Hire – Exempt Groups
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To indicate those organisations that the Council will exempt from being charged hire fees without the need for a donation/sponsorship application.

Statement

Fees for the use of the facilities and equipment are to be charged in accordance with the fees adopted by the Council annually.

The Council will exempt Town Hall hire fees for-

- Anzac Day services
- 11 November services
- Sandakan Memorial services
- community groups rehearsing in the Town Hall for one-off events (whether for fundraising purposes or not) on condition that they rehearse for no more than three (3) hours per session per week and a maximum of one (1) event per year.

The Council will exempt Flax Mill hire fees for-

- Lions Auctions held in the 'grain shed' (2 months notice is required - booked accommodation in this area takes precedence over any auction).'

POLICY NO.	A.08
POLICY SUBJECT	Policy Manual – Maintenance of
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To determine the manner in which the policy manual is to be maintained.

Statement

A Policy Manual be kept and updated annually.

It is the policy of the Boyup Brook Shire Council to maintain a manual recording of the various policies of the Council.

Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

The objectives of the Council's Policy Manual are to:

1. provide Council with a formal written record of all policy decisions;
2. provide the staff with precise guidelines in which to act in accordance with Council's wishes;
3. enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
4. enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
5. enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
6. enable stakeholders to obtain immediate advice on matters of Council Policy.

The Policy Manual will be maintained in a loose-leaf binder and updated as and when a policy is varied by the Council.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to Council Policy shall be made only by Council resolution.

POLICY NO.	A.9
POLICY SUBJECT	Use of Common Seal and the Signatories for Contract Execution
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007

Objective

To set out the procedures to be followed when there is a requirement to use the common seal.

Statement

The following applies to the use of the common seal and signatures when a document requires this method of completion:-

- 1 is to be used only when Council has previously authorised the action contained within the document being signed;
- 2 be affixed in the presence of the Shire President and Chief Executive Officer.

The document is to be completed in the following manner:-

The common seal of Shire of Boyup Brook was hereunto affixed and signed by the authority of a resolution of the Council in the presence of:

Shire President

Chief Executive Officer

POLICY NO.	A.10
POLICY SUBJECT	Leave - Christmas Period
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine the period for which the Administrative Office and Depot operations may be substantially closed during the festive period, in recognition of the disruption to efficient operations which occurs during the festive period.

Statement

The Administrative Office and Depot operations may be substantially closed at the discretion of the CEO for the period immediately prior to Christmas Day until after New Years Day subject to:-

- leave is to be deducted from accrued leave entitlements (with the exception of appropriate Award public holiday provisions);
- notice of the closure period being displayed at the Administration Office, in the Boyup Gazette and recorded on the telephone messaging system at least one month prior to the closure occurring.

The administration office shall be closed for a maximum of four (4) working days, excluding public holidays, over this period.

Shire depot staff shall have a maximum of eight (8) working days, excluding public holidays, off over this period. This is subject to a skeleton crew of at least two (2) staff members working for at least five (5) of the working days.

The EBA roster system still applies.

POLICY NO.	A.11
POLICY SUBJECT	Leave – Upper Blackwood Show
ADOPTION DATE	17 June 2004
VARIATION DATE	17 November 2016

Preamble

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.7 Role of council

- (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.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure that human resource and finance matters are handled effectively and efficiently.

Objective

To determine the extent of leave permitted to be granted to staff to facilitate attendance at the annual Upper Blackwood Agricultural Show which is held on the first Tuesday in November each year.

Statement

In recognition of local significance of the annual Upper Blackwood Agricultural Show, employees may choose to take a Personal Day Off or a Rostered Day Off to attend the event.

The Shire office shall remain open to the public on the day of the event.

The Chief Executive Officer shall ensure that a minimum number of office staff is present.

POLICY NO.	A.12
POLICY SUBJECT	Public Interest Disclosure
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To provide procedures for the compliance with Public Interest Disclosure legislation.

Statement

Support for Staff who make Public Interest Disclosures

The Shire of Boyup Brook does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Boyup Brook and its Councillors, employees and contractors.

The Shire of Boyup Brook is committed to the aims and objectives of the Public Interest Disclosure Act 2003. It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made as to corrupt or other improper conduct.

The Shire of Boyup Brook will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for making a public interest disclosure.

The Shire of Boyup Brook does not tolerate any of its Councillors, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Purpose of this Policy

The internal procedures providing the manner in which the Shire of Boyup Brook will comply with its obligations that are based on the Office of the Public Interest Disclosure Act 2003 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide for the manner in which:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed, or cause that information to be investigated.
- The PID Officer may take action following the completion of the investigation.
- The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with.

Designation of Public Interest Disclosure (PID) Officer

The person from time to time holding or acting in the position of Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Boyup Brook.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Boyup Brook.

POLICY NO.	A.13
POLICY SUBJECT	Record Keeping Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	22 December 2007, 18 April 2019

Objective

To ensure all formats of records are captured and controlled in accordance with relevant legislation, standards, principles and procedures. The outcome is accurate and accessible records with continuing administration, legal and historical value.

Statement

MEANS OF IMPLEMENTATION

The Records Management function will investigate, recommend and implement the most suitable and affordable technology to provide an efficient, modern and effective means of recording, accessing, storing, reporting and disposing of business information. Software should effectively manage all records of the Shire in all forms, provide for Electronic Document Management and Work flow and the seamless integration of information for enquiry purposes.

Its actions are intended to achieve the following:

- To improve the availability of, and access to, information across the Shire and provide reliable and efficient retrieval of records (both physical and electronic).
- To train staff in the creation, access and preservation of full and accurate business records.

To support these principles:

An integrated paper and electronic system which is based on a reducing level of paper records and an increasing level of electronic records.

A devolved level of responsibility to all staff to generate accurate and usable business records and to ensure they carry out necessary records management responsibilities in managing records they create.

Document management being carried out at every personal computer.

The concept of a single copy being enforced.

The concept of the single entry of data being applied.

Information being accessible to all staff, simultaneously and at all times (security considerations considered).

Information being readily available which shows the current status of outstanding correspondence and identifies what action is being taken and by whom.

The provision of automated and one off recording of electronic documents regardless of format.

Comprehensive reporting facilities being available to Management.

STRATEGIES

1. STAFF OBLIGATIONS

- 1.1 Staff must make and create records to support accountability and corporate memory. Records provide evidence of business activities, Staff are required to comply with the following to keep full and accurate records.
- a) To create records which reflect the Shire's business activities.
 - b) To make records which would not otherwise be made, such as details of important meetings, telephone discussions, conferences and oral statements which document the reason, explanation or justification for their decisions. These should be properly prepared, typed or neatly handwritten and clearly identify the author, or recorded electronically when suitable facilities are available.
 - c) To keep records on official files, not in private record keeping systems.
 - d) To learn how and where records are kept within Shire.
 - e) Not to destroy records without authorisation.
 - f) To register documents created by officers using the register to records macro of IT Vision's Synergy Soft Electronic Document Management Systems.

2. REGISTRATION OF CORRESPONDENCE

All formats of incoming correspondence to Shire of Boyup Brook, which requires an action or is relevant information, is to be registered using Synergy Soft's Registry. The Records Management System should be capable of this function and be based on the concepts of a single copy and the single entry of data.

Any request for a service or a complaint regarding a provision of a service (where Shire is to provide an action) is to be registered into Synergy Soft's Customer Service Request module.

Ephemeral type records do not require registration on either system.

3. ACCESS TO COUNCIL RECORDS

- 3.1 The access conditions set out below shall be adhered to:
- a) Use of original records will be limited
 - b) If copy's are made it will be stamped with copy to identify the correspondence.
 - c) Information of a confidential nature will have security levels applied to them to limit the access of staff
 - d) The Public will not be permitted access to the Corporate Information Management storage areas and staff work areas.
 - e) Original material must be viewed in a suitably defined area, and is not to be removed by the Public for any purpose. If a record has been copied onto another format (eg. microfilm/fiche, aperture card, photocopy, digital image etc.) the copy is to be issued in preference to the original record.

- f) Some records may be restricted to protect the privacy of individuals or because they are fragile and require conservation.

3.2 In respect of staff personnel files, the following persons have access:

Chief Executive Officer, Manager of Finance, Manager of Works & Services and the Finance Officer (in the capacity of maintaining and retrieving the files),

3.3 No record of Boyup Brook Shire is to be removed or temporarily removed by any Staff Member without having first obtained the consent of the Records Officer or Chief Executive Officer (refer to procedures manual).

4 STORAGE AND SECURITY

All Boyup Brook Shire records are to be appropriately stored to ensure their future retrieval and use until they are archived. In doing so, the security, privacy and confidentiality of all records is to be protected.

4.1 All Shire records are to be maintained in appropriately secure storage. Paper-based records are to be housed in secure storage areas.

4.2 User access to shared electronic directories (folders) is to be controlled to prevent unauthorised creation, modification, or deletion of electronic files and/or directories (folders).

4.3 Unauthorised alteration, removal, distribution, duplication, or destruction of Shire records is prohibited.

4.4 Confidentiality of information must be adhered to at all times, and access to particularly sensitive material controlled and recorded.

4.5. Personnel files or commercial contracts, are to be locked and not left in areas accessible to unauthorised personnel or persons.

4.7 All electronic records must be backed up systematically at appropriate intervals.

4.8 Measures are to be taken to prevent the loss of records in the event of a disaster including processes such as imaging, microfilming, off-site storage, fire proof containment and disaster planning.

5 ARCHIVE MANAGEMENT AND DISPOSAL

5.1 Shire will preserve records created or received by it in the course of its daily business and which are deemed to have permanent or semi-permanent value

5.2 Records no longer required for general use in the Shire, and regarded as having permanent value, will be transferred to secondary storage.

5.3 Records suitable for destruction should be destroyed rather than being retained indefinitely. Files no longer required should be deleted from indexing systems, however, an historical record of file index details is to be maintained permanently.

- 5.4 the Shire will endeavour to ensure that all records of permanent value are maintained in the best possible condition.
- 5.5 The Local Government Act, the State Records Act and the General Records Disposal Authority for Local Government Records are to be used for the retention and disposal of Shire records.
- 5.6 A disposal register is to be completed for each series of items to be destroyed.
- 5.7 Where records concerned are not covered by the approved disposal schedule or identified in the Act, the Records Officers shall exercise due caution, paying regard to the records disposal guidelines issued by the Department of Local Government.

6 PRESERVATION AND CONSERVATION

- 6.1 The Corporate Records and Archives Manager will ensure that Shire 's records are preserved for posterity as required.

POLICY NO.	A.14
POLICY SUBJECT	Email Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objectives

To provide guidelines for the use of the Shire 's electronic mail (email) and establish procedures for the creation, retention, management and disposal of email.

Statement

1. The Shire 's email system and the messages sent through it are part of the Shire 's formal communication network. This means that Shire records now include information kept in electronic form.

Email messages must be kept as Shire records if they provide evidence of Shire business and activities, are needed for use by others or affect the work of others.

2. The email system is part of Shire 's computer network and all the information processes, transmitted or stored in the system is the property of the Shire.
3. Email messages which become Shire records must be retained in accordance with the approved retention periods listed in the General Retention and Disposal Schedule for Local Government (1994) published by the WA State Records Office.
4. Access to email is limited to Shire staff, or other authorised persons, who have been given a user identification and password.
5. Email is a business tool. Staff must make sure that all email messages are brief, concise and business related and are kept in the system only as long as required.
6. Email messages that are retained as Shire records are accessible to the public under Freedom on Information and Privacy legislation.
7. Email systems should not be assumed to be secure. Staff must be aware of the potential risks involved in sending confidential or sensitive information by email.

Procedures for the use of electronic mail

1. Email should be treated with the same significance as the signed letter. The password and the ability to send an email message has the same authority as signed correspondence.
2. Email must be accessed at least once a day by each employee with access to a networked personal computer. Any unwanted email should be deleted.
3. Staff can maintain their own email address book.

4. Personal or private information such as personal notes or invitations, staff appraisals or job applications should not be included in an email message because it could be read by, or misdirected to, unauthorised persons. Messages may also continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from your computer directory but the information itself exists in the back up system until it has been overwritten.
5. A copy of all incoming and outgoing email messages will be received by the Records Officer and electronically registered. A copy of the email will be printed onto green paper and filed in the Central Records System.
6. Remember that email is admissible as evidence in court so use good judgment and think carefully about what is written.
7. Make sure to follow email etiquette. Keep the message polite and don't write in upper case as this is considered as 'shouting'. Only send information that is of value to the receiver and don't make messages High Priority unless they are truly urgent.
8. All discs loaded onto Shire equipment are to be virus scanned. No attachments should be opened or stored unless the employee can positively identify the sender.

POLICY NO.	A.15
POLICY SUBJECT	Boyup Brook Medical Service - Use of Consulting Rooms
ADOPTION DATE	16 November 2006
VARIATION DATE	21 December 2007, 18 July 2019

Objective

To provide guidelines for the use of the consulting room by visiting health professionals.

Statement

The room has been provided for the purpose of encouraging the provision of health and medical services not currently available within the community or are only available through the public health system.

Private practitioners have a limited number of facilities that can be used for consulting purposes. This room at the medical centre will provide them with an option of being able to a modern and pleasant environment for both practitioner and patient alike.

The general conditions of use are:-

1. room hire subject to the approval of the GP
2. practitioners providing evidence of public liability insurance of not less than ten million dollars (\$10,000,000) for their activities prior to use of room .

Responsibilities of the Chief Executive Officer

CEO will ensure that the use of the room is monitored via a register.

CEO will ensure keys to the room will not be issued by staff without prior arrangement.

CEO will ensure the room allocation register details each and every occasion that the key is obtained and returned.

POLICY NO.	A.16
POLICY SUBJECT	Occupational Safety & Health Policy
ADOPTION DATE	15 October 2009
VARIATION DATE	17 March 2011, 21 November 2013, 17 November 2016, 18 April 2019

Objective

To formalise the Council's legal obligation to provide and maintain, so far as is reasonably practical, a safe and healthy work environment for all shire employees, contractors, volunteers and visitors, as required by the *Occupational Safety and Health Act 1984, as amended*.

Statement

The Shire of Boyup Brook is committed to working together with all stakeholders to prevent accidents and personal injury by maintaining a high standard of job safety awareness. To facilitate this, Council will provide acceptable resources and finance to allow the objectives of this policy to be achieved.

As part of this process the Chief Executive Officer (CEO) will establish realistic, measurable objectives and targets as part of the safety management system, which will ensure continued improvement.

The CEO is responsible for driving all safety and health strategies by promoting a safety culture that is based on:

- ❑ Safe work practices & systems of work
- ❑ Safe plant and machinery
- ❑ Identification, assessment & control of hazards
- ❑ Information, training and supervision
- ❑ Competent & knowledgeable sub-contractors
- ❑ Consultation on all matters affecting personal safety
- ❑ Monitoring and control of environmental factors in the workplace
- ❑ Implementation of wellness programs
- ❑ Resources for first aid treatment

To assist in achieving these objectives, the CEO will cause shire managers and supervisors to support the policy by providing supervision and instruction to employees, contractors and volunteers under their control & enforcing safe work procedures. All staff, contractors and volunteers of the shire are expected to have a positive commitment and attitude towards safety in the workplace.

Employees, contractors and volunteers are expected to take reasonable care of themselves, and contribute to this process by utilising the mechanisms in place that allow them as individuals to provide input where changes are likely to affect their safety at work. Employees,

contractors and volunteers are also expected to be directly involved by reporting workplace hazards and where practical, taking action to remove any identified risk.

This policy will take effect as of the date of adoption and will be reviewed as part of the Safety review process conducted by the Shire's insurer to ensure currency and compliance regulatory requirements.

POLICY NO.	A.17
POLICY SUBJECT	Surveillance Cameras
ADOPTION DATE	21 February 2013
VARIATION DATE	

Objective

To provide guidance for the operation of surveillance cameras operated and controlled by the Shire of Boyup Brook.

within, on or around Shire buildings;
installed in public spaces; and

Policy

1. This policy applies to The Shire of Boyup Brook owned, leased and operated surveillance cameras only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Boyup Brook is committed to 'working' in partnership to progress Crime reduction and community safety within the Shire' a Community Safety and Crime Prevention Plan is to be developed.
3. This Policy deals with the installation of surveillance cameras as a strategic element of the Shire's commitment to safety and crime reduction.

Guidelines and Policy Procedures for use of Surveillance Cameras

1. Principles

The Shire of Boyup Brook recognizes best practice in administering operation of all Shire owned operated, leased surveillance cameras.

All systems will comply and meet minimum standards as prescribed in:

Surveillance Devices Act 1998

Telecommunications (Interception) Western Australia Act 1996

The surveillance cameras will attain an appropriate balance between the personal privacy of individuals utilizing Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

2. Code of Practice

Signage

Prominent and appropriate signage will be permanently displayed in the general location of camera coverage to notify employees, council members and members of public of the presence of surveillance cameras.

Access to surveillance cameras equipment

All surveillance camera equipment will be located within secure areas and not accessible to unauthorized persons.

Recording and Storage of information

Recording of video images or still photographs will only occur if the Chief Executive Officer or his delegated representative is of the opinion that an offence against a Statute Law is being or is likely to be committed. At no time shall the surveillance cameras be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording shall apply in writing to the Chief Executive Officer or his delegated representative and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

Liaison with WA Police

Members of the WA Police may request the cooperation of the Shire of Boyup Brook and usage of surveillance cameras.

All requests made by the WA Police or any other law enforcement agency should be referred to the Chief Executive Officer.

Privacy principles

Surveillance camera usage in the Shire will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- Freedom of Information Act 1992
- Surveillance Devices Act 1998
- Telecommunications (Interception) Western Australia Act 1996

Complaints

All complaints will be investigated and reviewed and where requested, complainants will be notified of the results of the investigation, in accordance with Council's Customer Service Charter.

Responsibility

The Chief Executive Officer or his delegated representative is responsible for the management of the Shire's surveillance cameras, including maintenance of the devices and protection of privacy interests of individual members, the Shire of Boyup Brook council members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimize reoccurrence . Inappropriate use of the surveillance cameras will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

POLICY NO.	A.18
POLICY SUBJECT	Equal Employment Opportunity and Diversity Management Planning
ADOPTION DATE	15 September 2016
VARIATION DATE	

PREAMBLE

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.7 Role of council

(2) ... the council is to –

- (a) oversee the allocation of the local government's ... resources; and
- (b) determine the local government's policies.

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

The State Equal Opportunity Act 1984, Criminal Code (Chapter XI) and Spent Convictions Act 1988 legislation and Commonwealth Human Rights and Equal Opportunity Commission Act 1986, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Age Discrimination Act 2004, Fair Work Act 2009, Gender Equality Act 2012, render workplace discrimination and harassment (and other circumstances) unlawful on the following grounds:

- Race or racial vilification
- Colour
- National or ethnic origin
- Gender
- Sexual orientation
- Mental status
- Religious or political conviction
- Physical and/or intellectual impairment
- Age
- Marital status
- Pregnancy and/or potential pregnancy
- Family responsibilities
- Disability
- Spent convictions
- Sexual History

Under the State Equal Opportunity Act 1984 (and its subsequent amendments), it is the responsibility of Local Government to prepare and implement an equal employment opportunity management plan in order to achieve the objects of the Act. The legislation prescribes (Part IX – Division 3) that each management plan includes certain provisions, which detail the following:

- Policies and programs to achieve the objects of the Act;
- The means of communicating these policies and programmes to employees;
- The means of collecting and recording appropriate information;

- The review of human resource practices within the Council (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification to any discriminatory practices;
- Goals and targets against which the success of the management plan in achieving the objects of the Act can be assessed;
- A means of revising and amending the management plan; and
- The appointment of people within the Council to implement the provision of the management plan.

OBJECTIVE

The purpose of this policy is to provide a strategic focus to maximise human resource potential and enhance productivity to meet core business goals. The specific objectives are:

- To maximise the potential of all councillors and staff in order that the Council can better meet its core business goals.
- To maintain satisfactory staff morale and commitment by fostering mutual trust in all matters employment related.
- To ensure that all Council workplaces are free from all forms of unlawful discrimination and harassment.
- To ensure that all human resource policies and practices give all staff (or those seeking employment with the Council) a “fair go” and are afforded equal opportunity, procedural fairness and natural justice.
- To ensure staff have access to relevant training and development; and
- That the Council promotes a workplace culture that displays fair workplace practices and behaviours.

STATEMENT

The Shire of Boyup Brook is committed to and promotes the principle of equal opportunity for all staff and those seeking employment with the Shire. The Council accepts that it has a responsibility to create an environment free from discrimination and harassment. In achieving this objective, the Shire will continue to develop policies, practices and guidelines consistent with the principles of equity, fair play and ethical conduct. Diversity management strategies demonstrate the Council’s commitment to both the spirit and intent of anti-discrimination and equal opportunity.

In order to assure that the Equal Opportunity and Diversity Management Planning is effectively implemented, the following roles and responsibilities apply:

Council

- Sets overall policy directing Council in terms of diversity management.
- Compliance with legislative requirements relating to EEO and anti-discrimination legislation.
- Formation of community feedback mechanisms such as the Disability Access and Inclusion Plan.

Chief Executive Officer

- Ensures that Diversity Management and EEO policies and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that EEO and diversity outcomes are included in business planning.
- Supports and signs the Equal Employment Opportunity Plan and ensures that relevant policies and achievements are communicated to all staff under CEO endorsement.
- Sets measurable EEO and diversity accountabilities for Directors and evaluates progress at regular executive meetings.

REVIEW PLAN

This policy is to be reviewed every four years, review by date September 2020.

POLICY NO.	A.19
POLICY SUBJECT	Children at the workplace policy
ADOPTION DATE	16 February 2017
VARIATION DATE	

Preamble

Employers and those in control of workplaces are responsible for ensuring, as far as is practical, the safety and health of visitors including children at the workplace. Employees are also required to work safely so people are not harmed. As employers may be held liable for incidents involving employees' children at the workplace, there is a need for clear policies and procedures that consider the circumstances of any request from an employee to have their children (or children in their charge) with them at work. As an Equal Opportunity Employer the Council promotes a culture that supports the needs of carers with family responsibilities and acknowledges that as an employer they need to remain flexible in their approach.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.7 Role of Council

(2) ... is to -

(b) *determine the local government's policies*

The Chief Executive Officer (CEO) has substantial operational responsibility to ensure that section 19 (Duties of employers) of the *Occupational Safety & Health Act 1984* is complied with so far as is practical.

Objective

Council is to fulfill its duty of care under the *Occupational Safety and Health Act 1984* with respect to employee's children at the workplace, by the provision of consistent guidelines that consider an individual's circumstances and those of other employees in the workplace.

Statement

The Boyup Brook Shire is committed to promoting a culture which is supportive of the needs and aspirations of Councillors, employees, and contractors with family responsibilities. This includes the concept of flexible work practices, various types of leave, and the provision of rostered days off to assist employees balance work and family life.

Regardless of the reason children are in the workplace, Safety & Health legislation provides for their protection, therefore various factors need to be considered when a request to bring children into the workplace is made.

Generally, the circumstances fall into three categories:

- Brief visits (eg employee bringing grandchild, or the other minor into the workplace to be introduced to co-workers)
- Specific events (eg combined Christmas party)

- In the event of an emergency.

The CEO will implement procedures and processes to ensure that:

- Requests to bring children into the workplace are made to the employee's Director through their Manager, as the case may be, who will assess the request based on the circumstances and factors identified in this policy. No reasonable request will be refused.
- Management has the right to revoke previously granted permission to bring children into the workplace where it has become apparent that an appropriate level of child supervision cannot be maintained, or the behavior of a child is disruptive to others in the workplace.
- At all times a child's supervision is the employee's responsibility.
- Children with an infectious disease will not be brought into the workplace and as an alternative, provision for leave can be made within the terms of employment which include personal days, rostered days off, annual leave or unpaid leave.

Review

The policy is to be reviewed on or before February 2021

POLICY NO.	A.20
POLICY SUBJECT	Staff Establishment Levels
ADOPTION DATE	18 April 2019
VARIATION DATE	

Preamble

Section 5.2 of the Local Government Act 1995, puts the onus on Council to ensure there is an appropriate structure in place for administering the local government, as follows:

5.2. Administration of local governments

The council of a local government is to ensure that there is an appropriate structure for administering the local government.

Rationale

To ensure that adequate resources are available to undertake the day-to-day tasks of the Shire in an efficient manner.

The proposed staff establishment policy aims to fulfil a number of functions as follows:

1. It will ensure a transparent approach to:
 - (a) structuring the organisation into a hierarchy appropriate for the day-to-day management of the business of the shire; and
 - (b) ancillary staff recruitment.
2. It will ensure that staffing levels are adequately funded through the budgetary process.

Policy

Responsibility of the Council

To ensure that adequate resources are available for the shire to undertake its day-to-day tasks.

Responsibility of the CEO

To ensure that the day-to-day tasks of the shire are undertaken in an efficient manner.

To report staff establishment levels to Council annually as part of the budgetary process.

To ensure proposed ancillary staff recruitments are reported to Council prior to the staff being engaged.

Section 2 – BUILDING

POLICY NO.	B.01
POLICY SUBJECT	Building Permit Fees
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To determine procedures for the calculation and payment of building permit application fees.

Statement

Building Value

It is the Council's policy that Building Licence applications be assessed before approval to determine the estimated value of the proposed construction in accordance with schedule 2 of the Building Regulations 2012, for the purpose of setting Building Permit fees. The Shire's Building Surveyor is empowered by the Building Regulations 2012, to estimate the value of construction where the nominated value is considered unrealistic.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such supporting evidence on construction value as considered necessary by the Building Surveyor to enable a revision of the estimated value.

Fee Exemption

That the payment of building permit fees by sporting, charitable and other community groups be waived for building works up to the construction value of \$10,000 (plus GST).

Building constructions works exceeding \$10,000 (plus GST) will only be considered for exemption by the Council if the works are fully funded by the community group and/or the Shire.

This policy does not apply to the levy required by the Builders Services Board (BSL), the Construction Training Fund (CTF), sewage apparatus (septic tanks, leach drains etc) applications or any other statutory fees and charges.

Refunds

That in all cases where a building project is abandoned and a refund of building licence fee is sought by the holder of the building permit: -

that 50% of the fees paid be reimbursed if the claim is made within 12 months of issue of the building permit where no building work has commenced and;

That no refunds are payable after expiry of 12 months from date of issue of the permit, as the permit is then void.

Duration and Extension to Permits

An extension of time or renewal of Building Permits is to be limited to 12 months per extension.

The fee payable on the renewal of a Building Permits is to be in proportion to the extent of the building to be completed, e.g.:

If 50% completed then 50% of fee charged.

If 75% completed then 25% of fee charged.

POLICY NO.	B.02
POLICY SUBJECT	Building Permits – Kerb Deposit
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide a mechanism for the recovery of any likely damage to roads, kerbing or footpaths as a result of building works.

Statement

It is the Council policy to require recipients of a building permit to lodge a bond to cover any likely damage that may be caused to Shire's roads, kerbing and or footpaths during the time of construction. The bond is to be lodged prior to the issue of a building permit.

The Council will establish the amount of bond and include the same in its annual schedule of fees and charges. The amount of the bond will be reviewed annually as part of the budget process.

POLICY NO.	B.03
POLICY SUBJECT	Building Approvals – Variations of “R” Codes
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine requirement where applicants request a variation of the Residential ‘R’ codes.

Statement

That applications for special approval for buildings which involve exemption or significant variation from any provisions of the “R” codes, the applicants will be required to provide with the application proof that affected neighbours have been notified in writing of the intentions of the applicant, and that they may lodge objections to the proposal with the Council.

POLICY NO.	B.04
POLICY SUBJECT	Building Stormwater Drainage
ADOPTION DATE	17 June 2004
VARIATION DATE	16 May 2013

Objective

To clarify the requirements for the disposal of stormwater.

Statement

Every owner of a building whether on residential, commercial, industrial, special rural or rural zoned land is responsible for ensuring that adequate guttering and down pipes are provided to carry the stormwater from an "average" rain storm, and dispose of the storm water away from the foundations of all buildings on the property, or adjoining properties preferably onto a road way (with approval from the Manager of Works and Services) then flow through the road stormwater/drain water drainage system.

Policy W13 "Connection of Private Landholders Stormwater into Councils Stormwater Drainage System" is to be read in conjunction with policy B04.

POLICY NO.	B.05
POLICY SUBJECT	Building with Bush Timber
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine requirements for the use of bush timber for external uprights on buildings.

Statement

Should a building application be submitted for a dwelling whereby the applicant wishes to utilise 'bush timber' for any external uprights on the building then that timber shall comply with the following :-

1. Timber may only be selected from the following:
White Gum (Wandoo)
Jarrah
Karri
2. All timber upon erection is to have no more than 0.5 degree variance from the straight perpendicular which is equivalent to 20 mm distance from the perpendicular at 2400 mm above ground level.
3. All timber is to be of uniform size and length.
4. All bark shall be removed and branches shall be cut off at the main trunk to render a smooth surface.
5. Timber shall be sealed to render a finished surface which is impervious (to water).

POLICY NO.	B.06
POLICY SUBJECT	Building Application – Land without Legal Access
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To ensure applicants are informed of land which has no legal access.

Statement

Should the Building Surveyor become aware of legal access not being provided to a property, the applicant shall be advised in writing that:-

1. as far as the Council is aware no legal access to the land exists;
2. he/she should seek legal opinion on the position regarding access to the land, prior to the commencement of building operations;
3. be advised that the Shire is under no obligation to provide legal access to the land at present or any time in the future.

POLICY NO.	B.07
POLICY SUBJECT	Sub-Standard Buildings
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide guidelines where a building is determined as sub-standard.

Statement

Should a sub-standard dwelling or other buildings on any location or lot throughout the Shire become known to the Shire Officers then an appropriate order subject to the provisions of the Health Act and/Building Act 2012 be prepared and served on the owners of the properties concerned.

In the case of there being more than one dwelling on any location, the matter is to be referred to the Council for consideration.

The maximum time frame allowed for completion of all works required by the notice shall be as follows:-

Where only building additions or alterations are required, which the Building Surveyor determines that a building permit is not required and the majority of required works involved the provision of toilet and ablution facilities, then all works to be completed within one year.

Where substantial building alterations, or complete rebuilding together with the provision of toilet and ablution facilities is required the following is to apply:-

- a) Appropriate plans and specifications shall be submitted to the Shire and a building permit obtained within three months.
- b) Works are to be substantially commenced within one year.
- c) All works to be completed within a period of two years of issue of the original notice.

POLICY NO.	B.08
POLICY SUBJECT	Resited Transportable Residences
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine requirements relating to resited/transportable residences.

Statement

Relocated houses may not be brought into the shire until a building permit is issued.

The re-erection of a second-hand building that has been removed and transported from another site or from another location on the same site shall be regarded as being the erection of a new building. A demolition permit shall be obtained from the local government in which the building is located prior to removal.

Houses clad with asbestos cement sheeting will be permitted, provided the cladding is undamaged and the relocation complies with the Health (Asbestos) Regulations, 2012, specifically:

1. That part of the building built wholly or partly with asbestos cement sheet is not substantially dismantled.
2. A person shall not cut or deliberately break asbestos cement sheet for the purpose, or in the course of moving a dwelling/house built wholly or partly with asbestos cement sheet. (See note 2 - Conditions).

A building application will comply with clause 5.17 of Town Planning Scheme No 2 and clause 1.7 of the Residential Planning Codes.

The visual amenity of the building shall be brought up to the required standard within three (3) months of being placed on the lot.

The application shall include:-

1. **STRUCTURAL ENGINEER'S REPORT:** The dwelling is to be inspected by a practising Structural Engineer who is to issue a full report, stating that the proposed dwelling is in a sound structural condition and can be transported and relocated on a stump floor system. The report must also detail any defects in relation to cladding, roofing, etc and repairs necessary to bring the house up to the required standard.
2. **PHOTOGRAPHS** of each elevation.
3. **BUILDING PLANS** of the dwelling as per the Building Regulations, 2012.
4. **SEPTIC TANK** application form and plans.
5. The **BUILDING Permit FEE** and bond (cash or bank guarantee) must be paid prior to the issuing of a building permit. The Chief Executive Officer is authorised to make

progressive refunds (a maximum of 2 refunds) of the bond as the required works are finished.

NOTE: Relocation into the Shire prior to the permit fee and bond being paid may result in prosecution and the offender will be required to remove the house and relocate it outside the Shire boundary.

CONDITIONS

1. Stumps may be of timber, steel or concrete. All timber stumps and sole plates to be of new jarrah or other hardwood approved by the Building Surveyor. No secondhand wood stumps or sole plates to be used.
2. All damaged sections of external wall cladding and roof sheeting shall be replaced with new material to match existing.
3. If more than 10% of roofing sheets, gutters, ridgecaps or flashings are affected by rust then those sheets or materials must be replaced with new roofing materials to match existing.
4. Any damaged or rusted gutters or downpipes are to be replaced with new materials to match existing.
5. Any damaged tiles to be replaced with new tiles of the same colour and design as the existing tiles.
6. All external items (architraves, fascias, barge boards etc) are to be replaced with new material where necessary due to damage incurred in transit, splitting, rot or other reason, to match existing.
7. All windows and openings are to comply with the Building Code of Australia. All broken glass in the dwelling is to be replaced, all windows and doors to open freely and locks and catches are to be easily operable.
8. The dwelling to give an aesthetically pleasing and professionally finished appearance.
9. The building is not to be occupied prior to final inspection by the Building Surveyor.
10. The Shire at all times reserves the right to revoke the above building permit and require the building to be removed from the site, in the circumstances where damage sustained by the dwelling during sectioning, transport or re-erection renders the building to be, in the opinion of the Shire, of an unacceptable standard for relocation to the site.
11. Cement tiled roofs shall be replaced with new material being either clay tiles, zincalume or colorbond sheeting.
12. Clay tiled roofs shall be cleaned to the satisfaction of the Building Surveyor.

13. Applicants are encouraged to erect verandahs over all external doors and a full length patio, a minimum of 2.4 metres wide, to the rear of the building. Materials shall be new.
14. Other conditions may be imposed as the Shire sees fit.

POLICY NO.	B.09
POLICY SUBJECT	Buildings – Set out by Licensed Surveyor
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To ensure that specified buildings are correctly sited.

Statement

It is Council's policy that the following condition be imposed on all building permits issued for all developments excluding single residential buildings, outbuildings, etc. That is, the condition is to be imposed on duplexes, group residential, commercial, industrial and the like.

All buildings, excluding single residential buildings, outbuildings, etc, are to be set out by a licensed surveyor. The set out is not to occur unless the boundaries of the lot have been re-established by a licensed surveyor who confirms that the survey pegs determining the lot boundaries are correctly positioned.

Prior to the construction of a residential building in a gazetted townsite, the set out is not to occur unless the boundaries of the lot have been re-established by a licensed surveyor who confirms that the survey pegs determining the lot boundaries are correctly positioned.

POLICY NO.	B.10
POLICY SUBJECT	Building Materials Standards in Industrial and Light Industrial Areas
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To determine the minimum standard of building materials relating to the development of workshops and other associated outbuildings in the 'Industrial' and 'Light Industrial' zones.

Statement

In order to maintain consistency in considering developments within the 'Industrial' and 'Light Industrial' zones for future planning applications, the Council will require compliance with the following provisions.

The minimum standard of building materials to be used in the construction of roofs on buildings, workshops and any associated outbuildings in the 'Industrial' and 'Light Industrial' zones shall be:-

- corrugated iron
- zincalume
- colorbond

In relation to external walls, consideration will be given to the use of the following materials subject to a planning application being forwarded to the Shire:-

- Concrete
- Brick
- Stone
- Rammed earth

POLICY NO.	B.11
POLICY SUBJECT	Wood Encouragement Policy
ADOPTION DATE	16 December 2016

Objective

To ensure that wood is considered as a building material for all new Shire buildings and encourage its use within the Shire.

The aim is to ensure that the use of wood is considered, not that its use be mandated as economic and other factors may dictate the use of other materials.

Statement

It is Council policy that:

- the use of wood will be considered for all new Shire buildings as part of the normal process of planning, designing and construction.
- the use of wood in all new buildings be encouraged

Section 3 – FINANCE

POLICY NO.	F.01
POLICY SUBJECT	Investments and Surplus Funds
ADOPTION DATE	17 June 2004
VARIATION DATE	27 August 2015, 16 November 2017

Preamble

The Local Government Act prescribes that the role of Council includes:

2.7 The role of the council

- (2) *Without limiting subsection (1), the council is to-*
- (a) *oversees the allocation of the local government's*
 - (b) *determine the local government policies.*

Objective

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

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

Preservation of the real value 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 rate 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.

Policy Scope

This policy applies to all funds invested by the Shire. It is to be noted that the type of investments that the Shire has the power to invest in, is limited by prescriptive legislation provisions as outlined in the *Legislative Requirements* section below:-

Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1995 – Section 6.14;*
- *The Trustees Act 1962 – Part III Investments;*

- *Local Government (Financial Management) Regulations 1996* – Regulation 19 and 19C, Regulation 28, and Regulation 49; and
- Australian Accounting Standards

Section 6.14(1) provides that ‘Money held in the municipal fund or trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds (sic) under the Trustees Act 1962 Part III’.

Section 6.14(1) provides that ‘A local government is to comply with the regulations when investing money referred to in subsection (1)’.

Delegation of Authority

While authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995, the CEO may in turn on-delegate the day-to-day management of Council’s Investment to senior staff or Principal Financial Officer subject to regular reviews.

Prudent Person Standard

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.

Ethics and Conflicts of Interest

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 CEO.

Approved Investments

Without referral to Council, investments are limited to institutions that meet this Policy’s guidelines and include:

- State, Territory or Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills; and
- Bank negotiable Certificate of Deposits.

For every investment event, officers will appraise at least 2 interest rate quotes – and these quotes are to include any from ADI’s located in the district of Boyup Brook.

Prohibited Investments

Investing officers shall not:

- a) Deposit with an institution except an authorised (deposit-taking) institution (ADI) as defined by the Banking Act 1959 (Commonwealth) section 5;
- b) Deposit for a fixed term of more than three years;
- c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory;

- d) Invest in bonds with a term to maturity of more than 3 years;
- e) Invest in foreign currency.

Further, this investment policy prohibits any investment carried out for speculative purposes e.g. Principal only investments that provide potentially nil or negative cash flow.

Finally, this policy prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

a) Overall Portfolio Limits

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

S&P – Long Term Rating	S&P – Short Term Rating	Direct Investment – Max %	Managed Funds – Max %
AAA	A – 1+	100%	100%
AA	A – 1	100%	100%
A	A-2	60%	80%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Investments fixed for greater than 12 months are to be approved by Council and reviewed on a regular term and invested for no longer than 5 years.

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P – Long Term Rating	S&P – Short Term Rating	Direct Investment – Max %	Managed Funds – Max %
AAA	A – 1+	85%	85%
AA	A – 1	85%	85%
A	A-2	15%	15%

c) Term to Maturity Framework

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

Overall Portfolio Term to Maturity Limits	
Portfolio % <1 year	100% Max; 40% Min
Portfolio %>1 year and <3 years	60%
Individual Portfolio Term to Maturity Limits	
ADI	Up to 3 years
Non ADI (e.g. Bonds)	3 years

Measurements

The investment return for the portfolio is to be regularly reviewed by assessing the market value of the portfolio. The market value is to be assessed by officers each month, and this is to coincide with monthly financial reporting.

Benchmarking

Performance benchmarks need to be established.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified Funds	CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund)

Investment Strategy and Review

Due to the limited range of investments now available to Council, and the term to maturity limits, the value of an investment strategy too, would be limited. Prior to investing in Government Bonds, however, a strategy will be prepared and will run in conjunction with the investment policy. The investment strategy will be reviewed with an independent investment adviser every six months with a more formal review once a year.

The Strategy will outline:

- Council's cash flow expectations.
- Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure and;
- Appropriateness of overall investment types for Council's portfolio.

The Investment Policy will be reviewed at least once every 2 years or as required in the event of legislative changes.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

POLICY NO.	F.02
POLICY SUBJECT	Guidelines for Community Grants
ADOPTION DATE	21 February 2019
VARIATION DATE	21 December 2007, 18 May 2017, 9 July 2018, 21 February 2019
REVIEW DATE	February 2021

Objective

The Council will provide the provision of financial assistance to promote and support community-based initiatives, which meet the Shire's strategic direction annually through the Community Grants Program.

Statement

Definitions

The following definitions apply to this policy:

- Community Grant is the provision of a set amount of funds for a single year in order to achieve a specific identified purpose.
- Community Grants Program is an annual application based, contestable funding opportunity for once off Community Grants and three year Memorandum of Understanding Funding Agreements.
- Extraordinary requests are requests made to the CEO and Shire President in writing for cash sponsorship or in-kind subsidy outside of the Community Grants process. Requests to hire Shire facilities such as the town hall or oval as well as Shire plant and equipment are considered extraordinary community grant requests.
- Individual is a resident of the Shire of Boyup Brook.
- Memorandum of Understanding (MOU) is a formal agreement between two parties outlining the terms and details of an understanding, including each party's requirements and responsibilities.
- Organisation is an incorporated body under the *Associations Incorporation Act 2015* or a recognised corporate body created by government with an Australian Companies Number (ACN).
- Sponsorship is the provision of cash, in-kind support or subsidy to organisations or individuals in return for specifically identified promotional opportunities for the Shire.
- Subsidy is the provision of in-kind in the form of a cash book entry which enables the Shire to determine the real cost of support provisions and contributions to community groups.

Responsibility of Council:

1. Funding Allocations

Council will set aside an amount of up to 2% of budgeted rate revenue as set out in the Rate Revenue Note (usually Note *) in the Annual Budget for the Community Grants Program. Council may reserve any of this amount not distributed, in the year it was set aside, to fund future requests.

Council will not normally fund annual Community Grant requests in excess of 2% of budgeted rate revenue. Support provided by Council under an MOU may be in addition to this funding pool.

2. Funding Categories

Council will determine an annual funding allocation within the following categories:

- Community Grant
- Memorandum of Understanding
- CEO extraordinary requests cash
- CEO extraordinary requests in-kind

Policy Statement:

1. Community Grants Program

Community Grants and MOUs are an annual application based, contestable funding opportunity awarded through the Community Grants Program. Community Grants are for a once off contribution, where as an MOU is a three year funding commitment.

The Community Grants Program opens in March each year and closes the last Friday of April. The Community Grants Committee reviews the submitted applications in May and the recommendations go to Council for consideration during the adoption of the annual budget.

Funding support will be on the basis of:

- specific and once off initiatives.
- annual support for organisations for specific ongoing initiatives.
- annual support to assist organisations to become self sufficient.

Organisations are encouraged to seek funding from other sources and not just rely on Shire funding support. Council may consider providing only a portion of the total funds requested.

2. Eligibility

- Applicant organisations must be local community (including sporting) groups that provide community benefit.
- Funds may be used for construction, equipment, salaries, contract services, operational expenses, marketing expenses, consumables and administration expenses.
- Only one application per year may be funded for any one organisation.
- The funding is not to be used for direct profit or financial gain to the organisation.
- The proposal must support the mission statement, values and strategic direction of the Shire.
- Applicants must complete the application form and provide required additional information. Only complete applications will be considered.

- Applications must reach the Shire by 5pm on the final Friday in April. Late applications will not be considered and will not be presented to the Committee.
- The applicant organisation must be able to demonstrate the capacity to manage and be accountable for the funds and the project.
- Grants will not be provided retrospectively (for a project that is already complete or underway).

3. Funding Conditions

- Council will only allocate funds for identified purposes and with specific expenditure estimates provided and will not provide block grants under any circumstances.
- Council will require each applicant organisation to submit a new funding application on each occasion before Council will commit any funds. MOUs are exempt from submitting an application each year whilst the MOU is in effect.
- Applicants shall agree that they do not represent the Shire in any capacity.
- Council may require applicants to seek part funding from other sources.
- The Shire of Boyup Brook will determine terms of payment.
- All funded entities will be required to enter into a Funding Agreement with the Shire of Boyup Brook which will detail specific conditions and terms relevant to that project.
- Funding must only be used for the purposes specified in the Funding Agreement. Any change to the purpose of the funding cannot proceed without a formal resolution from Council. The applicant will be required to make their request in writing, this will be considered by Council and a determination made.
- An acquittal of the project must be provided to the Shire 60 days after the project has been completed and no later than 30 June in the financial year, of the successful grant. Failure to provide an acquittal will eliminate consideration of future applications until such time as an acquittal is received.
- Any funds that have not been spent and acquitted by the 30 June shall be returned to the Shire of Boyup Brook.
- Payments of grant funding may be suspended at any time if, in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
- The applicant is responsible for applying for all relevant permissions and licences associated with the project. If the project involves Shire property the applicant must also complete the relevant hire processes and/or obtain written permission from the Shire and abide by all associated lease conditions.

- Applicants are able to use the Shire's logo with permission and must acknowledge Shire's support in its advertising, promotion and any media publicity in regards to the funded project.

4. Assessment of Applications

A Community Grants Committee comprising of Councillor representation will assess all of the eligible applications. This Committee will then make recommendations to Council in accordance with the following assessment criteria:

1. The Committee will assess each application received in the Community Grants process on its merit, and determine the value of the application in relation to whole of community benefit.
2. Applications which demonstrate a cash contribution (not just in-kind) from the organisation will be assessed as having higher merit than applications solely reliant upon grant funding.
3. Applications which demonstrate a strong ability to assist Council deliver strategic objectives and actions (as identified in the Strategic Community Plan) will generally be assessed as having higher merit than applications that do not.
4. The Committee will consider funding projects which do not have direct links to Council's strategic objectives based on the applicant's ability to explain how the project will benefit the community and why they believe their project should be funded.

Council will make the final decision and include these grant allocations in the Annual Budget. Successful applicants will be notified during September after the adoption of the budget. Decisions regarding funding applications are final and will not be reconsidered during the financial year in which the application was made.

5. Extraordinary Requests

The Chief Executive Officer may in consultation with the Shire President approve combined extraordinary requests of up to \$1,000 cash or in-kind (excluding administrative support eg. photocopying), to local community groups throughout the year when requested.

Annual Budgets shall include \$1,000 per year inclusive of cash and in-kind for this purpose.

Extraordinary in-kind support may be carried out during normal working hours where there is no impact on work programs.

Extraordinary requests are once off requests for waiving hall or outdoor space hire fees, hiring shire equipment or asking for additional support outside of the Community Grants process timeframe.

The process to apply for an extraordinary request:

1. Applicant applies in writing to the CEO and Shire President, outlining the request, community benefit, total cost and any other relevant details.
2. The CEO and Shire President set the conditions and approve the request in writing.

3. The applicant agrees to the conditions and completes either a Hire Form or Miscellaneous Hire Agreement and pays any associated bond or fees.
4. The applicant abides by the conditions of agreement and completes the project.

Alternatively, the CEO shall put to Council requests received throughout the year and outside of the Community Grants process.

Responsibility of the CEO

- Extraordinary requests, either they be cash or in-kind use of facilities or plant, or in-kind provision of materials or labour, are to be recorded separately in the shire's chart of accounts (COA);
- Information about each extraordinary in-kind request recorded in the shire's COA shall include: the beneficiary of the in-kind request; a brief scope of the works or benefit; and the total cost of the benefit.
- that commencing 01 July 2018 an Extraordinary Requests Register (the Register) be kept covering the period 01 July to 30 June of a financial year, and shall include the information itemised in dot points 1 and 2 above; and
- the Register shall be made available to the Community Grants Committee prior to the next year's budget deliberations.

POLICY NO.	F.03
POLICY SUBJECT	Purchasing Policy
ADOPTION DATE	15 March 2007
VARIATION DATE	27 August 2015, 16 June 2016

Preamble

The *Local Government Act 1995* (the Act) prescribes that the role of Council includes:

2.8 Role of council

- (2) Without limiting subsection (1), the council is to –
- (c) oversee the allocation of the local government's finances and resources; and
 - (d) determine the local government's policies.

3.57 Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Objectives

- To ensure compliance with the Act and the *Local Government (Functions and General) Regulations 1996* (as amended in March 2007).
- To deliver a best practice approach, and internal procedures when purchasing for the Shire of Boyup Brook (the Shire).
- To ensure all purchasing activities that integrates consistently across all of the Shire's operational areas.

The Shire of Boyup Brook is committed to establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This policy will:

- provide the Shire with effective processes for purchasing goods and services;
- ensure that purchasing transactions are carried out in a fair and equitable manner;
- strengthen integrity and confidence in the Shire's purchasing system;
- ensure that the Shire receives value for money in its purchasing;
- ensure that the Shire considers both the: staff and community health and safety; and environmental impacts of the procurement process across the life cycle of goods and services;
- ensure the Shire is compliant with all regulatory obligations;
- promote effective governance and definition of roles and responsibilities; and
- uphold respect from the public and industry for the Shire's purchasing practices which withstand probity.

Policy

Where the value of procurement (excluding GST) for the value of the contract over the full contract period* (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$5,000	Quotations not required.
\$5,001 - \$39,999	By reference to WALGA's Preferred Supply Panels or obtain at least two written quotations.
\$40,000 - \$150,000	By reference to WALGA's Preferred Supply Panels or obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
More than \$150,000	By reference to WALGA's Preferred Supply Panels or Conduct a public tender process.

* The "contract period" can mean "a one off purchase" or "a pre-defined period".

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases at, or under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of \$150,000 or less, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed.

Process

1.6.1 Up to \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, quotations will not be required. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

1.6.2 \$5,001 to \$39,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$39,999.

If not accessing WALGA's Preferred Supply Panels, at least two written quotations are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining written quotations are:

- An appropriately detailed specification should communicate the requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
- Written Specification

- Selection Criteria to be applied
- Price Schedule
- Conditions of responding
- Validity period of offer
- Invitations to quote should be 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.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

Record keeping requirements must be maintained in accordance with record keeping policies.

1.6.3 \$40,000 to \$150,000

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999 - if not accessing WALGA's Preferred Supply Panels, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Process Cntd – Regulatory Compliance

1.7.1 Tender Exemption

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

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

1.7.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector 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 kept on file for later audit.

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

1.7.3 Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of more than \$150,000, thereby avoiding the need to publicly tender.

1.7.4 Tender Criteria

The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- above \$150,000, the panel must contain a minimum of 2 members.

1.7.5 Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
 - such information as the Shire decides should be disclosed to those interested in submitting a tender;
 - where detailed specifications of the goods or services required can be obtained;
 - where the criteria for deciding which tender should be accepted can be obtained;
 - whether or not the Shire has decided to submit a tender; and
 - whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

1.7.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire not to compromise its Duty to be Fair.

1.7.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

1.7.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire Officers present at the opening of tenders.

1.7.9 No Tenders Received

Where the Shire has invited tenders, however no compliant submissions were received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

1.7.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

1.7.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

1.7.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

1.7.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

1.7.14 Records Management

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;
- Notification and award documentation.

For a direct purchasing process this includes:

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

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

Process Cntd – Ethics & Integrity

All officers and employees of the Shire of Boyup Brook shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

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 policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which 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 and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Process Cntd – Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

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

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) 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;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- The Shire of Boyup Brook Local Purchasing Preference (below), and Sale of Goods and Services Policy (Copy attached as Addendum 1).

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Process Cntd – Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have fewer adverse environmental, occupational and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders so as to focus toward goods, services and/or processes that minimise environmental and adverse occupational (as per the Shire of Boyup Brook OSH Manual's *Purchasing and Hire Guidance Note*) and social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure 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, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – the most suitable vehicle for the proposed use having regards for fuel efficiency, vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies and their suitability on each occasion.

Head of Power

Local Government Act 1995, Sections 2.7(2)(a) & (b) and 3.57(1).

Review Plan

This policy is to be reviewed every four years, review by date April 2019.

Dates Reviewed

Nil

POLICY NO.	F.04
POLICY SUBJECT	Authority to Make Payments
ADOPTION DATE	16 October 2008, 16 April 2015
VARIATION DATE	27 August 2015, 16 June 2016

Preamble

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.9 Role of council

- (2) *Without limiting subsection (1), the council is to –*
 - (e) *oversee the allocation of the local government's finances and resources; and*
 - (f) *determine the local government's policies.*

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

The Act identifies the duties of the CEO to include:

6.5 Accounts and records

The CEO has a duty –

- (a) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;*

Further, the *Local Government (Financial Management) Regulations 1996* (the Regulations) require the local government to develop procedures for the authorization of, and payment of accounts;

11. Payment of accounts

- (1) *A local government is to develop procedures for the authorization of, and the payment of, accounts to ensure that there is effective security for, and properly authorized use of –*
 - (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
 - (b) *petty cash systems.*
- (2) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorized to do so.*

Objective

To object of the *Authority to Make Payments* Policy is to minimise risk and ensure that payments made by the local government accord with the Act and the Regulations.

Statement

The CEO will make certain that appropriate systems and procedures are in place to ensure:

- that approved accounts for payment were incurred by properly authorised persons;
- goods or services to which each account relates were provided to a satisfactory standard and/or condition;
- that the payment of the local government's accounts occurs in a secure and properly authorised manner; and
- payments are made in a manner which allows identification of the person(s) who made the payment.

Payments made by cheque must be signed by two properly authorised signatories. In instances where one of the signatories is not the Chief Executive Officer (or Acting CEO) or Shire President (or Deputy Shire President), payments will not exceed \$150,000.00 (including GST).

Payments made by electronic funds transfer (EFT) or BPay must be processed by any two properly authorised CommBiz (the shire's Commonwealth Bank of Australia electronic banking software) password holders. In instances where one of the password holders is not the CEO (or Acting CEO) or Shire President (or Deputy Shire President), payments will not exceed \$200,000.00 (including GST).

Payments made by credit card must be authorised by the designated officer and usage will accord with the shire's *Use of Corporate Credit Cards* Policy.

Review Plan

This policy is to be reviewed every four years, review by date being June 2020.

Dates Reviewed

16 October 2008
20 April 2015
16 June 2016

POLICY NO.	F.05
POLICY SUBJECT	Use of Credit Cards
ADOPTION DATE	16 April 2015
VARIATION DATE	20 JUNE 2019

Preamble

The *Local Government Act 1995* (the Act) prescribes that the role of Council includes:

2.10 Role of council

- (2) *Without limiting subsection (1), the council is to –*
- (g) *oversee the allocation of the local government's finances and resources; and*
 - (h) *determine the local government's policies.*

The Act also prescribes that the CEO has a duty to keep records:

6.6 Accounts and records

The CEO has a duty –

- (b) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;*

Further, the *Local Government (Financial Management) Regulations 1996* (the Regulations) require Council to develop procedures for authorization and payment of accounts;

12. Payment of accounts

- (1) *A local government is to develop procedures for the authorization of, and the payment of, accounts to ensure that there is effective security for, and properly authorized use of –*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*

Corporate credit cards are being used more extensively in local government, and when used correctly can streamline the time spent on paper based ordering and payments.

Further, credit cards provide a useful resource in emergency situations, and when it is not possible to raise a purchase order (i.e. when it is impractical for a goods/ service provider to create the shire as a creditor), and at the same time provides an effective audit trail of expenses.

Objective

To ensure proper controls are in place for the issue to, and use of Corporate Credit Cards issued by Senior and Executive Staff on behalf of the Shire.

Policy

An agreement will be signed by the cardholder and the Shire (in the case of the Chief Executive Officer being the cardholder, the Shire President will sign the agreement on behalf of the Shire and in the case of other staff the Chief Executive Officer will sign on behalf of the Shire) which sets out the cardholder's responsibilities and legal obligations when using the credit card, including:

- The corporate credit card shall only be used for purchasing goods and services on behalf of the Shire. The card is not to be used for personal or non-business use.
- What the cardholder shall do in the event their employment terminates, or they moved to a position which does not require the use of a credit card.
- What the cardholder shall do if they lose or misplace their credit card.
- Credit cards are not transferable to other users, and all surrendered credit or expired cards are to be returned to the Director of Corporate Services for cancellation and destruction, which will be recorded in the register.
- What action is to be taken in the event that a cardholder fails to comply with this policy.

A register will be established to list all cardholders, which will include the card number, expiry date of the card, credit limit and details of the goods and services the cardholder has authority to purchase.

Head of Power

Local Government Act 1995, Section 2.7(2)(a) & (b) and Section 6.5(a). Local Government (Financial Management) Regulations 1996 11(1)(a).

Review Plan

This policy is to be reviewed every four years, review by date 16 April 2019.

Dates Reviewed

27 AUGUST 2015

20 JUNE 2019

Note: The *Local Government Act 1995*, does not make provision for the issuing of credit cards to Elected Members as a local government can only pay allowances or reimburse expenses.

POLICY NO.	F.06
POLICY SUBJECT	Sundry Debt (Other than Rates) Management
ADOPTION DATE	16 June 2016
VARIATION DATE	

Preamble

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.11 Role of council

(2) ... the council is to –

- (i) oversee the allocation of the local government's finances and resources; and
- (j) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

Further, the Act identifies the duties of the Chief Executive Officer to include:

6.7 Accounts and records

The CEO has a duty –

- (c) to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government;

Whilst carrying out its responsibility to ensure monies owed to it are recovered in a timely, effective and efficient manner, the local government will:

- treat all people fairly and consistently under this policy;
- treat all matters under this policy confidentially; and
- treat people with respect and sensitivity in considering their circumstances.

Objective

The object of the Sundry Debt (other than Rates) Management Policy is to minimize risk, provide a framework for the efficient and effective collection of outstanding sundry

debts, and fulfill statutory requirements in relation to the recovery of fees, charges, and other debts (e.g. fines and grants).

Statement

Sundry Debtor credit accounts will not be routinely established for the following services:

- Private Works;
- Facilities Hire or Entry Fees; and
- Cemetery Fees.

So while credit can be approved for the provision of such services, the administration will routinely seek payment in advance and/or upon their delivery.

Prior to extending credit, prospective Sundry Debtors must complete a Credit Application Form. Thereafter, the administration is responsible for the design and implementation of systems and procedures for:

- extending or denying credit to prospective Sundry Debtors;
- setting standardised payment terms for Debtors generally;
- the debt collection process; and
- stop credit actions where applicable.

Where the recovery of debt is unlikely, a provision for doubtful debts must be made in accordance with Australian Accounting Standards, and a bad debts register will be maintained and reviewed on a regular basis.

Proposed write-off of bad sundry debts greater than \$500.00 (excluding GST), must be reported to Council on a quarterly basis and will include:

- name of Debtor;
- amount to be written off;
- description of invoice; and
- reason for write-off.

For a debt to be written off either by Council or the administration, one of the following conditions must be satisfied:

- the Debtor cannot be located;
- uneconomical to pursue the debt;
- the hardship circumstances of the debtor do not warrant the taking or continuation of recovery action; or
- legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful.

Where a debt is recommended to Council for write-off as a result of hardship circumstances, the name of the Debtor will be reported to Council in confidence.

Review Plan

This policy is to be reviewed every four years, review by date June 2020.

POLICY NO.	F.07
POLICY SUBJECT	Material Variance in Financial Activity Statement Reporting
ADOPTION DATE	21 July 2016
VARIATION DATE	20 June 2019

Preamble

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The Local Government Act 1995 (the Act) identifies the role of Council to include:

2.7 Role of council

(2) ... the council is to –

- (k) oversee the allocation of the local government's finances and resources; and
- (l) determine the local government's policies.

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

Further, regulation 34(5) of the Local Government (Financial Management) Regulations 1996 (the FMR) requires local governments to adopt a percentage or value material variance, between year to date (YTD) budget and YTD actual values, calculated in accordance with the Australian Accounting Standards (AAS).

Both AASB 101 and AASB 108 have the following to say about materiality:

“Material – omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Objective

The object of the Material Variance in Financial Activity Statement Reporting Policy is to:

1. Give application to Australian Accounting Standards Board standards (AASB 101 and AASB 108) on materiality in financial reporting.
2. Comply with regulation 34(5) of the FMR.
3. Clarify the Council's view on tolerance (call-to-action) thresholds of material variances, and to limit the volume of variance reporting to consequential information.

Statement

Disclosure and provision of explanations for (material) variances presented in Financial Activity Statements is mandatory under FMR 34(2)(b).

Variance thresholds above which explanations from the administration will be required, i.e. material variances, are as follows:

1. For YTD budgets up to \$30,000, the (material) variance value will be \$3,600.
2. For YTD budgets in the range \$30,001 to \$100,000, the (material) variance value will be 12% or \$10,000, whichever is the lesser amount.
3. For YTD budgets in the range \$100,001 to \$500,000, the (material) variance value will be 10% or \$33,675, whichever is the lesser amount.
4. For YTD budgets greater than \$500,000, the (material) variance value will be 6.75% or \$54,580, whichever is the lesser amount.

The above thresholds will be adopted each year at the time of adopting the shire's annual budget.

NB. "Drift" is a legitimate explanation of variance. Drift occurs when an aggregate of inconsequential account level variances (e.g. variances of less than \$5,000) within a class accumulate so as to equate with a Financial Activity Statement (FAS) line item threshold (material) variance percentage or value.

Methodology

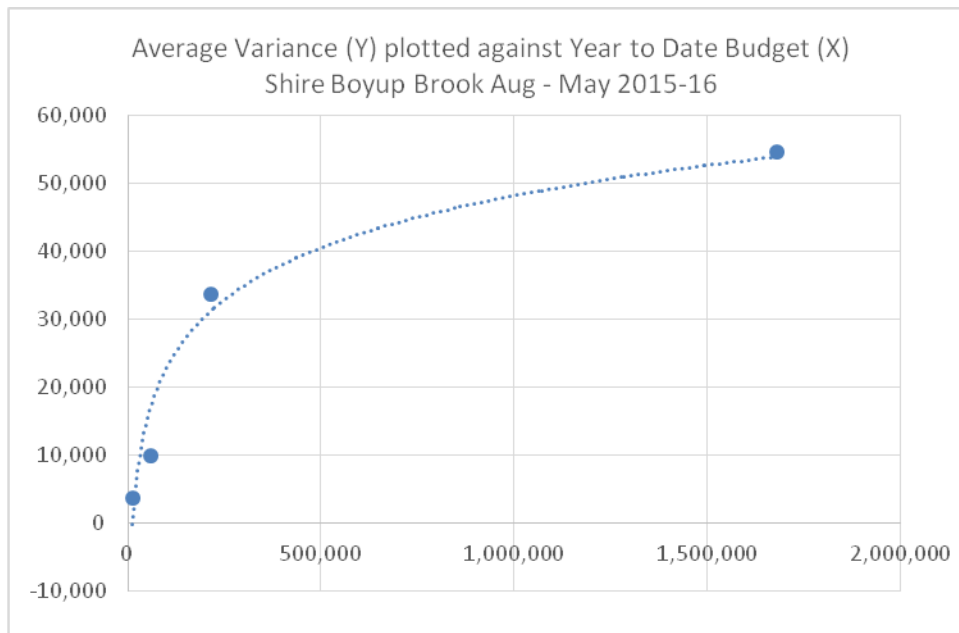
Within a financial year, comparisons between YTD budget and actual line items from FAS are grouped as follows:

- Comparisons up to \$30,000;
- Those between \$30,001 and \$100,000;
- Those between \$100,001 and \$500,000; and
- Those at \$500,001 and above.

Ensure the comparisons exclude those with extremely high variances, as clearly these will contain consequential transactions. The aim is to derive an average variance \$ value from a range of 30+ similar variances within each of the groupings.

Once calculated, convert the average variance \$ value for a grouping into a percentage by dividing it by the upper value in the group range. The average variance is used as the materiality threshold value for the grouping, and the percentage is used in determining the percentage materiality threshold in the next grouping, e.g. the percentage calculated for the group of comparisons up to \$30,000 becomes the materiality percentage for the group within the range \$30,001 to \$100,000.

When the average variance for each of the groupings is plotted against the average YTD budget of the group, a logarithmic trend line will result as in the following example:



REVIEW PLAN

This policy is to be reviewed each year, review by date June 2020.

Dates Reviewed

15 June 2017

21 June 2018

20 June 2019

POLICY NO.	F.08
POLICY SUBJECT	Asset Management Policy
ADOPTION DATE	20 October 2016
VARIATION DATE	15 November 2018

PREAMBLE

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.12 Role of council

(2) ... the council is to –

- (m) oversee the allocation of the local government's ... resources; and
- (n) determine the local government's policies.

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

Asset management includes the taking of a systematic approach to managing assets through all lifecycle phases, and involves applying a combination of engineering, financial and other technical practices to the management of: an (infrastructure/ built) asset; costs; opportunities; risks; and performance.

Guiding Principals to Asset Management

1. Accountability and Direction

The management of assets shall:

- align with Council's vision and policy, strategy and plans for the provision of asset based services to the community;
- ensure an enterprise first, multi-disciplinary and consistent approach is taken to asset management in accordance with Council's Asset Management Framework;
- ensure that accountability for the management of Council owned or controlled assets is unambiguous, accepted and met; and
- ensure that asset management industry standards are used where appropriate and adapted if necessary to maintain organisation wide consistency.

2. Information Management

The management of assets information shall ensure:

- asset information is managed in accordance with Council's information management and asset management standards and policies;
- assets under the control of Council are identified and recorded in a register with the level of detail and accuracy being based on: statutory requirements; risk management requirements; and then cost/benefit; and
- statutory requirements for external reporting are met (as a minimum).

3. Lifecycle Management

Assets are managed:

- from a whole-of-life perspective (i.e. from planning and design to disposal);
- to achieve the lowest possible whole-of-life cost whilst controlling exposure to risk and loss of service;
- in support of the development of sustainable communities and are capable of adapting to changing environmental and social conditions; and
- such that statutory requirements for asset management planning are met (as a minimum).

4. Service Level Management

Assets are managed such that:

- a planned approach is taken to the impacts of growth and demographic change through demand management and asset investment using an agreed growth and demographic (model) approach;
- current and desired levels of service are defined for asset based services that consider: community expectations; legislative and technical requirements; the cost of service and economic, environmental and social sustainability;
- Council commits to funding, within its means, infrastructure renewal requirements stated in asset management plans, so as to ensure the sustainability of the shire's infrastructure base; and
- investment decisions for new/upgraded infrastructure consider whole-of-life costs, including specifying additional annual operations and maintenance costs as part of the defined approval process.

OBJECTIVE

The purpose of this policy is to provide a strategic focus to optimising the management of Council assets so as to: inform the local government of how capable it is to deliver the services and assets required by the community; and enhance productivity. Policy objectives include:

- specifies Council's overarching intentions and guiding principles for asset management;
- informs Council's strategic asset management planning and enables the development and implementation of long term Asset Management Plans; and
- includes commitments to funding infrastructure renewal requirements, legislative compliance and to the continual improvement of Council's asset management performance.

STATEMENT

Council acknowledges that assets (particularly infrastructure assets) support its core business of delivering services to the Boyup Brook community. Council is committed to ensuring that infrastructure and services are provided in a sustainable manner, with appropriate levels of service to residents and visitors and taking due regard of the environment.

It is the intention of Council that the management of its assets will encompass the economic, environmental and social sustainability of both the built and natural environment whilst ensuring the most appropriate and cost effective methods of delivery of Council services for

the benefit of the community. It follows therefore, that Council is committed to adopting sound asset management practices and processes so as to contribute to the achievement of the Council's vision.

Given that substantial and on-going expenditure will be required to maintain existing infrastructure, as required Council will engage high-level asset management skills and practices to ensure that its asset-intensive services (i.e. road and associated infrastructure) are delivered economically and sustainably.

Council

- Will set the overarching policy(s) and strategy (s) directing the local government in terms of asset management.
- Oversee compliance with legislative requirements as they relate to asset management.
- Commits to funding, within its means, infrastructure renewal requirements stated in long term asset management plans.
- Formation of community feedback mechanisms such as the Building Structures Asset Management Plan and Roads Bridges Assets Management Plan.

Chief Executive Officer

- Ensures that asset management policy(s) and procedures are communicated, embedded and adhered to throughout the organisation.
- Ensures that whole of life asset management outcomes are included in business planning.
- Ensures that timely review of Council's long term asset management plans.
- Sets measurable asset management and service level accountabilities for Directors and evaluates progress at regular executive meetings.

REVIEW PLAN

This policy is to be reviewed every two years, review by date October 2020.

POLICY NO:	F.09
POLICY SUBJECT:	Risk Management
ADOPTION DATE:	27 AUGUST 2015

PREAMBLE

The Shire of Boyup Brook is an energetic local government in the south west of Western Australia providing infrastructure and services to its community under the auspices of the *Local Government Act 1995*. The Shire delivers diverse business activities including infrastructure, planning and building, health, bushfire control, and programming and community services with a range of issues requiring oversight, management and response. These issues cover compliance, operational, strategic and governance risks.

POLICY OBJECTIVE

To document the Shire of Boyup Brook's commitment to the identification and management of risks that may impact on the achievement of its business objectives.

POLICY STATEMENT

Risk management is a critical contributor to the manner in which the Shire conducts its business and makes decisions. Reports to Council and Committees or Working Groups will include the risk impacts of decisions and Administration's view of the significance of these.

A Council approved, robust and consistently applied risk management methodology will be used to identify, prioritise and respond to risk management issues and Council will review the risk profile of the Shire every two years. The Council determines the risk responsiveness appropriate to the achievement of the City's objectives (as detailed in **Appendix 1**) and will review this every two years in line with a review of the risk profile.

PROCESS

The Shire's Enterprise Risk Management team (comprising the CEO, Director Works and Services and Director Corporate Services) will manage and monitor the implementation of the Risk Management Policy and associated Risk Management Framework. The Administration will progress the work required to ensure that risk management processes are appropriately embedded into operational activities to enable appropriate risk reporting to the Audit and Finance Committee.

ROLES AND RESPONSIBILITIES

Council

The Council determines the risk responsiveness appropriate to the achievement of the Shire's objectives and will review this every two years in line with a review of the risk profile. The Council approves the risk management methodology which will be used by Administration to identify, prioritise and respond to risk management issues.

Audit Committee

The Audit and Finance Committee will oversee and make recommendations to Council on the Shire's responses to risk issues, and emerging risks. The Committee will also consider if the risk management methodology is sufficiently robust, applicable and still relevant to Council.

Executive Management Team (EMT)

The Executive Management Team will review and reports on the Shire's responses to managing risks.

All Employees / Contractors / Consultants

Every employee within the Shire is recognised as having a role in risk management. This involves vigilance in the identification and ongoing management of risks and participating in the risk management process.

(The detail of all roles and responsibilities is to be captured in the Shire's Risk Management Framework)

REVIEW PLAN

The Risk Policy and relevant components of the Risk Management Framework will be reviewed every two years in accordance with the requirements of this Policy. Regular performance reporting on the effectiveness of the Shire's systems and controls in relation to management of risks will be presented to the Audit and Finance Committee.

REFERENCES

Local Government (Audit) Regulations Amendment

Amendments to the *Local Government (Audit) Regulations 1996* came into effect on 9 February 2013. Specifically, clause 17 which states:

"17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

(a) risk management; and

(b) internal control; and

(c) legislative compliance

(2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review."

In addition to the requirement for the CEO to prepare a report as outlined in clause 17, the Regulation also stipulates an additional responsibility for the Audit Committee as detailed in clause 16(c) which states:

"(c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –

(i) report to the council the results of that review; and

(ii) give a copy of the CEO's report to the council."

APPENDIX 1

RISK RESPONSIVENESS STATEMENT

Local government is expected to take a conservative approach to risk management and the Shire of Boyup Brook prudently manages its business while exploring opportunities that create value for the community.

The following statements articulate the Shire's responsiveness for risk:

Totally unacceptable risks

The Shire will not undertake any strategy, activity, service or project which may involve or result in:

- Insolvency;
- Deliberate violation of Australian law and regulations;
- Serious injury to employees, volunteers, contractors and visitors;
- Serious injury in the public realm arising from the Shire's negligence.

Financial

- Current Ratio: not less than 0.600:1
- Cash Balance: sufficient cash to fund 2 months operation;
- Reserves: total balance not less than 10% of progressive balance in the Shire's Long-Term Financial Plan;
- Asset Renewal: an asset renewal 'backlog' of no greater than \$500k measured over a three year average.

Strategic

The City will encourage opportunities to attract investment and infrastructure development that supports significant population growth, consistent with the Shire's Strategic Community Plan.

Operational risks (service delivery)

- Customer satisfaction levels will not fall below 75%;
- Staff retention levels will not fall below 85%;
- Service delivery will be conducted consistent with the Corporate Business Plan.
- Service delivery interruptions cannot exceed one week where these are within the control of the Shire.

POLICY NO:	F.10
POLICY SUBJECT:	Related Party Disclosures
ADOPTION DATE:	20 July 2017
REVIEW DATE:	June 2018

INTRODUCTION

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

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. So the Shire is now required to disclose Related Party Relationships and Key Management Personnel compensation in its Annual Financial Statements.

Policy F.10 defines the parameters for Related Party Relationships and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 – Related Party Disclosures.

This Policy addresses the four (4) different types of related party that are to be considered by Council:

1. Entities related to Council;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

DEFINITIONS

AASB 124

Australian Accounting Standards Board, Related Party Disclosures Standard 124

Close family members of Key Management Personnel (KMP)

Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Boyup Brook and include:

- the KMP's children, and spouse or (domestic) partner;
- children of that KMP's spouse or (domestic) partner; and
- dependants of the KMP or the KMP's spouse or (domestic) partner.

Entity

Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Entity Related to a KMP

Related Entities to Key Management Personnel are entities that are:

- *controlled or jointly controlled by a KMP;
- apart from Council, where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity; or
- controlled or jointly controlled by a close family member of a KMP of Council.

*A person or entity is deemed to have *control* if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity would 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.

Entity Related to Council

This includes any entity that is either controlled, jointly controlled or over which Council has a significant influence. A person or entity is a Related Party of Council if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which Council is part of;
- they and Council are joint ventures of the same third party;
- they are part of a joint venture of a third party and Council is an associate of the third party;
- they are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council; or
- they, or any member of a group of which they are a part, provide KMP services to Council.

Key Management Personnel (KMP)

AASB 124 defines KMP as “*those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity*”.

Key Management Personnel for the Shire of Boyup Brook are:

- elected Council Members (including the President); and
- persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer, Senior Employee or Director.

Material (materiality)

Means 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. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction

A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Boyup Brook.

Related Party

A person or entity that is related to the entity preparing its financial statements.

Related Party Transaction

A transfer of resources, services or obligations between the Shire of Boyup Brook and a related party, regardless of whether a price is charged.

Significant (significance)

Likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

OBJECTIVE

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 Boyup Brook annual financial statements in accordance with AASB 124.

POLICY STATEMENTS

1. Key Management Personnel (KMP)

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with Council. All related parties will be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

2. Related Party Transactions

2.1 Ordinary Citizen Transaction

For the purpose of this Policy, an Ordinary Citizen Transaction is one that occurs between Council and KMP and/or related parties which satisfy the following criteria. The transaction would:

- occur during the normal course of Council delivering its public service goals;
- be 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.

This includes for example facility hire, and the payment of rates and dog registrations.

There is no obligation to disclose Ordinary Citizen Transactions.

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, will be disclosed.

2.2 Non-ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) will be disclosed in accordance with AASB 124.

The following are examples of transactions that will be disclosed if they are with a related party and are not an Ordinary Citizen Transaction:

- purchases 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 (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

3. Disclosure of Information

3.1 Council disclosure

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

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including:
 - (i) their 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 recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters will be considered in determining the 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 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 will also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

3.2 Key Management Personnel disclosure

In accordance with this Policy, KMP will provide a Related Party Disclosure in the form set out in the Attachment twice yearly, no later than the following dates each financial year:

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

4. Review of Related Parties

A review of KMP's and their related parties will be completed every 12 months. Particular events, such as a change of Councillors, Chief Executive Officer, Senior Employee(s) or Director(s) 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.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via Council's accounting and electronic records management systems;
- other transactions not passing through Council's electronic accounting / management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns.

If any elected member or employee believes a transaction may constitute a related party transaction they will notify the Chief Executive Officer who shall, in consultation with the Director Corporate Services, make a determination on the matter.

5. Privacy & Confidentiality

5.1 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 5.2.

- the Chief Executive Officer;
- Executive Assistant;
- Director Corporate Services;
- Manager Finance;
- an Auditor of Council (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

5.2 Permitted purposes

Persons specified in 5.1 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 a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public:

- information (including personal information) provided by a KMP in a related party disclosure; and
- personal information contained in a register of related party transactions.

POLICY APPLICATION

This policy applies to Key Management Personnel and Related Parties of the Shire of Boyup Brook.

POLICY NO:	F.11
POLICY SUBJECT:	Rating Strategy
ADOPTION DATE:	15 June 2017
VARIATION DATE:	20 June 2019

PREAMBLE

The responsibility for good governance including proper control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for this smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounting Manual).

The *Local Government Act 1995* (The Act) identifies the role of Council to include:

2.7 Role of council

(2) the council is to-

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

With Council's role focused on the broader governance and financial responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure the financial matters are handled effectively and efficiently (Western Australian Local Government Accounting Manual).

OBJECTIVE

The object of this Rates Strategy Policy is to guide both the shire's Corporate Business Plan and Long Term Financial Plan as they relate to the levying of rates in the district.

STATEMENT

Rating Principles

The principles to be observed when implementing Councils rating policy are:

- Objectiveness
- Fairness and equity
- Consistency
- Transparency
- Administrative efficiency

The key premise upon which the Rating Strategy Policy is structured is that rates will be based on the predominant "use" of a property.

Rating based on the "use" of a property

Rates will be based on the "use" of a property.

Where the predominant use is rural or mining, the basis of rating will be Unimproved Value (UV). UV Urban and Special Rural properties are also captured in this property category. Sub-classes within this rate category might be UV - Rural, UV - Mining, UV - Special Rural, or UV - Other.

Where the predominant use is neither rural nor mining, the basis of rating will be Gross Rental Value (GRV). Residential, Commercial, industrial, and Special Rural properties are captured in this property category.

Differential Rating

Differential rating is supported, e.g. As guided by the Western Australian Local Government Grants Commission's (The Grants Commission) Balanced Budgets, and will be applied in the Shire of Boyup Brook where the project benefit, e.g. increase in rate revenue, or a more equitable distribution of the rate burden, is likely to exceed the cost of undertaking the differential rating.

Spot or split rating

Spot rating, of a portion or portions within rateable parcels of land, will not normally be applied.

For rate assessments that are for one lot or location only, the predominant use of that property must be determined. For rate assessments that are for more than one lot or location the predominant use of the whole property must be considered.

Where the predominant use cannot be clearly identified or where two or more significant activities occur, Council may apply split rating (in circumstances where the projected increase in rates revenue is likely to exceed the cost of undertaking that split).

The predominant use of land is to be determined by:

- If one of the activities is more noticeable or imposing than the other activities occurring on the land.
- The nature, scale, frequency and duration of the activities on the land.
- Locality in which the land is situated.
- The size of the property.
- The zoning of the land.
- Promotion of the activity being conducted on the land.

Where land is zoned as Special Rural, that land is prima facie presumed to be used for non rural purposes, and if rated on its UV, it may subsequently be rated on its GRV as the underlying characteristics of the land is for residential purposes.

The Rates Revenue Pool of Moneys Levied

When levying rates the shire will have regard for the percentage split of revenue contributed to the total rates pool by each of the rates categories (rural, mining and other i.e. GRV) as assessed by the Grants Commission.

In determining its *Rates Standards* (for each of the rates categories), the Grants Commission uses data from the Information Return provided by local governments. The Commission uses a three year average to provide a more stable result. Landgate provides the Commission with information on the number of assessments, valuations and area for each local government. The Commission also averages this data over a three year period.

The Grants Commission uses a regression analysis to determine the best mathematical fit, however it adjusts this formula to accommodate the unique circumstances of WA Local Governments.

For the 2016/17 grants determinations, the Grants Commission used the following formula:
\$272.90 per assessment + \$0.00154 x valuations + \$2.84 per ha =rural contributions.
\$1260/61 x assessments +\$0.2653 x area + \$0.0636 x valuations = mining contributions.
\$824.11 per assessment +\$0.0316 in the dollar = GRV contributions.

Rates Concessions

In the instance where: a rateable unit of land straddles the Boyup Brook district and an adjoining district; and the land is rated by both the Shire of Boyup Brook and the adjoining district, that land shall receive a 50% concession on its rates regardless of whether the adjoining district affords the land a concession or not.

REVIEW PLAN

This policy is to be reviewed every year, review by date June 2020..

Dates Reviewed

21 June 2018
20 June 2019

POLICY NO.	F.12
POLICY SUBJECT	Guidelines for Community and Commercial Lease Negotiations Policy
ADOPTION DATE	15 November 2018
VARIATION DATE	21 February 2019
REVIEW DATE	November 2019

Policy Objective

This policy establishes protocols for the CEO to negotiate community and commercial leases. Through the implementation of this Policy, Council aims to maximise the benefit to the community whilst ensuring responsible management of community assets.

Policy Scope

This policy applies to all new leases and licences, including the renewal of leases and licences for community, sporting groups and commercial entities.

Policy

Leases are to include a range of standard clauses such as: Indemnity; Statutory Obligations and Notices; Breach; Governing Law; Disputes; Goods and Services Tax; and, and the Schedule.

The below table i.e. the framework, outlines the matters to be negotiated in a community or commercial lease, and identifies who will be responsible for each of the costs.

CEO's Responsibility

The CEO is responsible for managing lease negotiations under this framework. Other clauses that may be negotiated by the CEO include:

- Alterations and capital improvements - e.g. the Lessee is to obtain prior written consent from Council.
- Casual hire - Lessee is to obtain prior written consent from the CEO.
- Assignment, Subletting and Charging - Lessee is to obtain prior written consent from the CEO.
- The term of the lease or licence.

Council's Responsibility

Should a prospective lessee wish to deviate from these standard requirements, they are to put a written request to Council for approval. Once a lease has been negotiated, the final draft lease will be presented to Council for approval.

Standard Lease Charges:

Item	Description	Who is responsible for payment - Community Lease		Who is responsible for payment - Commercial Lease	
		Shire	Lessee	Shire	Lessee
*Rates	local government	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Item	Description	Who is responsible for payment - Community Lease		Who is responsible for payment - Commercial Lease	
	services and other charges				
*ESL	local government services and other charges	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
*Bins (based on fees and charges)	local government services and other charges		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Electricity	Utility		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Gas	Utility - replacing gas bottle		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Septic Tank	Emptying of Septic Tank		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
*Water Rates	local government services and other charges	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Water Charges	Utility		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Telephone	Outgoings		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Building/Property Insurance	Insurance: Shire is to on charge.		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Public Liability Insurance	Insurance		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Contents Insurance	Insurance		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Termite	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Electrical inspection RCD only	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Fire equipment	Public building safety inspection	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Cost to prepare the lease	legal fees	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Legal action in regards to lessee breach, work done at lessee request in regards to lease.	legal fees		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

**These costs are as per the Fees and Charges in the Annual Budget.*

POLICY NO.	F.13
POLICY SUBJECT	Regional Price Preference
ADOPTION DATE	18 April 2019
REVIEW DATE	July 2020

Preamble

The responsibility for good governance including control and operation of a local government's affairs, the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of the public moneys under the control of the local government (Western Australian Local Government Accounts Manual).

The Local Government Act 1995 (the Act) identifies the role of Council to include:

2.7 Role of Council

- (2) *Without limiting subsection (1), the council is to-*
(a) oversee the allocation of the local government's financial and resources;
and (b) determine the local government's policies.

With Councils's role focused on the broader governance and financial responsibilities, the Chief Executive Officer (CEO) has substantial operational responsibility to ensure that human resource and finance matters are handles effectively and efficiently.

Objective

To promote local business partnerships within the Shire of Boyup Brook by recognising that the overheads of regional (local) suppliers (i.e. those suppliers operating a business continuously for 6 months or more out of premises located in the district of Boyup Brook) might be higher than some non-regional suppliers.

Definitions

In the policy the following words have the following meanings:

Construction: is the carrying out of any works that are construction, reconstruction, renovation or alternation to any structure where these is a design element that has been initiated by the Shire. This includes but is not limited to residential buildings, commercial buildings, shelters and civil construction.

Goods: includes tangible and quantifiable material requirements, usually prefabricated and capable of being moved or transported.

Local Supplier: is a business within the Shire which conforms to the definition of a 'regional tenderer/respondent' under this policy.

Premises: means a physical location within the Shire's boundaries, which includes residential property that is registered with the Shire as a 'home occupation' or 'home business'.

Price Preference: is defined as the willingness to pay a higher price for the procurement of goods or services that are supplied by a 'regional tenderer/respondent' by assessment their tender/quotation deadline and submits a tender/quotation for the supply of goods or services.

Regional Tenderer/Respondent: is a supplier that has been operating a business continuously out of premises within the Shire for a period of no less than six (6) months prior to the tender/quotation deadline and submits a tender/quotation for the supply of goods or services.

Services: means any task, consultancy, work or advice to be performed or provided to the Shire. This includes but is not limited to services such as consultancies, installations, maintenance works, repairs, cleaning, waste removal, external auditors etc.

Statement

The Shire of Boyup Brook will encourage local suppliers to do business with Council through the provision of a regional price preference advantage in conjunction with standard tender/quotation considerations. This policy applies to all Shire tenders and quotations above \$5,000 (excluding GST).

A preference will be given to a regional tenderer/respondent by assessing their tender/quotation as if the price bids were reduced by:

- a) 10% (up to a maximum price reduction of \$50,000 (excluding GST) for goods or services;
- b) 5% (up to a maximum price reduction of \$50,000 (excluding GST) for construction (building) services; or
- c) 10% (up to a maximum price reduction of \$500,000 (excluding GST) for goods or services (including construction building services) if tenders/quotations are being sought for the first time for goods or services currently undertaken by Council.

Proof of Eligibility

Regional tenderers/respondents that intend to claim a regional price preference under this policy will be required to submit suitable proof of eligibility with their tender/quotation. To be eligible to claim a price preference regional tenderers/respondents must intend to manage/deliver the majority of the contract outcomes from premises within the Shire.

If, in the opinion of the Shire, a supplier has deliberately provided false or misleading information so as to benefit from this policy, their tender/quotation may be considered non-conforming and as such may be excluded from evaluation.

Competitive Purchasing

Whilst price is a competitive consideration in the provision of goods or services via tender/quotation, it is only one aspect of the evaluation process. Value for money principles,

as described within Council's F.03 Purchasing Policy, will be employed by assessing the price component in conjunction with the selection criteria and requirements.

The tender/quotation that is determined to be both cost effective and advantageous to the Shire will be the most likely to be accepted.

Roles and Responsibility

The CEO will implement procedures to ensure that employees with purchasing authority use a competitive market for their local tender/quotation requirements so as to encourage economic growth and local business partnerships where it is practical and reasonable to do so.

The CEO will ensure that the application of a regional price preference is clearly identified within tender/quotation documents to which the preference is to be applied and that this policy is made available to local suppliers.

Reference and Related Documents

- F.03 Purchasing Policy
- Shire of Boyup Brook Code of Conduct
- Local Government (Functions and General) Regulations 1996

POLICY NO.	F.14
POLICY SUBJECT	Vetting Policy
ADOPTION DATE	19 September 2019
VARIATION DATE	

PREAMBLE

The responsibility for good governance and the allocation of resources and determination of policies rests with Council. Proper policies and procedures provide for the smooth running of the organisation, whilst providing for the stewardship function of resources under the control of the local government.

The *Local Government Act 1995* (the Act) identifies the role of Council to include:

2.13 Role of council

(2) ... the council is to –

- (o) oversee the allocation of the local government's ... resources; and
- (p) determine the local government's policies.

With Council's role focused on the broader governance responsibilities, the Chief Executive Officer has substantial operational responsibility to ensure employee relations matters are handled effectively and efficiently.

OBJECTIVE

The Vetting Policy has been established to ensure that: all staff and volunteers of the Shire of Boyup Brook meet 'Proof of Identity' criteria; and that the shire's employees have the right to work in Australia.

Vetting Procedures minimum requirements are:

- Right To Work (in Australia)
- National Police Clearance
- 100 Point Proof of Identity
- Working with Children (where applicable)

STATEMENT

In order to assure that the Vetting policy is effectively implemented, the following roles and responsibilities apply:

Council

- Sets overall policy and a framework for the administration to work within.

Chief Executive Officer

- Ensures the Vetting policy, and any procedures that derive from it, are communicated, embedded and adhered to.
- Ensures that policy objectives and outcomes are communicated to shire Human Resource and Payroll staff.
- Sets measurable Vetting procedure accountabilities for senior staff, and evaluates progress at regular executive meetings.

REVIEW PLAN

This policy is to be reviewed every four years, review by date September 2023.

Section 4 – MEMBERS

POLICY NO.	M.01
POLICY SUBJECT	Seminars, Conferences and Training
ADOPTION DATE	17 June 2004
VARIATION DATE	19 June 2008

Objective

To provide for the continuing professional development of Elected Members and Employees through attendance at appropriate seminars, conferences and other training opportunities.

Statement

It is Council policy to have the Shire of Boyup Brook represented at any conference or seminar where it is evident that some benefit will accrue to the Council and/or the district.

It is Council policy that:-

1. **Attendance**

The Shire President and or Chief Executive Officer may approve elected members and partners attendance at seminars, conferences and other training sources held intra and inter state, provided funds are available in the members conference/training budget.

The Chief Executive Officer may approve attendance and payment of associated costs at seminars, conferences and other training sources, within budget provision for all employees.

2. The following shall apply for Councillors authorized and/or appointed as delegates under this policy to attend Conferences:

a) **Registration**

The Council will pay all normal registration costs for Councillors and partners that are charged by organizers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

b) **Accommodation**

The Council will pay reasonable double room or twin share accommodation costs for Councillors and partners including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

c) **Travel**

All reasonable travel costs for Councillors to and from the conference location/venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class at the cost of the attendee. Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the CEO.

The Council will reimburse the costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences. Councillors using private vehicles in accordance with this Policy may claim the “kilometre” allowance payable under the Local Government Officers Award, but subject to such cost not exceeding the normal full economy class air fares to and from the particular destination.

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organizers/travel agent in advance. Where this is not appropriate or possible, a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate conference/training provider.

The Council may, in accordance with s5.102 of the Act, make a cash advance not exceeding one hundred dollars (\$100) per day per member, prior to an expense being incurred. The advance is made subject to an acquittal being completed upon the return of the member from the conference or training, fully accounting for the advance.

POLICY NO.	M.02
POLICY SUBJECT	Public Relations – Press Releases
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine procedures for responding to requests from the media.

Statement

The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Local Government and accordingly, the Shire President is the official spokesperson for the Council. If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council's official spokesperson.

When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the Shire President (or Deputy Shire President in his absence) to determine who will respond/comment and the nature of the response/comment. If either is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the Shire President, Staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.

A Councillor's right to express a personal opinion on any issue of public interest is recognised.

POLICY NO.	M.03
POLICY SUBJECT	Council Meeting Dates
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To confirm the preferred timing of ordinary meetings of the Council.

Statement

That the Council meet on the third Thursday of each month of the year with the exception of January unless resolved otherwise.

POLICY NO.	M.04
POLICY SUBJECT	Council Chambers – Use of
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To determine the permitted use of the Council Chamber for purposes other than Shire related activities.

Statement

That the Council Chambers not be made available for functions and meetings for the general public.

The Council Chambers are to be used only for Shire related activities and activities not clearly meeting this criteria be decided upon by the Shire President in consultation with the Chief Executive Officer.

POLICY NO.	M.05
POLICY SUBJECT	Councillors – Expenses Reimbursement and Loss of Earnings
ADOPTION DATE	17 June 2004
VARIATION DATE	09 August 2006
VARIATION DATE	20 May 2010

Objective

To determine the extent to which expenses incurred by an Elected Member while performing their duties will be reimbursed.

Statement

Expenses necessarily incurred by Elected Members in carrying out the functions of their office, or in the performance of an act under express authority of Council, may be claimed.

The Shire will meet costs associated with: -

- 1 childcare incurred by the elected member where that member attends at a Council meeting or a Committee meeting, where he or she is a member. Child minding fees are applicable for children, either of natural birth or guardianship, determined by legal process;
- 2 travel costs where an Elected Member attends a Council meeting or a meeting as a member of Council appointed to a management or advisory Committee;
- 3 where an Elected Member attends other meetings as a nominated delegate of the Council;
- 4 In submitting a claim for expenses incurred under these circumstances, Elected Members shall detail on the prescribed form the date of the claim, particular area of travel and nature of business, distance travelled and vehicle engine displacement;
- 5 The Travel Log register to be completed by Councillors. Travel reimbursement will be paid automatically on a 6 monthly basis;
- 6 Details of other expenses, should also be submitted on the appropriate claim form, supported by actual invoices or receipts;
- 7 The amount payable in respect of travelling expenses shall be that assessed at the applicable rate per kilometre as detailed in the Local Government Officer's Award;
- 8 Wherever possible, the use of a Shire owned vehicle should be made by prior arrangement with the Chief Executive Officer to attend meetings;
- 19 Where a Shire vehicle is available and not used by Councillors, travel will not be claimable.

Elected Members electing to receive reimbursement of expenses in accordance with the provisions of this policy shall submit the appropriate claim form, together with supporting documentation.

POLICY NO.	M.06
POLICY SUBJECT	Tape Recordings of Council
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To determine the procedures where tape recording of a Council meeting takes place.

Statement

The Chairman is to announce at the commencement when a meeting is to be tape recorded.

It is Council policy that any tape recordings of Council meetings are to remain the property of the Council and are available to Councillors upon written request.

A copy of the tape will be available to members of the public only when authorised by Council resolution.

POLICY NO.	M.07
POLICY SUBJECT	Well Wishes from the Council
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To recognise personal significant events of staff, Councillors (present and former) and close affiliates of the Council or their families.

Statement

It is the Council's Policy to send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of the Council or their families.

In so doing, assistance with the procedure is to be encouraged from staff and Councillors, but due regard is to be had always to such things as length of service (staff or Councillors), community attitudes, input and involvement from others.

POLICY NO.	M.08
POLICY SUBJECT	Meetings of Council – Guest Speakers
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To provide procedures when guest speakers make presentations at Council meetings.

Statement

Council's Policy is to support the scheduling of guest speakers at Council meetings where the subject matter is one of general information for all Councillors and not requiring any Council decision.

Guest speakers will be limited to approximately 20 minutes duration with an allowance of approximately five minutes for questions from Councillors.

This Policy is not to be construed so as to allow persons to make submissions for or against items on the Agenda, or canvas issues that may be addressed by Council in the near future.

The Shire President be authorised to approve or disapprove requests to address the Council meeting.

POLICY NO.	M.09
POLICY SUBJECT	Sandakan Relationship
ADOPTION DATE	19 June 2008
VARIATION DATE	17 September 2009
VARIATION DATE	21 October 2010

Objective

To promote and develop the Memorandum of Friendship between the Sandakan Municipal Council and the Boyup Brook Shire Council.

Statement

The Memorandum of Friendship between the two Municipalities was signed in October 2007. The aims of the Memorandum are to improve the management of the two councils; to encourage commerce, trade and tourism; exchange of administration and information on culture, arts and relics of World War II; and exchange of youth and sport matters.

To uphold the memorandum-

- the Council Representative (usually the Shire President) and partner of the Shire of Boyup Brook attend either the Anzac Day Service or the Sandakan Memorial Day Service in Sandakan each calendar year.
- Council offer financial assistance to the Boyup Brook Lions Club in their annual school scholarship programme to send a student to the Sandakan Anzac Day Ceremony.
- the Boyup Brook Shire Council invite representatives from the Sandakan Municipal Council and two High School students, nominated by the Sandakan Municipal Council, to attend the Boyup Brook Sandakan Memorial service each year.

It is Council policy that all reasonable and direct expenses incurred by the Shire Representative and partner are met by the Shire.

To assist Council and the Community to monitor the success of the relationship in respect to the aims of the Memorandum of Friendship the Council representative and the scholarship recipient provide a written report to Council outlining progress in the five key areas of the Memorandum of Friendship.

Implementation of this policy is subject to annual budget considerations.

POLICY NO.	M.10
POLICY SUBJECT	Councillors Telecommunications and Information Technology Allowance Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	09 August 2006, 20 May 2010, 15 December 2011, July 2017
REVIEW DATE	21 June 2018

(1) Objective

To provide an annual allowance to Members to adequately cover fixed and usage related telecommunications and information technology fees and the cost of consumables for printers. In addition, to set a position on the provision of computer equipment.

(2) Principles

To meet Member's telecommunication costs relevant to their Membership on Council.

(3) Issues

The local Government Act provides for telecommunication and information technology allowances as an alternative to reimbursement of costs. The annual allowance is less costly to administer than the cost reimbursement option and does not rely on claims being lodged. It should more adequately meet Members' costs relating to communication with the community, each other and administration. The provision of a mobile telephone or smart phone and internet connection will facilitate the electronic distribution of minutes, information and other otherwise printed matter. It will also provide a research and general information-gathering tool. In order for the full value of Councillors being accessible via email, having the ability to provide information electronically etc it is important that Councillors have suitable computer equipment and standard programs. Also that they are able to print out material as need be. The plan is that the equipment be replaced every four years and it is noted that there would be advantages to the organisation if it did not have to deal with the used equipment should the Councillor leave, not be re-elected or otherwise no longer hold office. The policy therefore provides for Councillors with the option to acquire the equipment under these circumstances. The acquisition arrangements take into account the limited value of used IT equipment.

POLICY

4.1 Telecommunications and Information Technology Allowance

4.1.1 Members will be paid an annual telecommunications and technology allowance of between \$500 and \$3,500. This allowance is to be reviewed annually as part of the budget process to ensure that it keeps pace with costs.

4.1.2 Councillors may opt to have Telstra phone accounts in the Shire's name with the Councillor being required to reimburse the Shire for 100% of all charges (the fixed and variable charges)."

4.2 Equipment – Communication Purposes

4.2.1 Council will provide a suitable portable computer, smart phone and printer (the equipment) for Members' use."

- 4.2.2 Ownership of the equipment may be transferred to a member upon resignation or retirement or when it is four years old.”

POLICY NO.	M.11
POLICY SUBJECT	Shire of Boyup Brook Councillor Record Keeping Policy
ADOPTION DATE	19 March 2015

Objective

The purpose of this document is to ensure that full and accurate records of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to ensure good governance and to comply with the State Records Act 2000 and associated State Records Commission Policies.

Scope of this document

This policy has been developed to assist Councillors to meet their Recordkeeping responsibilities in accordance with the State Records Act 2000 and associated State Records Commission Policies. Shire of Boyup Brook staff members should refer to the Shire’s Record Keeping Plan and Records Management procedures. Records which are accurately created and maintained serve as a history of the transactions and processes of the organization. They are fundamental to the Shire’s governance principles.

Definitions

A Record

A record is defined as meaning “any record of information however recorded” and includes:

any thing on which there is writing or Braille;
a map, plan, diagram or graph
a drawing, pictorial or graphic work, or photograph
any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

A State Record

A State Record “means a record created or received by –

a government organisation; or
a government organization employee in the course of the employee’s work for the organization, but does not include an exempt record” (State Records Act, Part 1, S3)

Examples of State records include (but are not limited to):

State Records

correspondence, including emails, regarding building and development matters
a petition received from a community group
declarations concerning a Councillor's pecuniary interests
speech notes made for addresses given at official Council events, and
complaints, suggestions or enquiries by rate payers about Council services.

Conversley, records which are created, sent or received by Councillors when they are not discharging functions of Council are not considered to be State Records for the purposes of the State Records Act 1998.

Examples of records that are not State Records include (but are not limited to):

records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances
communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillor or Council.

Records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council; and

Personal records of Councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

Legislative Context

Public offices are bound by the State Records Act 2000 which establishes rules for best practice for recordkeeping in WA Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (Schedule 1, 12). When discharging functions of Council, Councillors are subject to the State Records Act 2000 when they create or receive 'State records.'

The State Records Office Policy relating to Councillor Records is:

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

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

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

Application of this document

All Councillors are required to comply with this policy in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records.

Records as a resource

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council's program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors' actions and decisions and establish precedents for future decision making; and
- protect the rights and interests of the Council, Councillors and its clients and rate payers.

A small percentage of records created and received by Councillors will become archives, part of the cultural resources of the State.

Creation and capture of records

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others; and
- correspondence received and sent relating to their work undertaken for Council.

Shire of Boyup Brook is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary
- capturing any State Records it sends to Councillors regarding Council business.

Capture of Records into the Records System

Where Councillors receive emails at a personal email address, and the emails are State Records, Councillors are required to forward electronic copies to the Shire of Boyup Brook.

Faxed and Hardcopy Records

All incoming mails for Councillors received by the Shire Administration will be opened by the Records Officer. Mail considered to be a State record will be registered into the Shire's recordkeeping system before being forwarded to the Councillor. It is the Councillor's responsibility to return any mail that is a State Record and requires registration in the Shire of Boyup Brook's recordkeeping system.

Where a Councillor receives a letter or fax at their personal address, and the document is a State Record, the Councillor is to provide the original to the Shire of Boyup Brook. The Shire Administration will copy the document for the Councillor. If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. The routine destruction of duplicate records is permitted under the General Disposal Authority for Local Government.

Notes created by Councillors, which relate to the Councillor's decision making function, or which may affect the decision making function (such as meetings with Developers/Residents, phone conversation notes, notes made at Council and Committee Meetings), are State Records. These records are required to be provided to the Shire of Boyup Brook Administration.

In all cases, where the document is registered into the Records System, the security level is set so that access is available to only the Chief Executive Officer and Records Officer.

Disposal of Records

Documents that are duplicate Public Records (Agendas and Minutes with no notes added by the Councillor) may be destroyed as the Councillor wishes. Documents that are not public documents should be destroyed either by pulping, or shredding of the documents. If the Councillor has the facilities available, they may do the disposal themselves, or the records can be given to the Shire of Boyup Brook Administration for destruction.

POLICY NO.	M.12
POLICY SUBJECT	Support for Community Seniors Christmas Lunch
ADOPTION DATE	June 2018
VARIATION DATE	
REVIEW DATE	June 2020

Policy Objective

This policy establishes the support that the Shire of Boyup Brook will provide towards the annual Community Seniors Christmas Lunch event in Boyup Brook.

Statement

The annual Community Seniors Christmas Lunch is an event organised by volunteers to encourage a sense of community and inclusion for the ageing residents of Boyup Brook.

In support of their endeavour Council will:

- Each year make budget provision of \$1,000 (not including facility hire costs) to contribute to the Community Seniors Christmas lunch; and
- Provide the Town Hall free of charge.

Community Seniors Christmas Lunch organisers will:

- Use the funding for hosting this lunch event only;
- Provide the Shire of Boyup Brook with a letter of request, supported by invoice(s), for the sponsorship payment.
- Agree to acknowledge the Council's sponsorship through any promotional, verbal or public address announcements.

Any additional requests for in-kind support for this event will need to be addressed in writing to the CEO, three months prior to the event. Any additional support will be at the discretion of the CEO.

Implementation of this policy is subject to annual budget considerations.

POLICY NO.	M.13
POLICY SUBJECT	Social Media
ADOPTION DATE	21 June 2018
VARIATION DATE	13 December 2018
REVIEW DATE	21 June 2020

Policy Objective

This policy establishes protocols for the Shire of Boyup Brook's official communications with our community to ensure the Shire of Boyup Brook is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy Scope

This policy applies to:

1. Communications initiated or responded to by the Shire of Boyup Brook with our community; and
2. Elected Members when making comment in either their Shire role or in a personal capacity.

Policy

Official Communications

The purposes of the Shire of Boyup Brook's official communications include:

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

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

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

- Website;
- Advertising and promotional materials;

- Media releases prepared for the Shire President, to promote specific Shire positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Boyup Brook

The Shire President is the official spokesperson for the Shire of Boyup Brook and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media.

[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

[s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Boyup Brook where authorised to do so by the Shire President.

[s.5.41(f) of the Local Government Act 1995]

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

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

- bring the Shire of Boyup Brook into disrepute,
- compromise the person's effectiveness in their role with the Shire of Boyup Brook,
- imply the Shire's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Boyup Brook.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

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

Website

The Shire of Boyup Brook will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

Social Media

The Shire uses Social Media to facilitate information sharing to our community. Social Media will not however, be used by the Shire to communicate matters that are complex or relate to a person's or entity's private affairs.

The Shire of Boyup Brook may maintain the following Social Media accounts:

- Social networks, including - Facebook, Yammer, LinkedIn and Google+;
- Media Sharing networks, including – Snapchat, Instagram, Flickr, Soundcloud, YouTube and Podcasts;
- Blogging networks, including – Wordpress or newshub;
- Micro-blogging networks, including – Twitter and Tumblr
- Apps (applications), including – Localeye, Report It, iCouncil, Go2Guides, My Local Services, Snap Send Solve, NearStreets

The Shire of Boyup Brook may also post to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

Shire President's Social Media Official Accounts

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

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

Use of Social Media in Emergency Management and Response

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

- Facebook and/or any other active social media platforms.

Record Keeping and Freedom of Information

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

Personal Communications

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

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Elected Members must ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Elected Member Statements on Shire Matters

An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Boyup Brook.

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

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Boyup Brook.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.

An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.

Section 5 – PLANNING

POLICY NO.	P.01
POLICY SUBJECT	Landscaping Provisions – Commercial and Industrial Buildings
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To ensure the appearance of commercial and industrial zones is improved or maintained to a minimum standard.

Statement

That planning applications for development of commercial or industrial sites, landscaping 5% of the lot in keeping with surrounding adjacent areas, to the satisfaction of the Shire within one year of completion of the building, be included as a condition of approval of the application.

POLICY NO.	P.02
POLICY SUBJECT	Subdivisions – Drain and Fill Conditions
ADOPTION DATE	17 June 2004
VARIATION DATE	16 February 2017

Objective

To provide guidelines for subdivisions which require drain and fill.

Statement

1. **Fill Levels**

- (a) In flood prone areas land should be filled only in flood fringe areas where defined or where permitted by the Water and Rivers Commission. Authority to a level above designated flood levels (usually the 1% flood event) or the level advised by the Commission. In areas protected by levels or other mitigation works other levels will be specified. These are determined by the local government in conjunction with the Water and Rivers Commission.

No fill shall be placed in areas designated as flood ways.

- (b) Surface depressions likely to retain ponded water and areas of high water table intersecting ground level should be filled or drained except where such water bodies have significant beneficial uses and consequently need to be retained as areas of Public Open Space.
- (c) Where deep sewage is not a condition of subdivision the Local Government Authority should ensure that adequate clearance can be achieved between the highest known water table and the septic tank/leach drain system. Where appropriate, Local Government Authorities may consider the use of inverted leach drains to reduce fill requirements. The Health Department of Western Australia requires a minimum separation of 1.2 metres between the maximum ground water level and development level where on-site effluent disposal is utilised.
- (d) Where filling is required it should not be to the detriment of adjoining landowners. All fill should be retained on the lot by the use of retaining walls or ensuring the nature angle of repose is not exceeded. Development approval and a Building Permit, may be required for any retaining walls over 0.5m from natural ground level. Retaining walls exceeding 1m in height require structural certification. Retaining walls shall be entirely contained within the boundaries of a single lot. Appropriate drainage is to be installed behind retaining walls.
- (e) In many instances land to be vested as Public Open Space will be best left in its natural state, however, the Shire should, when it is in the best interest of the community, have a POS reserve or portion of POS reserve filled to the same standard as the balance of the subdivision.

- (f) Where substantial vegetation exists on an area to be filled, Council should give careful consideration to the standards imposed. Fill not only destroys shrubs and ground cover but may in the longer term result in more established trees dying. The effects that a reduction in vegetation may have on the water table should also be considered by Council.

2. Compaction

- (a) Fill placed on a lot to meet Local Government Authority standards should be compacted to a degree that will allow typical development for that zone to be commenced without any additional earthworks being necessary. The Commission acknowledges that in some circumstances it will be necessary for Council to vary this requirement.

3. Drainage

- (a) Stormwater management shall be in accordance with the Department of Water 'Stormwater Management Manual' and address the following:
- Re-use of stormwater;
 - Stormwater discharge to the Shire's drainage system must be at or below predevelopment rates;
 - Post-development flow rates are to be attenuated to pre-development flow rates through the provision of adequate temporary detention storage;
 - Discharge to the Shire's system is to be via a silt trap located within the property;
 - Connection to the Shire's system is to be via a 90mm Stormwater Grade PVC pipe to a manhole located in the verge fronting the lot;
 - Treatment of the 1 year average recurrence interval event;
 - Sizing of pipe systems to accommodate the 5 year average recurrence interval event;
 - Provision of storage infrastructure sized to attenuate the 10 year average recurrence interval event to predevelopment flow rates to protect the downstream drainage system;
 - Overland flood route for the 100 year average recurrence interval event;
- Specific requirements of downstream receiving waters and existing upstream catchment.
- (b) A drain and fill condition may be used to require the deviation or upgrading of creeks or drains which runs through land, the subject of a subdivision application.
- (c) Land may be drained to help achieve the necessary separation between the highest known water table and ground level, or where septic tanks are used, leach drains.
- (d) The standard of drain construction required is best left to the Local Government Authority to determine after considering the following factors:-
1. Area of Catchment
 2. Maximum flow rates
 3. Quality of run offs

- 4. Surrounding land uses
- 5. Aesthetics

In general, however, piped drains are preferred in urban areas.

- (e) Where a comprehensive drainage system exists or is proposed, a subdivider should be required to contribute to the cost of that scheme. Generally such contribution should be a proportion of the total cost equal to that which the area of land being subdivided bears to the total area covered by the comprehensive drainage system.
- (f) Drainage easements on reserves required as a result of subdivision should be provided free of cost to the Local Government Authority. If required, a condition to this effect should be requested of the Commission when a subdivision is referred to the Local Government Authority.

5. *Drain and Fill in Non Urban Areas*

The relative isolation of development in non urban areas makes the imposition of a drain and fill condition at the subdivision stage unwarranted. Such a condition would be more appropriately applied to a building licence application at which stage the location and type of development can be evaluated.

Notwithstanding these comments the Commission acknowledges that in particular instances there may be grounds for a Local Government Authority to request a drain and fill condition in non urban areas. Such cases should be justified by the Local Government Authority in its response to the Commission's referral.

Note: Refer also to Shire Policies *B04 - Stormwater Drainage* and *W13 - Connection of Private Landholders Stormwater into Councils Stormwater Drainage System*.

POLICY NO.	P.03
POLICY SUBJECT	Subdivisions and Amalgamation
ADOPTION DATE	17 June 2004
VARIATION DATE	16 February 2017

Objective

The following provisions should form the basis of comments and recommendation to the Western Australian Planning Commission prior to the determination of the subdivision of rural land.

Statement

1 In considering a plan of subdivision submitted to it for support, the Council shall have regard to the following matters:

- a) The size, dimensions and shape of each lot;
- b) The situation and planning of each lot in relation to services, both present and prospective.

Note: A statement of undertaking, advice to prospective purchasers or a Section 70A Title notification may be required in relation to the sale of any new lots with regard to provision of existing Shire services or development issues.

- c) The existing and proposed access to the subject land and to each lot. The Council will have regards to:-
 - i) the provisions of the “Road Contribution” Policy;
 - ii) the likely impact of the proposal on the Council road construction program;
 - iii) the ability to reduce the potential upgrading of existing roads by utilising an alternative subdivision design or battleaxe access legs which shall be constructed and designed to the satisfaction of the Chief Executive Officer;
 - iv) sight distances;
 - v) provision of school bus pick –up and let-down points.
- d) The drainage of land and whether the land for drainage is to be vested in the local government or some public body or a government department.
- e) Whether the land has been declared unfit for building under the provisions of the Health Act 1911.
- f) The provisions of Town Planning Scheme No 2, any regulations under the Act made by the Minister, and / or any town planning by-laws by the local government wherein the land to be subdivided or amalgamated is situated.

- g) Any other matter relating to the proposed subdivision or amalgamation which the Council in its opinion considers necessary or desirable in relation thereto including:-
- Bush Fire Protection measures;
 - Flood prone land;
 - Battleaxe blocks; and
 - Subdivision boundary to suit topography.
- h) Council may object to the application where it is not accompanied by a commitment from the applicant to construct or upgrade the road to a suitable standard.
- i) Where the construction/upgrading of a road involves the clearing of vegetation the Commission be advised that this may require approval under the Environmental Protection Act 1986 and the Environmental Protection and Biodiversity Conservation Act 1999 and there is no certainty that such approvals will be given.

POLICY NO.	P.04
POLICY SUBJECT	Outbuildings
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 16 April 2015

Objective

1. This policy seeks to guide the development of outbuildings proposed to be used for:
 - a. Domestic storage incidental to a dwelling; and
 - b. Where appropriate in accordance with Scheme 2, intensive uses such as cottage industry, commercial, rural industry, light industry, transport depot and stables.
2. This policy also seeks to minimise adverse impacts outbuildings may have on a locality.

Scope

1. This policy seeks to cater for a need for larger outbuilding space to accommodate intensive uses (commercial and industrial).
2. This policy does not apply to:
 - a. Structures without a solid roof (shade cloth and arbours);
 - b. Structures attached to a dwelling; and
 - c. One structure (garden shed) with a floor area of 10m² or less and under 2.4m in height.

Definitions

Outbuilding – for the purpose of this policy and in keeping with the Western Australian Planning Commission (2012) Residential Design Codes, outbuildings are structures that are non-habitable and not attached to a dwelling and may include sheds, gazebos, carports, sea-containers and shade houses.

Height – when measuring the height of an outbuilding, measurements are to be taken from the natural ground level to the highest point of the wall or roof top, whichever is applicable.

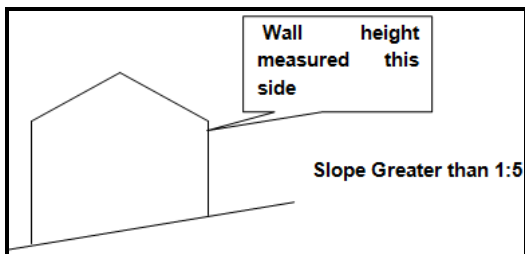
Maximum Area – the maximum area of an outbuilding is the combined total roof area of all existing and proposed outbuildings.

Policy Provisions

1. Outbuildings shall not be considered on a 'Residential' zone lot unless:-
 - a. There is an existing Class 1 residential dwelling constructed on the lot; or
 - b. The outbuilding application is concurrent with an application for a habitable structure (dwelling).
2. Outbuildings shall be located away from the primary or secondary street towards the rear of the lot and where possible away from neighbouring dwellings. The exception to this

rule applies to outbuildings fronting a street on 'Light Industrial', 'General Industrial' and 'Commercial' zone properties. In this situation, the fascia of the building is to incorporate a mixture of materials such as brick, glass and steel and design features (awnings) to improve the street appeal.

3. With the exception of 'Rural' zone properties, outbuildings exceeding 80m² shall be constructed out of low-reflective materials that blend with the landscape (dark blue, green, brown or red). The following colours are to be avoided as they are deemed to detract from the landscape and are considered highly reflective: Zinalume' Galvabond, White, Off-white, and Surfmist.
4. Sea containers may be considered where:
 - a. Plans indicate measures to make more visually appealing such as:
 - painting and/or re-cladding to a colour and design similar to surrounding development; and
 - Screening by planting trees or shrubs or by locating behind other development.
 - b. Neighbours have been consulted and comments considered manageable.
5. For mono-pitched roofs, the height of the wall on the high side may be relaxed by up to 400mm.
6. For slopes greater than 1 in 5, the max wall height may be determined at the higher point of the site where the land has not been subject to cut and/or fill.



7. Where demonstrated proof of ownership of vehicle/vessel, a relaxation of the height of the wall and/or ridge may be supported.
8. The design and location of outbuildings shall comply with the following Table 1. Relaxations for setbacks may be considered subject to written confirmation by the adjoining landowner/s that they have no objection to the proposal.

TABLE 1: OUTBUILDING SPECIFICATIONS

Zoning	Max. Wall Height	Max. Ridge Height	Maximum individual outbuilding area (m²)	Maximum total outbuilding area (m²)	Set-backs
Residential and Urban Zone (Lots <500m ²)	3m	4.2m	80	100	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 500m ² – 1000m ²)	3m	4.2m	100	120	6m – Front & Secondary 1m – Side & Rear
Residential and Urban Zone (Lots 1000m ² or >)	3m	4.2m	120	200	6m – Front & Secondary 1m – Side & Rear
Special Rural Zone (Lots < 2ha)	4.2m	4.8m	200	300	Per Scheme Requirements
Special Rural Zone (Lots 2ha and >)	4.2m	4.8m	200	400	Per Scheme Requirements
Rural Small Holding	4.2m	4.8m	300	600	Per Scheme Requirements
Commercial Zone	6m	10m	Plot Ratio 1.0	Plot Ratio 1.0	Front - Per street character 5m – One Side 0m – Other Side and Rear (3m setback does not require fire wall)
Light Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	5m Front 3m Rear 3m Side }
General Industrial Zone	6m	10m	Plot Ratio 0.5	Plot Ratio 0.5	11m Front 10m Rear 5m Side }
Rural Zone	Judged on merit				Per Scheme Requirements
Special Use Zone	Judged on merit				Per Scheme Requirements

POLICY NO.	P.05
POLICY SUBJECT	Bed and Breakfast Accommodation
ADOPTION DATE	17 June 2004
VARIATION DATE	16 February 2017

Objective

To facilitate alternative tourist accommodation types for a range of locations whilst maintaining the amenity of those locations for permanent residents.

Statement

Definition

"*Bed and Breakfast Accommodation*" means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast.

A short-term basis means that the accommodation may not be occupied by the same tenant/s for a continuous period of more than 4 months, or more than 4 months in a 12 month period.

A maximum of 6 guests shall occupy the premises at any one time dependent upon the maximum number of bedrooms approved by the Shire.

The Shire permits an exemption from this policy for residences which are used as Bed and Breakfast accommodation for special events held in the Shire, limited to a maximum of 10 days per annum for no more than 3 consecutive days and a maximum of two bedrooms being used.

Appearance of Dwelling

The use of Bed and Breakfast accommodation shall be incidental to the predominant use and nature of the dwelling. The appearance of the dwelling shall remain residential and shall not impact adversely on surrounding properties.

Minimum Standards/Conditions

- 1) The owner/manager of the Bed and Breakfast accommodation will reside on-site.
- 2) Bedrooms
 - (a) Maximum 3 bedrooms for guest purposes. (maximum of 2 guests per room)
 - (b) No guest bedroom shall have openings to any other bedroom or facilities not for the use of guests.
 - (c) Rooms to be suitably furnished for number of guests.
 - (d) Rooms to be kept clean at all times and supplied with clean linen.

- (e) Rooms to be provided with lockable door.
- (f) Guest bedrooms shall be for guest purposes only.

3) Bathroom/WC

- (a) Bathrooms/WC to be either shared facility for exclusive use by guests only, or private en-suite facility off bedrooms, or a combination of the both.
- (b) Bathroom/WC to have smooth and impervious surfaces throughout and shall be kept clean at all times.
- (c) Hot and cold water shall be supplied at all times.
- (d) Minimum facilities shall include bath and/or shower, hand basin and WC.
- (e) Any shared bathroom or WC to be provided with lockable doors (please note that all WC doors should open outwards or be fitted with lift-off hinges).

NOTE: Upgrading of plumbing and wastewater disposal systems may be required if existing system is inadequate or substandard.

4) Kitchen

- (a) All floor, wall, bench, door, working area and ceiling surfaces shall be smooth, impervious and free of cracks and crevices at all times.
- (b) Suitable facilities for the hygienic preparation, storage and cooking of food shall be provided to cater for the maximum number of guests likely to be accommodated (dependent upon room numbers).
- (c) Preparation of meals to be the sole responsibility of the proprietor. Self service cooking by guests is not permitted. The preparation of hot and cold beverages by guests is permitted.

Minimum Lot Size

The minimum lot size of a Bed and Breakfast accommodation in residential and urban zones is 800m².

Car Parking

Any application for Bed and Breakfast accommodation shall be accompanied with a plan of a proposed car parking layout and demonstrate that adequate guest car parking facilities can be provided on the lot and in close proximity to guestrooms. No on-street car parking will be permitted for guest vehicles.

Two car parking spaces will be required for permanent residential use. One additional car-parking bay will be required for each guestroom. All car parking must be located behind the front setback.

The car parking bay shall not be less than 2.5m x 5.5m with a 6.0 metre wide manoeuvring area in the case of 90° parking.

Establishments located on major arterial or distributor roads and/or within 40 metres of any intersection will require a car parking area that is signed so vehicles can leave and enter the site in forward gear. In other locations this is encouraged but not essential.

Car parking and access areas are to be constructed and drained to the satisfaction of the Manager of Works and Services.

Guest Lounge Room

The Shire encourages provision of a separate guest lounge room although this is not a mandatory requirement.

Fire Protection

The dwelling shall be provided with smoke alarms as per the Building Code of Australia. Required smoke alarms must comply with AS3786, be connected to the mains power and installed in every bedroom used by the guests and in all associated hallways leading to the guest bedrooms.

A 2.5 kg dry powder fire extinguisher and fire blanket shall be supplied in the kitchen.

Application

Written application for approval with accompanying site and floor plans shall be made in the form prescribed by the Scheme giving full details of number and type of rooms, total number of beds, all facilities provided for guests and car parking arrangements. The application must also include a drawing of the entire dwelling, demarcating area of guest facilities, car parking and locations for smoke alarms.

A preliminary inspection of the premises will be carried out prior to the application being presented to the Council.

An application fee as set in the Shire's budget shall be attached to the application.

Licence

A Bed and Breakfast accommodation may be subject to an annual inspection.

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the accommodation being occupied. The planning consent shall be regarded as the licence.

The applicant shall arrange for a final inspection to be carried out so that compliance of all conditions can be determined.

Any building extensions, additions or alterations to increase the number of guest rooms within the scope of this policy will require the licence conditions to be modified to reflect the increase in the maximum number of guests permitted.

The planning consent and approval shall not be transferable to another site.

POLICY NO.	P.06
POLICY SUBJECT	Farm Chalets
ADOPTION DATE	17 June 2004
VARIATION DATE	16 February 2017

Objective

To determine the requirements and standards relating to the development of Farm Chalets in the 'Rural' zones.

Minimum Standards/Conditions

Maximum Density

The property shall provide for a minimum of two (2) ha per chalet.

Access and Car Parking:

The proponent shall provide appropriate access and carparking:-

1. two car parking spaces being provided for each chalet and constructed to a gravel pavement finish (currently worded: 'constructed, properly drained and sealed') and properly drained to the satisfaction of the Chief Executive Officer;
2. access being approved by the Chief Executive Officer and crossovers constructed to the Council's design specifications and levels.

Water Supply:

The proponent shall provide a minimum of eighty thousand (80 000) litres per annum per chalet.

Fire Prevention Measures:

The proponent shall comply with the Shire's Firebreak Order. A 2.5 kg dry powder fire extinguisher and fire blanket shall be provided in each individual kitchen.

Stormwater:

All stormwater run off from impervious surfaces being disposed of to the satisfaction of the Chief Executive Officer.

Waste Water:

The provision of a waste water and effluent disposal system in compliance with the Health Department of Western Australia's regulations and policies.

Building Code:

The buildings shall comply with the Building Code of Australia.

Fire Management:

A Fire Management Plan to the satisfaction of the Chief Bushfire Control Officer will be required for the land.

Minimum Facilities:

The following minimum facilities shall be provided in each chalet:-

- ◆ Toilet
- ◆ Bathroom (may be combined with toilet)
- ◆ Kitchen
- ◆ Living area
- ◆ Laundry facilities (may be provided as a single detached facility for common use where more than one (1) chalet is approved) a maximum of fifty (50) metres from each chalet.

Location:

Proponents are encouraged to locate chalets at least 100metres away from neighbouring rural property boundaries to reduce any future potential conflict.

POLICY NO.	P.07
POLICY SUBJECT	Feedlots Animal Husbandry - Intensive
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 16 May 2019, 18 July 2019

Objective

This policy applies to an application for a feedlot in the Rural Zone.

This policy builds on the Shire's Scheme objective in clause 1.5 to protect the potential of agricultural land for primary production and to preserve the landscape and character of rural areas.

As rural land within the Shire is a limited resource, the natural environment and the amenity of people's lifestyle need to be maintained.

This policy aims to ensure that feedlots do not adversely impact on the rural activities carried out on the land and neighbouring farms.

Definition

Section 5.5.1 of the *Shire of Boyup Brook Health Local Law 2004* (the Health Local Law) interprets, for the purpose of Division 5 of the Health Local Law, feedlot and animals to mean as follows:

5.5.1 For the purpose of this division—

“feedlot” means a confined area with watering and feeding facilities where animals or birds are held and fed for the purpose of weight gain;

“animal” includes sheep, lambs, goats, deer, cattle and buffalo; “birds” includes roosters, hens, geese, turkeys, ducks, poultry, emus and ostriches.

Clause 2 in the shire's Town Planning Scheme 2 (the Scheme) defines animal husbandry - intensive as follows:

2. LAND USE DEFINITIONS

In the Scheme-

“animal husbandry - intensive” means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots;

For the purpose of this policy, a feedlot is a confined yard area with watering and feeding facilities where the raw material (the stock animals), is completely hand or mechanically fed for the purpose of production, i.e. to add muscle/meat to their frame and optimise fat cover in preparation for slaughter (finishing).

This expanded definition of a feedlot excludes:

- the feeding or penning of (stock) animals in this way for weaning or dipping;
- maintenance feeding, e.g. confining and feeding to maintain the condition of, e.g. breeding (stock) animals; or
- similar husbandry purposes e.g. for drought or emergency feeding; or
- at a slaughtering place or in recognised saleyards.

Development

This type of land use deemed by Council to be a 'AA' use under the Scheme defined as:

'AA' A use which Council, in exercising the discretionary powers available to it. may approve under this scheme which may require that the following to be carried out:

3.5 ADVERTISING OF APPLICATIONS

3.5.2 Where an application is made for planning approval to commence or carry out development which involves a 'AA' use, or any other development which requires the planning approval of the Council, the Council may give notice of the application in accordance with the provisions of sub-clause 3.5.3.

3.5.3 Where the Council is required or decided to give notice of an application for planning approval the Council shall cause one or more of the following to be carried out:

- a) Notice of the proposed development to be served on the owners and occupiers as likely to be affected by the granting of planning approval stating that submissions may be made to the Council within twenty-one days of the service of such notice.
- b) Notice of the proposed development to be published in a newspaper circulating in the Scheme area stating that submissions may be made to the Council within twenty-one days from the publication thereof.
- c) A sign or signs displaying notice of the proposed development to be erected in a conspicuous position on the land for a period of twenty-one days from the date of publication of the notice referred to in paragraph b) of this sub-clause.

Application

Applications shall be made to the Council in the form required by the Scheme and must include an accurate map of the property with all relevant distances indicated.

Site Selection

- 1 Not within 5 kms of a gazetted Townsite with the Council having discretionary powers to approve sites less than 5 kms.
- 2 Gently sloping land, generally no greater than 1:20 but not less than 1:100.
- 3 Sandy loam soils with sufficient infiltration to avoid surface ponding and reduce run-off. Coarse sand is not suitable.

- 4 Minimum groundwater clearance of 3m.

Establishment and Management Requirements

- 1 Establish trees and shrubs in dense belts so as to create a windbreak and general screen.
- 2 For cattle, the recommended stocking rate of area will be 9-25m² /head, dependent on soil types and rainfall.
- 3 Drainage should be designed to divert all uncontaminated stormwater from the general waste stream.
- 4 Solid and liquid waste shall be disposed of so as not to be detrimental to the environment.
- 5 Dependent on stock numbers the following methods of disposal may need to be incorporated.

(a) Liquids

(i) Evaporation ponds

(ii) Irrigation dependent on soil's ability to absorb nutrient, maximum infiltration rate in winter and nutrient loading the wastewater.

(iii) Disposal area to be rested at least 14 days after application.

It should be emphasised that liquid wastes produce considerable odour when aerated by spray irrigation which may limit some methods.

b) Solids:

i) Spread evenly by suitably designed machinery so as not to create a nuisance (flies, odours).

ii) Area to maintain vegetation cover and application rate not exceed 30 tonnes/ha/yr.

Buffer Distances

Separation distances (Including Waste Disposal Areas)

Townsites	5000m
Residence	1000m- less by Council approval.
Road	50m
Property Boundaries	50m
Designated Water Catchment Areas	Not Permitted

Water Courses – Major	300m
Water Courses - Minor	100m
Stock and domestic watering supplies	300m

POLICY NO.	P.08
POLICY SUBJECT	Naming New Roads
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 15 August 2013, 12 December 2013, 21 August 2014, 19 May 2016, 20 October 2016, 16 May 2019

Objective

To determine the process for naming new roads.

Statement

- Name duplication with local governments or adjoining local governments shall be avoided. If possible, it should also be avoided within the State.
- Names of living individuals shall not be used.
- Names characterised as follows are to be avoided:-
Incongruous; given/first names*; given/first and surname combinations; double names; qualified names; corrupted, unduly cumbersome or difficult to pronounce names; obscene, derogatory, racist or discriminating names; company names; or, commercialised names.
- Preferred sources of names include:
Aboriginal names; pioneers of the State or area; war casualty list; thematic names e.g. fauna, ships etc.
- Road names shall not be approved unless the origin of the name is clearly stated.

**Use of given/first names may be acceptable in special circumstances, e.g. when to people with the same name are valid sources for a road name, or a surname is not appropriate for some reason.*

But: Use of the surname will normally have priority.

Particular attention will be paid to explanation of origins.

Honouring the same person more than once will be avoided.

Further research into local history and identities has resulted in the following suggestions as an initial schedule of suggestions:-

That Council endeavours to add “suggested names” to its policy P.08 by advertising for submissions in the Boyup Brook Gazette and by survey of honour boards and memorials in the Shire of Boyup Brook. The updated list is then to be submitted to Landgate for approval.

Hales	<p>The 'Hales' name has been synonymous with the district for 100 years. Mr Wally Hales was a major contributor to promoting Boyup Brook as a tourist destination for many decades. (Name added in November 2005)</p>
Fuller	<p>Harry Fuller took up 700 acres in the district in 1902. He was an excellent teamster and carted regularly by contract. His team of horses was commented on favourably for many years. He and his wife raised ten children.</p> <p>Geographic names may not accept the use of Fuller Road due to the proximity of Fullerton Road, Catterick – previous request to approve denied by Geographic Names.</p>
Gregory	<p>After AC Gregory – first white man to the District and Famous Explorer.</p> <p>Geographic Names may not accept the use of Gregory Road due to the proximity of Gregory Street in Dinninup – previous request to approve denied by Geographic Names.</p>
Lloyd	<p>After JR Lloyd – Councillor 1961-67, 68-89, 91-93, Shire President 1976-1982</p> <p>Geographic Names may not accept the use of Lloyd Road due to the proximity of Lloyd Road in Darkan – previous request to approve denied by Geographic Names</p>
Moore	<p>After CL Moore – Councillor 1974 – 1988 Shire President 1982-1987</p> <p>Geographic Names may not accept the use of Moore Road due to the proximity of Moore Street in Wilga – previous request to approve denied by Geographic Names</p>
Moulton	<p>Matt Moulton took a position of Land Guide in the Scott's Brook area of the Upper Blackwood District in 1892. He took up land there and developed it. He was an excellent horseman and expert bushman and is credited with providing sound advice to new settlers.</p> <p>Geographic Names may not accept the use of Moulton due to the proximity of Moulton Road in Bridgetown – previous request to approve denied by Geographic Names.</p>
Smith	<p>Harry Smith and his family arrived in the district in 1909 and took up land at Scotts Brook. Before the land became productive he earned a living carting and dam sinking with a bullock team. His daughter Amy married Charles Jennings and the family remain in the district today.</p> <p>Geographic Names may not accept the use of Smith due to the proximity of 12 other uses in adjoining Shires – previous request to approve denied by Geographic Names.</p>

Sinnott	William Sinnott came to the Upper Blackwood district in 1896 and settled near Mayanup. He was a public minded person, involved in sport, business associations and a member of the Roads Board from 1918-1934.
Wauchope	Mr Wauchope was one of the best known teachers at the Boyup Brook School in the early days. He taught there from 1903-1912 and again 1917-1925. He assisted Mr Proctor put down the first tennis courts in town in 1904. Mrs Wauchope ran the first unofficial post office in Boyup Brook from the school house.
Cailes	Mr Albert Cailes, the grandfather of Clifford Cailes was an early settler to the Shire of Boyup Brook. The name Cailes was approved at the October 2008 Council Meeting.
Millington	Ray & Ivy Millington and their three children moved to Boyup Brook in 1948. Ray commenced employment with the Upper Blackwood Road Board as grader driver, relief engineer and mechanic. Their first home was situated in Bridge Street Boyup Brook.
Letchford	<p>The Letchford family have been farming over 100 years in the Boyup Brook District.</p> <p>Henry George Letchford was a public minded person who was President of the Soccer Association and instigated the establishment of the Boronia Gully School for local children. Mr Letchford developed a top Jersey dairy herd and won several Champion trophies at local shows.</p>
Bode	Harry Arnold Bode arrived in the Boyup Brook District as part of a crew contracted to erect telegraph poles and install telephone switch boards in the Bridgetown, Boyup Brook and Kulikup area. From the years 1935 to and including 1938, Harry Bode was the local APB officer. After WW2 during the years 1947 through to 1951 Harry had a milk round in town delivering milk from his own dairy. From 1951 he worked at the Flax Mill until it closed down. The stones that you see around the streets of Boyup Brook come from "Coolangatta" Farm.
Dent	George Perkins Dent saw huge potential in the Boyup Brook area and bought many thousands of acres of farmland on the banks of the Blackwood River. He funded moving the rest of his family from SA to Boyup Brook. His parents and remaining 5 siblings and 1 foster child, all packed up and moved to the prospering area and became early settlers of the town of Boyup Brook
Affleck	The Affleck family have lived in and around Wilga since at least 1909, when William and Isobella married in the new Wilga Hall. The Affleck family have owned land in Wilga since 1914. Members of the Affleck family have fought in many of the Wars that Australia was involved with

Five members of the Affleck family played in the Wilga Tennis, Cricket and Golf Clubs.

Broadhurst **John Heslop Broadhurst** (1904 – 1984)

- **1929** - In partnership with Mr. Tom Brockman, began farming *Bushley Park*. The farm gate was situated on Parson's Swamp Road (RMB 141) and then consisted of locations 1831 (homestead block), 1832, 1833, 1864, 2132, 2251 and 2291.
- **1934** – Married Bessie (known as Betty) Earnestine Randall, bought Tom Brockman out by **1936** and continued to farm the property till **1976**.
- **1939 – Manpowered during the war and seconded to manage the property know as Roxburgh** owned by Bill Inglis who was called up and reinstated as an officer in the army for the duration of the war.
- **1946** – Foundation member and Vice President of the **Mayanup Progress Association**.
- **1950** – Foundation member and President of the combined Mayanup Progress Association and **Farmers Union**
- **Foundation Member of the Mayanup Race Club**
 - Chief Judge and Secretary for many years
 - Judged horse racing at Kulikup
- Long standing member of the **School Bus Committee**
- Played **tennis** both at Mayanup and Boyup Brook.
- Played **golf** at *Brancaster* (the Whistler farm, Whistler Road Mayanup).
- **Foundation Member of the present Boyup Brook Golf Club Inc.**
 - President for a number of years
 - Executive member in various other roles
- **Foundation Member of the Boyup Brook Bowling Club**
 - Served as an executive member in various roles over a number of years and Captain
 - Remained a playing member to his death
- **Foundation and Life member of the Boyup Brook Club Inc.**

- Served on Committee for many years.
- Remained a member to his death
- Member of the **CO-OP Board** for several years.
- Ran a **Corriedale stud** for 10 years.
- **1984-11-11** - Died in the Boyup Brook Soldiers Memorial Hospital from chronic bronchitis,

POLICY NO.	P.09
POLICY SUBJECT	Extractive Industry Policy
ADOPTION DATE	18 May 2017

Objective

1. The objectives of the Extractive Industry policy are:

- a) To minimise the operational impacts of extractive industry including erosion, dust, noise, spread of dieback, vibration, drainage (stormwater, flooding, dewatering and pollution) and land clearing on neighbouring land uses and infrastructure (roads) by the application of development standards and operational requirements;
- b) To protect and maintain, wherever reasonable, the existing landscape character, groundwater and surface water resources, natural resources, general amenity of the Shire of Boyup Brook and productive agricultural land use by the appropriate location and operation of extractive industries;
- c) To allow extractive industries in areas where the road infrastructure is compatible with the expected road usage, or the road network can be upgraded by the proponent to meet appropriate standards.

Policy Statement

- 2. The extraction of materials such as sand, limestone, rock or gravel is administered by the Local Government through the granting of Development Approval under *Local Planning Scheme No.2*.
- 3. Approvals are granted to the land/Lot(s) and responsibility for compliance with any conditions, rests with the landowner.
- 4. This Policy does not apply to:
 - a) Mineral extraction under the Mining Act 1978;
 - b) Extraction of basic raw materials on Crown land vested for that purpose;
 - c) Extraction of materials exempt under the Public Works Act 1902;
 - d) Materials extracted from a lot and then used at the same lot for general purposes such as, re-sheeting internal farm access roads, re-contouring the land to fulfill a subdivision approval or for housing construction.

Note:

Minerals means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include:

- (a) soil; or
- (b) a substance the recovery of which is governed by the Petroleum and Geothermal Energy Resources Act 1967 or the Petroleum (Submerged Lands) Act 1982; or
- (ba) without limiting paragraph (b), geothermal energy resources as defined in the Petroleum and Geothermal Energy Resources Act 1967 section 5(1); or
- (c) a meteorite as defined in the Museum Act 1969; or

- (d) any of the following substances if it occurs on private land —*
- (i) limestone, rock or gravel; or*
 - (ii) shale, other than oil shale; or*
 - (iii) sand, other than mineral sand, silica sand or garnet sand; or*
 - (iv) clay, other than kaolin, bentonite, attapulgite or montmorillonite.*

5. Landholder obligations in relation to a development approval for an extractive industry are transferred to any new owners of the land. Responsibility rests with the landholder to notify prospective landholders of obligations in relation to any extractive industry and to resolve any bond agreements.

Legislative Context

6. The following documents apply to extractive industries:

- a)** State Planning Policy No.2.4 – Basic Raw Materials;
- b)** EPA Guidance Statements No.3, 51 & 56;
- c)** Department of Environment and Conservation Guideline for the Development and Implementation of a Dust Management Program 2008;
- d)** EPA Guidelines for the Prevention of Dust and Smoke from Land Development Sites in Western Australia 1996;
- e)** Environmental Protection (Noise) Regulations 1997;
- f)** Environmental Protection (Clearing of Native Vegetation) Regulations 2004;
- g)** WAPC – Basic Raw Materials Proponents’ Manual 2009;
- h)** Rights in Water and Irrigation Act 1914;
- i)** Country Areas Water Supply Act 1947;
- j)** Water Agencies (Powers) Act 1984;
- k)** State Planning Policy 2.9 Water Resources;
- l)** Operational policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012);
- m)** Decision process for stormwater management in WA;
- n)** Stormwater Management Manual for Western Australia (DoW 2004–2007);
- o)** Water resource considerations for extractive industries (DoW June 2014);
- p)** Water quality protection note 15 - Extractive industries near sensitive water resources (DoW August 2013);
- q)** State Planning Policy 2.8 – Bush Forever; and
- r)** Local Planning Scheme No.2, which requires:
 - Development approval for all extractive industries may only be considered for properties zoned ‘Rural’.

7. The Council resolved to delegate the Chief Executive Officer of the Shire of Boyup the authority to deal with application(s) for Development Approval made for an extractive industry subject to complying with the following condition:

- a)** The Chief Executive Officer exercising the power delegated pursuant to the granting of Development Approval for an application for an Extractive Industry, shall comply with the provisions of the Scheme and Extractive Industry Policy governing the exercise of the power by the Council, insofar as such provisions are reasonably applicable.

Note: This delegation is valid until such time that the Council passes a resolution to revoke or amend the delegation.

Definitions

8. General definitions:

- a) **Extractive Industry** (scheme definition); means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining.

Procedures

INFORMATION TO BE PROVIDED ON APPLICATION

9. An application for planning approval must include the following matters:



Tick box to verify completion.

☐

Complete Development Application Form

☐

Attach a 'Development Plan' to the application form:

☐

Development Plan illustrating proposed development including:

- Operation Area (includes area for truck movement, area for storage of materials and topsoil and extractive area;
- Stages of extraction and rehabilitation of resource area, ordinarily occurring on a per hectare basis.
- Preferably min setback of 200m from dwelling(s) located on neighbouring properties (not inclusive for dwellings on property where extraction proposed);
- 40m setback to roads;
- 20m setback to neighbouring boundaries; and
- 50m setback to creeks/rivers/waterbodies/dams, unless a greater or lesser setback is determined in accordance with the Department of Water's Operational policy 4.3: Identifying and establishing waterways foreshore areas (DoW September 2012).

REFER TO (EXAMPLE) DEVELOPMENT PLAN ATTACHED

☐

Where vegetation needs to be cleared, attach an approval notice from the Department of Environment Regulation. Note that clearing exemptions do not apply to extractive industries.

☐

For extractive industry proposals in water source protection areas, information should be sought from the Department of Water as to appropriate development and operational standards.

Note:

Stages proposed for extraction and rehabilitation may be restricted at the discretion of the Shire to appropriately manage:

- *Rehabilitation;*
- *Scarring of the landscape; and*
- *Erosion.*

ACTION HAVING OBTAINED APPROVAL AND PRIOR TO THE EXTRACTION OF RESOURCES

A Development Approval may include conditions to be completed prior to commencing development. Conditions may pertain to the following:

10. A bond/bank guarantee, may be requested by the Shire. The Shire will determine the bond/bank guarantee amount. The bond/bank guarantee may be used to resolve environment and road impediments resulting from the extractive industry. Impediments may include:
 - a) Re-instatement of fill and/or topsoil;
 - b) Weed management;
 - c) Repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic resulting from the extractive industry; and
 - d) Erosion resulting from storm-water and wind.
11. Top soil to a depth of 150mm (unless otherwise approved by the works manager) is to be removed in stages from the resource area, and stored for use in staged rehabilitation.
12. A 'Permit for Vehicle Crossover Construction' may-be required and the crossover constructed, prior to any extraction.
13. Where clearing of vegetation is necessary to accommodate the extractive industry, clearing is to occur in accordance with a permit issued by the *Department of Environment Regulation*.

ONGOING CONDITIONS

A Development Approval may include conditions that run for the life of an extractive industry. Conditions may pertain to the following:

14. The owner/applicant is to ensure that operations occur in accordance with the approved 'Development Plan' and development conditions. Compliance includes:
 - a) Staying within Development Area boundaries – as per plan;
 - b) Extraction on a per hectare basis (1 hectare at a time);
 - c) Measures taken to suppress and minimise erosion; and
 - d) Progress of rehabilitation undertaken and completed per 1 hectare.
15. Any offsite fill, used to facilitate rehabilitation, must be clean fill, which includes material that will have no harmful effects on the environment.
16. If the extraction site is located within a Priority Water Catchment Area, rehabilitation shall not be achieved through importing fill. Rehabilitation of landfills should be conducted primarily with sand and loam to a depth generally not exceeding two metres and may involve the use of neutralised peat or acid sulfate soils or other organic matter to aid soil structure, but not as the main ingredients.

COMPLETION OF EXTRACTION

17. At the completion of extraction, the site is to be rehabilitated to the satisfaction of the Shire of Boyup Brook. At the discretion of the Shire of Boyup Brook, the bond/bank guarantee is either:
 - a) Returned to the proponent once rehabilitation is completed to the satisfaction of the Shire of Boyup Brook; or
 - b) Used to rehabilitate the site to the satisfaction of the Shire of Boyup Brook.

POLICY NO.	P.10
POLICY SUBJECT	Fire
ADOPTION DATE	27 August 2015

Statement

1. This Policy has been adopted in accordance with Part 9.6 of the Shire of Boyup Brook District Planning Scheme 2.
2. Bush fire hazard issues are to be considered in the assessment of all proposals and applications. Proponents are encouraged to discuss bush fire management implications for their proposal with the local government administration early on in the planning/design process and prior to the formal lodgment of the application/request.
3. The policy provisions apply to proposals for scheme amendments, structure planning, subdivision, building envelope relocation, planning consent and building permit applications.
4. Where there are differences between the policy or Western Australian Planning Commission requirements and Australian Standards 3959-2009, Australian Standards 3959-2009 prevails.

Objective

To assist in reducing the probability and impact of fire.

Scope

1. This Policy applies to applications for scheme amendment, structure planning, subdivision and development on land within;
 - a) Bushfire prone areas;
 - b) 50 metres of unmanaged grassland;
 - c) 100m of vegetation that's greater in area than 1ha; and/or
 - d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha.
2. The Policy provisions apply to the following types of development:
 - a) New dwellings;
 - b) Additions to existing dwellings; and
 - c) Outbuildings located (Class 10a) within 6m of a dwelling.
3. This Policy does not apply to commercial development.

Definitions

4. **Bushfire Hazard** – The flammability, arrangement and quantity of vegetation, dead or alive, that can be burnt in a bush fire.
(source: Planning for Bushfire Protection Guidelines, 2010).
5. **Bushfire Risk** – The chance of a bush fire occurring that will have harmful consequences on life

and property. It is measured in terms of consequences and likelihood, and arises from the interaction of hazards, communities and the environment.

(source: Planning for Bushfire Protection Guidelines, 2010).

6. **Bushfire Prone Area** - a bush fire prone area is an area that has been declared as such by the relevant local government responsible for an area (inclusive of 100m buffer). Once an area is declared bush fire prone, then AS 3959 applies to new residential development in it.

(source: Planning for Bushfire Protection Guidelines, 2010).

<i>Note: Bushfire prone areas may be derived from:</i>	
<ul style="list-style-type: none"> <i>Aerial photography; Local level verification; Interpretation; Validation; and Combination of above.</i> 	
<i>The following is low threat vegetation:</i>	
<ul style="list-style-type: none"> <i>Vegetation of any type at a distance greater than 100m from a site;</i> <i>Strips of veg < 20m in width regardless of length and not within 20m of each other;</i> <i>Veg < 1ha and not within 100m of other parcels;</i> <i>Multiple areas of veg < 0.25ha and not within 20m of each other;</i> <i>Managed grassland, maintained lawns, golf courses, maintained public reserves and parklands, botanical gardens, vineyards, orchards, cultivated ornamental gardens, commercial nurseries, nature strips and wind breaks (Source: AS 3959).</i> 	

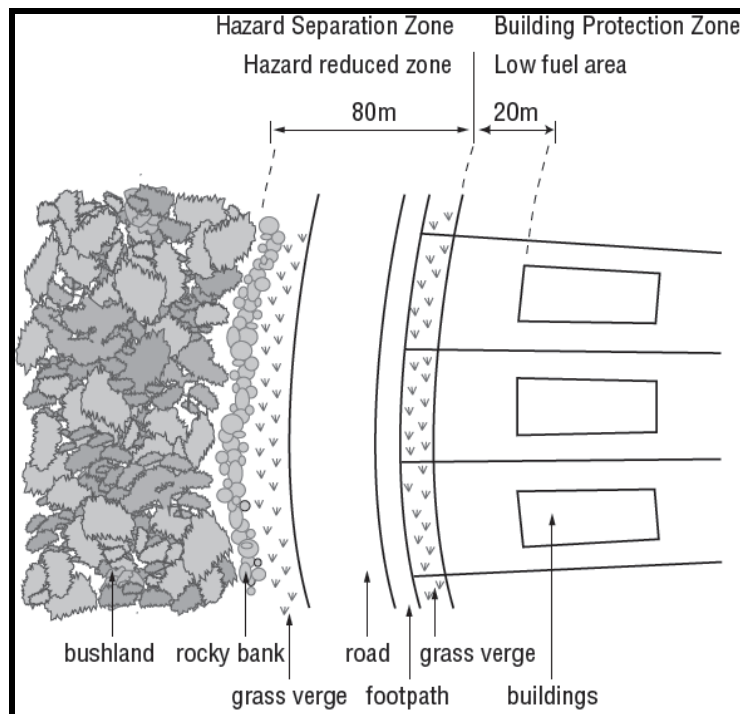
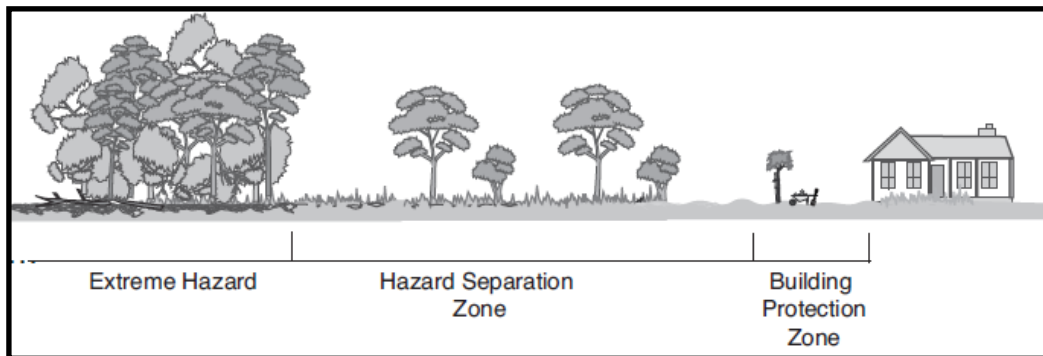
7. **Bushfire Attack Level (BAL)** – is a means of measuring a buildings potential exposure to ember attack, radiant heat and direct flame contact, in a bushfire event. Takes into account number factors including fire danger index, slope, type of vegetation and proximity to vegetation.

<i>Note: There are six levels of bushfire attack under the Australian Standard 3959, ranging from low to flame zone.</i>	
BAL Low	<i>Minor requirements warranted</i>
BAL 12.5	<i>Requirements to deal with Ember Attack</i>
BAL 19	<i>Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 12.5 and 19 kW m²</i>
BAL 29	<i>Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 19 and 29 kW m²</i>
BAL 40	<i>Requirements dealing with increased levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames.</i>
BAL FZ	<i>Requirements dealing with direct exposure to flames from fire front in addition to heat flux and ember attack.</i>

8. **Bushfire Management Plan** - sets out medium to long-term mitigation strategies for managing bushfire hazards and risk. These plans are usually required in the early stages of planning (re-zoning, structure planning or subdividing).
9. **Fire Consultant** - A person with expertise in fire management, who is eligible for certification under an applicable accreditation scheme.
10. **Building Protection Zone** – defensible space around buildings (Min 20m): – Roads, tracks, slashed grass, lawn.
11. **Hazard Separation Zone** – fuel reduced area between bush and buildings (100m or

80m if associated with BPZ).

Examples - Building Protection and Hazard Zones



Legislative Context

12. The ***State Planning Policy 3.7: Planning for Bushfire Risk Management*** assists in reducing the risk of bushfire to people, property and infrastructure by encouraging a conservative approach to strategic planning, subdivision, development and other planning decisions proposed in bushfire-prone areas.
13. The ***Australian Standards 3959 – Construction of Buildings in Bushfire-prone-areas*** covers the methodology for determining the bushfire attack level (BAL) for an allotment and goes on to provide the construction requirements for each level of BAL, including for floors, roofs, external walls and windows, verandahs and carports.
14. The Western Australian Planning Commission and Fire and Emergency Services Authority

of Western Australia endorsed the **Planning for Bush Fire Protection Guidelines (edition in May 2010)** to outline a range of matters that need to be addressed at various stages of the planning process, to provide an appropriate level of protection to life and property from bush fires and avoid inappropriately located or designed land use, subdivision and development on land where a bush fire risk is identified.

15. The **State Emergency Management Policy 2.4 (SEMC, 2001)** identifies Local Governments as the hazard management agency for both urban and rural fires, in areas other than Gazetted Fire Districts and DPAW estate.
16. Local Governments are responsible for the administration and implementation of the **Bush Fires Act 1954, Fire Brigades Act 1942** and **Land Administration Act 1997**.
17. **Building Regulations 2012** - Building surveyors required to ensure that, before they sign compliance certificates for relevant buildings or decks, a BAL assessment has been undertaken.

Note: Relevant Acts allow, as authorized:

- *Burning to reduce fire hazard (Bush Fires Act 1954);*
- *Clearing to construct firebreaks or to control or prevent the spread of fire (Fire Brigades Act 1942); and*
- *Clearing for fire management on Crown Land (Land Administration Act 1997).*

Clearing exemptions may not apply to classified Environmentally Sensitive Areas.

Policy Provisions

Note: Where possible, development should be located in already cleared areas away (>100m) from areas of bush fire risk.

Applications

18. Scheme amendment, structure planning and subdivision proposals on land within:

- a) Bushfire prone areas;
- b) 50 metres of unmanaged grassland;
- c) 100m of vegetation that's greater in area than 1ha; or
- d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha,

shall be accompanied by a Fire Management Plan. At the discretion and satisfaction of the Local Government, a Fire Management Plan shall be registered as a S70A notification on the title of the affected property or properties.

19. Dwellings and including additions and Class 10a outbuildings and decks within 6m of a dwelling, on land within:

- a) Bushfire prone areas;
- b) 50 metres of unmanaged grassland;
- c) 100m of vegetation that's greater in area than 1ha; or
- d) 100m of vegetation that's between 0.25ha and 1ha and within 100m of other identified veg that's >1ha,

shall be accompanied by a:

- a) 'Bushfire Attack Level Assessment'; and
- b) Plan showing:

- I. Proposed building envelope with 20m cleared building protection zone surrounding all development (20m is to be measured on the horizontal plain);
- II. Proposed hazard separation zone (must be located within subject property boundaries);
- III. For non-reticulated areas, a water tank designed to hold at least 30,000l for firefighting purposes; and
- IV. Applicable construction standard in accordance with Australian Standards 3959.

Fire Management Plan

20. Fire Management Plans are to determine:

- Bushfire prone areas;
- Bushfire attack level;
- Clearing or burning necessary for firebreaks, fire access tracks (x2) and other hazard reduction measures in accordance with relevant legislation;
- Active defence and/or escape plans; and
- Provision of water – in consultation with DFES.

Bushfire Attack Level Assessment

21. Bushfire Attack Level assessments are to determine:

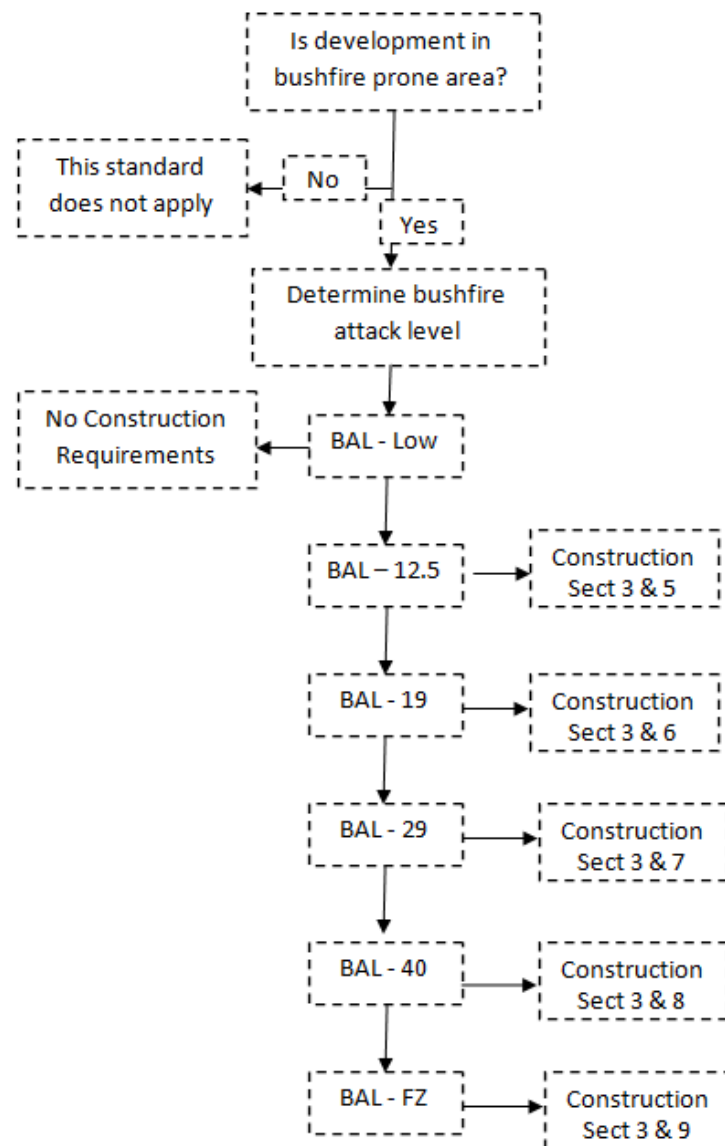
- a) Class of vegetation (refer to AS3959);
- b) Distance of the site from classified vegetation;
- c) Effective slope;
- d) Bushfire Attack Level; and
- e) Construction standard.

Consideration for Environmental Values

22. Developers are to ensure that:

- a) Fire Management Plans and Bushfire Attack Level Assessments balance bushfire risk management with biodiversity and conservation values.
- b) Where possible, development is located away from vegetation;
- c) Where appropriate setback from vegetation cannot be achieved, developers are to apply a minimum Bushfire Attack Level 19 Standard (BAL-19), hence minimizing the extent of clearing to establish a hazard separation zone.

Determining Construction Standards



Determining Bushfire Attack Level

Vegetation classification	Bush fire Attack Levels (BALs)				
	BAL—FZ	BAL—40	BAL—29	BAL—19	BAL—12.5
	Distance (m) of the site from the predominant vegetation class				
	Vegetation is upslope and flat land (0 degrees)				
A. Forest	<16	16–<21	21–<31	31–<42	42–<100
B. Woodland	<10	10–<14	14–<20	20–<29	29–<100
C. Shrubland	<10	10–<13	13–<19	19–<27	27–<100
D. Scrub	<7	7–<9	9–<13	13–<19	19–<100
E. Mallee/Mulga	<6	6–<8	8–<12	12–<17	17–<100
F. Rainforest	<6	6–<9	9–<13	13–<19	19–<100
	Vegetation is downslope (building is upslope) >0 to 5 degrees				
A. Forest	<20	20–<27	27–<37	37–<50	50–<100
B. Woodland	<13	13–<17	17–<25	25–<35	35–<100
C. Shrubland	<11	11–<15	15–<22	22–<31	31–<100
D. Scrub	<7	7–<10	10–<15	15–<22	22–<100
E. Mallee/Mulga	<7	7–<9	9–<13	13–<20	20–<100
F. Rainforest	<8	8–<11	11–<17	17–<24	24–<100
	Vegetation is downslope (building is upslope) >5 to 10 degrees				
A. Forest	<26	26–<33	33–<46	46–<61	61–<100
B. Woodland	<16	16–<22	22–<31	31–<43	43–<100
C. Shrubland	<12	12–<17	17–<24	24–<35	35–<100
D. Scrub	<8	8–<11	11–<17	17–<25	25–<100
E. Mallee/Mulga	<7	7–<10	10–<15	15–<23	23–<100
F. Rainforest	<11	11–<15	15–<22	22–<31	31–<100
	Vegetation is downslope (building is upslope) >10 to 15 degrees				
A. Forest	<33	33–<42	42–<56	56–<73	73–<100
B. Woodland	<21	21–<28	28–<39	39–<53	53–<100
C. Shrubland	<14	14–<19	19–<28	28–<39	39–<100
D. Scrub	<9	9–<13	13–<19	19–<28	28–<100
E. Mallee/Mulga	<8	8–<11	11–<18	18–<26	26–<100
F. Rainforest	<14	14–<19	19–<28	28–<39	39–<100
	Downslope >15 to 20 degrees				
A. Forest	<42	42–<52	52–<68	68–<87	87–<100
B. Woodland	<27	27–<35	35–<48	48–<64	64–<100
C. Shrubland	<15	15–<21	21–<31	31–<43	43–<100
D. Scrub	<10	10–<15	15–<22	22–<31	31–<100
E. Mallee/Mulga	<9	9–<13	13–<20	20–<29	29–<100
F. Rainforest	<18	18–<25	25–<36	36–<48	48–<100

POLICY NO.	P.11
POLICY SUBJECT	Container Deposit Scheme Infrastructure Policy
ADOPTION DATE	17 October 2019

Background

Local governments were encouraged by the State Government (Position Statement – May 2019) to adopt a local planning policy to ensure that specified infrastructure associated with depositing containers (for recycling purposes) are exempt from the requirement to obtain development approval.

There are broadly five types of infrastructure to facilitate the return of containers in WA. These are:

- Container collection cages: - donation points associated with schools etc
- In shop / over-the-counter / bag drop return points: - retail outlet where participants can deposit individual containers or bags of containers that are collected and returned to a retailer.
- Reverse vending machines:
- Container deposit recycling centres: and
- Large – scale facilities.

Purpose

The purpose of this policy is to:

- Provide guidance around the development of infrastructure associated with recycling products (Containers); and
- To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015* from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

Building Approval

Notwithstanding that development approval may not be required for the development of some forms of Container Deposit Scheme (CDS) infrastructure, a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

Accordingly, proponents should liaise with the relevant local government noting that a Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required.

Objectives

The objectives of this policy are to:

- Ensure the location, design and siting of infrastructure associated with depositing containers (CDS), is complementary to the character, functionality and amenity of urban localities.
- Prevent negative impacts on local amenity from the operation of CDS infrastructure.
- Enable the timely, cost effective delivery of essential CDS infrastructure.

- Provide conveniently located infrastructure to ensure the CDS' effective reduction of litter, increased recycling and protection of the environment

Definitions	
The Heritage Act	Means the Heritage of Western Australia Act 1990.
The Regulations	Means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and development Act 2005.
The Noise Regulations	Means Environmental Protection (Noise) Regulations 1997 (as amended) prepared under the Environmental Protection Act 1986.
The Scheme	Means the Shire of Boyup Brook Local Planning Scheme No.2.
Container deposit scheme infrastructure	Means a reverse vending machine or a container collection cage.
Reverse vending machine	Means a permanently-located unattended device that accepts empty beverage containers, and is incidental the predominant land use.
Container collection cage	Means a cage, or other structure, that is designed to store containers deposited at return points, and is incidental to the predominant land use.
Total lot area	Means the total land area of a freehold or survey strata lot.

Statutory provisions

1. Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations, unless the development is proposed on land in a place that is:
 - Entered in the Register of Heritage Places under the Heritage Act; or
 - The subject of an order under Part 6 of the Heritage Act; or
 - Included on a heritage list prepared in accordance with the Scheme; or
 - Within an area designated under the Scheme as a heritage area; or
 - The subject of a heritage agreement entered into under section 29 of the Heritage Act.
2. Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

Specified exemption

3. The development or operation of a large reverse vending machine is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, with the exception of:
 - a) Residential; and
 - b) rural, special rural, and rural smallholding zones.

4. The development of a container collection cage is development for which development approval is not required where it complies with all the relevant development standards outlined below (unless otherwise agreed by the local government), and may take place in any zone, including a residential or rural zone or public purpose reserve where the land is lawfully used for the purposes of:
 - a) Civic use;
 - b) Community purpose; and/or
 - c) Educational establishment.

Development standards

General

5. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not result in any change to the approved land use in a way that would result in the use no longer complying with any relevant development standards and/or requirements of the Scheme.

Location

6. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within 10 metres of an adjoining lot boundary that accommodates a residential use.
7. Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
8. Where the development of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
9. Where the development of a large reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines, and servicing access, the infrastructure must not be erected within two (2) metres of any road reserve or right-of-way intersection or crossover, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces.
10. Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive, and must be secured, locked and immovable.

Visual Amenity

11. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
12. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti resistant materials, which provide protection from the elements and,

where not consisting of promotional or branding material approved under the operation of the container deposit scheme, are consistent in colour and finish to that of nearby existing buildings.

13. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
14. Where the development of a large reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided, and serviced regularly to maintain the amenity of the area, at a rate of one (1) waste bin and 0.5 recycling bins (both 240L in volume) per 10 square metres of development footprint.

Operational Amenity

15. Where the development of a large reverse vending machine and/or container collection cage is proposed, the operation of the infrastructure must not prejudicially affect the amenity of the locality due to the emission of light, noise, vibration, electrical interference, smell or any other by-product.
16. Where the development or operation of a large reverse vending machine is proposed adjacent to land that accommodates a residential use, the machine must operate only between the approved opening hours of the predominant land use, or in the absence of any other use:
 - a) Between 7.00 am and 7.00 pm Monday to Saturday; and
 - b) Between 9.00 am and 7.00 pm on Sunday and public holidays.
17. Where the development or operation of a large reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
18. Where the development or operation of a large reverse vending machine and/ or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting—Performance and design requirements (as amended).
19. Where the development or operation of a large reverse vending machine and/or container collection cage is proposed, the infrastructure must be accessible to any person with a disability.

Development Footprint

20. Where the development of a container collection cage is proposed outdoors, the cage must not:
 - a) Have a development footprint of more than eight (8) square metres; or
 - b) Be more than two (2) metres in height.

21. Where the development of a large reverse vending machine is proposed outdoors, on land not used for car parking, the machine must not:
- a) Have a development footprint of more than 45 square metres, and
 - b) Be more than three (3) metres in height, or have dimensions greater than eight (8) metres by six (6) metres.
22. Where the development of a large reverse vending machine is proposed within an existing car park comprising more than 40 car parking spaces, the area occupied by the reverse vending machine must not exceed the greater of the following areas:
- a) The area comprising four (4) car parking spaces; or
 - b) 45 square metres, where the car park contains 200 car parking spaces or less; or
 - c) 75 square metres, where the car park contains 200 or more car parking spaces.
23. Where the development of a large reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure shall be installed at a rate no greater than:
- a) Container collections cage – one (1) per lot;
 - b) Large reverse vending machine proposed on land not used for car parking – one (1) per 15,000 square metres of total lot area; or
 - c) Large reverse vending machine proposed in an existing car park comprising more than 40 car parking spaces – one (1) per 1000 car parking spaces.

Section 6 – WORKS

POLICY NO.	W.01
POLICY SUBJECT	Material on Shire Reserves
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To ensure all reserves including roads and thoroughfares are free of materials including fencing and hay/silage rolls.

Statement

No materials including fencing and hay/silage rolls shall be left on reserves and road verges within the Shire.

Offenders shall be written to requesting that the material be removed within 14 days.

POLICY NO.	W.02
POLICY SUBJECT	Preservation of Gazetted Roads
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To preserve gazetted roads.

Statement

Applications received for road closures will only be considered if the proposal does not create a situation where an existing location will no longer be provided with a surveyed road.

Although in many instances a road is not constructed, it provides the Shire with the opportunity for an access at some time in the future should the need arise.

POLICY NO.	W.03
POLICY SUBJECT	Roadside Burning Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide guidelines for the burning of roadside debris.

Statement

AIM:

1. Reduce the leaf and limb debris on the road verges and gutters.
2. To overcome current road maintenance problems with regrowth close to road drains.
3. Create a pattern of burning which will have minimised impact on Native flora and Fauna.
4. Have all burning carried out in safe and responsible manner.
5. Liaise with local roadside interest groups about the burning of roadside.
6. Assessment of roadside to be burnt is to be carried out by the Shire and a priority list provided for the Chief Fire Control Officer.
7. Roads to be put into three categories:
 - (a). Annual burn - where only grasses exist.
 - (b). 2-5 years - moderate to heavy infestation and build up of grasses and tree litter on roadsides.
 - (c) 6 years upwards - minimal infestation of grasses and tree litter build up.

Burning Practice

1. No burning until after opening rain in April - May.
2. Verges to be lit only as directed.
3. The use of criss/cross burning pattern down roadsides where possible.
4. A written permit is to be obtained from the Chief Fire Control Officer.
5. That local Roadside interest groups be required to provide details of rare and endangered plants on road verges listed for burning.
6. Burning is to be under the control of the local brigade.

POLICY NO.	W.04
POLICY SUBJECT	Private Works
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide procedures for requests for private works.

Statement

It is Council's policy to carry out private works when the Shire's plant is available. All private works are to be carried out with a 20% profit allowance so that all ratepayers can benefit from the utilisation of the Shire's plant. Wherever possible, all private works are to be carried out after normal working hours on an overtime basis. Requests for private works and the documentation of each private work are to be in writing and records retained for future reference.

Where Shire equipment is used to carry out an undertaking which benefits a community group, the Shire will recoup the cost of fuel used, provided the plant is operated in the personal time of a Shire staff member trained in the use of that equipment.

If arrangements cannot be reached with Shire staff under such an arrangement, normal rates will apply.

POLICY NO.	W.05
POLICY SUBJECT	Grading
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide procedures for the grading of roads.

Statement

1. Wherever necessary, and safe to do so, loose material is to be graded-off in summer without creating large windrows and graded-on in winter; any overall variation of this to be by direction of the Chief Executive Officer following consultation with the Manager of Works and Councillors.
2. When grading-on, all useable material in table drains to be brought on to the road;
3. As an on-going program all tables drains, off-shoots and culverts to be opened up and kept open;
4. Every opportunity is to be taken to construct off-shoots at strategic points;
5. All gravel and dirt roads to be progressively reshaped to give and maintain to give sufficient fall to ensure water runoff;
6. That the day-to-day management of this policy be in the hands of the Chief Executive Officer to progressively implement these broad principles whenever and wherever the desired results can be achieved with commonsense and safety to road users.

Rubber tyred roller to be used behind graders during the winter grading program wherever possible.

Where possible, two graders are to be used for road maintenance for the entire year, bearing in mind the seasonal conditions and effectiveness of grading. Following the first winter rains, priority is to be given to ensuring that the road system is satisfactory for the coming winter.

POLICY NO.	W.06
POLICY SUBJECT	Road Verge Development Criteria
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To determine guidelines for the development of road verges.

Statement

Council's policy is to encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.

The preferred style is the fully grassed option with irrigation and up to two trees/20m of frontage. Any irrigation system is to be installed and operated to avoid nuisance to the public. All pipes are to be installed at a minimum depth of 400mm and approved pop-up type sprinkler equipment is preferred.

The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees are to be planted within 15m of street corners or within 7m of crossovers.

Subject to keeping the verge clear for the first 2.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items can be placed on the road reserve. Weed control using plastic sheeting with aggregate, tan bark, pine chips, pea gravel overlay is acceptable.

Any improvements placed or constructed on the verge is placed there at the risk of the property owner. The Shire will endeavour to preserve the layout, but no guarantee can be given.

No assistance can be given by the Shire for development, ongoing operation or maintenance costs.

The Shire will supply up to two trees of a mutually agreed species, provided the property owner agrees to plant and maintain them in a caring manner. Large trees are not to be planted in residential areas where the verge is less than 10m wide. Spreading varieties also are not supported unless they can be set well back to avoid intrusion into traffic safety sight lines. Poisonous trees and shrubs are not permitted to be planted on any road verge.

The Shire does not approve the full gravelling of verges in urban areas because:

1. This is not in keeping with the amenity of the area.
2. The action will tend to encourage undesirable verge parking on a semi-permanent basis.

The levels of new verge areas shall be compatible with properties on either side and shall slope toward the kerb at a 1 in 40 grade approximately or the property line level should be 150mm above the top of the kerb. Where the Shire has designated one side of the road for a future footpath or dual use path levels are to be provided by Shire's staff.

POLICY NO.	W.07
POLICY SUBJECT	Road Contribution
ADOPTION DATE	17 June 2004
VARIATION DATE	15 July 2004, 21 December 2007
VARIATION DATE	19 May 2011

Objective

The following provisions will apply where a proposal is presented to the Council where that proposal be it subdivision, planning applications or other development will impact on local roads.

Statement

Construction Standard

- 1 The standard of road construction shall be in accordance with Table 1 unless otherwise determined by Council.
- 2 Unless otherwise approved by Council design and construction of roads (including procedures, contract administration, site preparation, drainage and streetscape) shall be in accordance with the Institution of Public Works Engineering Australia (WA Division Inc) Subdivisional Guidelines Edition No.2 July 2009

Table 1 Road Construction Standards

Zone	Construction Standard	Reserve Width	Pavement Width	Shoulders
Residential (1) (2)	Asphalt	20m	6m	Mountable kerb
Special Rural (rural residential).	Two coat spray seal	20m	6m	1.2m
Rural small holdings	Two coat spray seal	20m	6m	1.2m
Rural (3)	Formed gravel	20m	6m	1.2m
Other (4)	As determined by Council			
Notes 1 – Council may vary these having regard to the Liveable Neighbourhoods Policy 2 - Council may elect to apply the Special Rural standards to low density residential lots greater than 2,000m ² 3 - Subject to site conditions, slope etc 4 - “Other” means all other zones within the Planning Scheme				

Subdivision and Amalgamation

The Shire will require the proponent of a subdivision/amalgamation to contribute towards the upgrading and construction of roads in the rural areas in accordance with the following: -

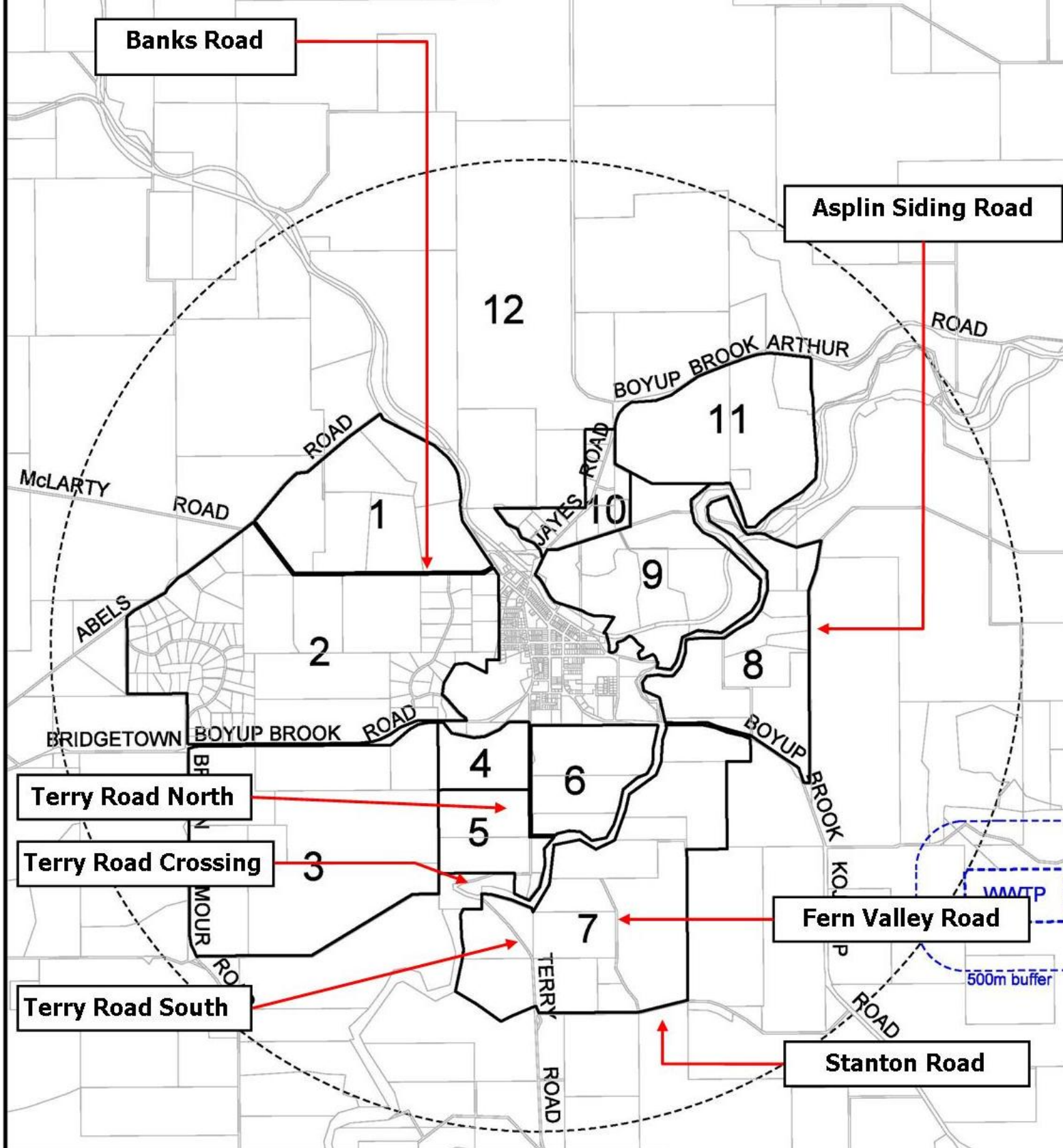
- 1 The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve.
- 2 The minimum standard of road construction for Special Rural (Rural Residential) zones and Rural Small Holdings subdivisions is a six (6) metre formed and sealed surface (two coat spray seal) with roadside drainage and cross overs. The Shire may consider a reduced road width under extraordinary or special circumstances.
- 3 The construction of a Special Rural and Rural Small Holdings subdivisions (internal) road in point 2 above shall be at the full cost of the proponent.
- 4 The upgrading of roads within and adjoining Special Rural and Rural Small Holdings policy areas is documented in Table 1 and the attached figure.
- 5 The Shire may contribute up to a maximum of 50% towards the cost of upgrading of other existing roads; where such upgrading is considered by the Council to be in the interests of the community and its road construction programme.
- 6 The construction or upgrading costs may include the following:
 - Field and feature surveys;
 - Soil testing;
 - Preparation of the road design;
 - Application to the EPA for the removal of any remnant vegetation;
 - Confirming the absence declared rare flora with DEC;
 - Compliance with Native Title and Future Act requirements;
 - Relocation of existing services (if required);
 - Fencing and signage (if required);
 - Twelve month maintenance bond and supervision fees.
- 7 Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:-
 - Determine the standard to which the road is to be constructed
 - Determine the total cost of the upgrading
 - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
 - Divide the total cost by the number of lots and length of total road frontage.
 - The proponent's relative proportion shall be the greater of the two calculations.

Note: This calculation may include a penalty amount where works are to be done outside of the Shire's adopted construction programme. The Shire will also consider the availability of local gravel supplies in calculating the cost of construction.

Table 2 Rural Strategy Special Rural and Rural Small Holdings policy areas

Road	Rural Strategy Figure 3 Policy Area	Subdivision Type	Contributions to upgrade
Banks Road	Area 1 on the northern side. Area 2 on the southern side	Rural Rural Residential	50% contribution from landowners for the frontage of the properties on the southern side when subdivision occurs.
Terry Road North (from river crossing to townsite)	Areas 4 & 5 on the western side. Area 6 on the eastern side.	Rural Residential Potential Urban	Depending upon the scale of development in Area 6 a 100% contribution will be required if Terry Road is the main access road. 50% contribution from landowners for the frontage of the properties in Areas 4 & 5 when if they develop before Area 6.
Terry Road Crossing	Area 7 and rural areas.	Rural Small Holdings	Will need further investigation to determine what type of crossing is required. Contributions will be based upon the subdivision lot yield which will be assessed in structure plan for the Area.
Terry Road South (To Stanton Rd)	Area 7 and rural areas.	Rural Small Holdings	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
Fern Valley Road	Area 7	Rural Small Holdings	100% contribution from landowners based upon the subdivision lot yield which will be assessed in structure plan for the Area. .
Stanton Road West (Fern Valley to Terry Rd)	Area 7 to the north. Rural to the south.	Rural Small Holdings Rural	May need sealing depending final road configuration in Area 7. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.
Stanton Road West (Fern Valley to Kojonup Rd)	Part Area 7 to the north. Rural to the south.	Rural	Standard would depend upon the upgrading of Terry Road and final road pattern in Area 7. Any contribution would be from properties in Terry Rd and Fern Valley Road and would be 50% based upon lot yield to be assessed in structure plan.

Asplin Siding Road	Area 8 on the western side. Rural to the east.	Rural Small Holdings Rural	Functions as a rural distributor road. Adjoining landowner's contribution would be 50% based upon lot yield to be assessed in structure plan.



**SUMMARY OF OBJECTIVES
(SEE TABLE 1 FOR DETAILED PROVISIONS)**

- | | |
|----------------------------------|-----------------------------------|
| 1. MAINTAIN RURAL CHARACTER | 7. RURAL SMALL HOLDINGS |
| 2. RURAL RESIDENTIAL DEVELOPMENT | 8. RURAL SMALL HOLDINGS |
| 3. MAINTAIN RURAL CHARACTER | 9. MAINTAIN RURAL CHARACTER |
| 4. RURAL RESIDENTIAL DEVELOPMENT | 10. RURAL RESIDENTIAL DEVELOPMENT |
| 5. RURAL RESIDENTIAL DEVELOPMENT | 11. POTENTIAL TOWNSITE EXPANSION |
| 6. POTENTIAL TOWNSITE EXPANSION | 12. RURAL USES |

**RURAL RESIDENTIAL & RURAL
SMALL HOLDINGS**

ORIGINAL
A1
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1:40 000 at A3

DRAFTER:
K.S.
DATE:
08.04.2010



- 8 Where a subdivision application (including amalgamations or boundary re-alignments) requires the construction of a vacant road reserve the Shire will require the proponent to pay the total cost. In calculating the contribution the Shire will assess the likely traffic increase from the application.
- 9 All contributions payable under this Policy shall be placed in a Trust Fund prior to expenditure.
- 10 The Shire may elect to require as a condition of approval, for the applicant to sign a declaration acknowledging that the Shire has not given any undertaking to upgrade the road.
- 11 If the unconstructed road is not on the Council's road construction programme, any determination of a development application, or advice to the WAPC on a subdivision application, will not bind the Council into "fast tracking" the inclusion of the unconstructed road on future road construction programmes.
- 12 The Council recommends that prospective purchasers of land should take account of this Policy when contemplating the purchase of land that does not have front a constructed public road and/or has no gazetted public road access.

Unconstructed and Substandard Roads

Where the use of a lot is subject to a Shire planning approval and is modified or intensified such as to require the unconstructed or substandard road access to the lot to be constructed or improved:-

- 1 The minimum standard of road construction in a rural area is a six (6) metre formed gravel surface with roadside drains with a 20m wide road reserve. The Shire may consider a reduced road width or standard under extraordinary or special circumstances.
- 2 A substandard road is defined as a road which does not comply with the above standard. This includes where a road is not wholly contained within a road reserve.
- 3 The Shire may contribute up to a maximum of 50% towards the cost of upgrading an existing constructed road; where such upgrading is considered by the Shire to be in the interests of the community and its road construction programme.
- 4 Any contribution will have regard to the existing and other potential users of the road and will be based upon the following:-
 - Determine the standard to which the road is to be constructed
 - Determine the total cost of the upgrading
 - Calculate the total number and length of total road frontage of properties that will benefit from the upgrading. This can include both existing and potential properties.
 - Divide the total cost by the number of lots and length of total road frontage.
 - The proponent's relative proportion shall be the greater of the two calculations.

- 5 Where the construction of a vacant road reserve is required the proponent shall pay the total cost.
- 6 All contributions payable under this policy shall be placed in a Trust Fund prior to expenditure.
- 7 That in determining development applications, the Shire will have regard to the access to the site; its current and required standard. Where it is considered that the road requires to be upgraded as a direct result of the development, the Shire will consider refusing the proposal on the grounds that the development has inadequate access (unless the proponent agrees to pay the total cost of this upgrading).

Harvesting of Plantations -

The following statement shall be a development condition of approval:-

'Entering into an agreement with the Shire providing for the reimbursement of costs from the repair of damage of roads under the Shire's control, where such damage arises from the use of such roads by heavy vehicles used in conjunction with the plantation'

Background

In recent years, rural areas have been dominated by the rapid expansion of plantation farming, which is having and will have a major long term impact on traditional patterns of rural land use, local roads and traffic and land management within the Shire.

The general yield from blue gum plantations is ten times more than the equivalent cereal crop over a ten year period. Harvesting of plantations, approximately once every ten years, also results in a very intense period of activity on the site and local road use. Therefore, a higher standard of road is required for the removal of the product to its preferred market. This will require a large portion of the road network to be upgraded. Scattered locations of plantations throughout the Shire also adds to this problem.

As the Shire cannot afford to construct and maintain these special purpose roads, it will be necessary for the plantation companies to contribute to the road upgrading.

A combination of heavy haulage vehicles for plantation harvesting along with school bus and general vehicles on the Shire's road network has raised an increased concern over motorists safety. Generally the Shire will not support plantations where it considers public safety is or will be at risk due to heavy vehicles entering Shire roads creating potential serious conflict with local and visitor traffic. In determining the suitability of roads for plantation traffic the Shire will have regard to the current standard of the roads affected. Planning applications for plantations will also be referred to Main Roads Western Australia if considered necessary.

The Council will resolve specific road traffic and safety issues relating to individual plantations following the submission of harvesting plans."

POLICY NO.	W.08
POLICY SUBJECT	Crossovers
ADOPTION DATE	17 June 2004, 16 June 2016
VARIATION DATE	10th of June, 2016 – (Council item 8.1.1 June 2016)
Revision	Rural and Semi Rural Council contribution revised to 7.2 metres of pipe (3 x full lengths) or 9m ³ (1 x truck load) of gravel

Objective

To determine standards for crossovers.

Statement

The following is the Council's policy in relation to crossovers.

Driveways and crossovers giving access to roads managed by the Shire of Boyup Brook will be controlled for the safety and efficiency of the network and all road users.

All crossovers shall be constructed in accordance with the Shire of Boyup Brook specifications and guidelines.

Owner/Builder shall arrange for the construction of the crossovers by the Shire of Boyup Brook or a nominated private contractor.

Urban

Urban crossovers shall comprise of three categories:-

CATEGORY	ROAD FRONTAGE	<u>CROSSOVER TYPE</u>
A -	Sealed Road Concrete Kerbing	Concrete or Brick/Block Paving
B -	Sealed Road – Stone Kerbing	2 Coat Seal or Asphalt
C -	Sealed Road – No Kerbing	2 Coat Seal or Asphalt

The Shire will subsidise half the cost of a standard 3.0m wide crossover (measured at boundary /6.0m at road edge) per property subject to the crossover conforming to the Shire of Boyup Brook specifications.

A standard residential crossover (for the purposes of the Local Government Act 1995) has the following dimensions:

Length (verge width):=7m
Width at boundary line = 3m
Width of Edge of road = 6m
Area= 31.5m²

The subsidy shall apply to residential, commercial and industrial properties.

In the case of Strata Titles, a subsidy will apply to each crossover required to service the number of dwellings.

Crossovers eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed, as determined in that financial year budget.

Reconstruction of one crossover to a property will attract second subsidy revenue when that crossover has exceeded its maximum life as determined by the Chief Executive Officer.

<u>CROSSOVER TYPE</u>	<u>MAXIMUM LIFE OF CROSSOVER</u>
2 Coat Seal	10 Years
Asphalt	15 Years
Brick/Block Paving	20 Years
Concrete	25 Years

Rural and Special Rural Areas

The Shire will contribute a maximum of **7.2 metres** of stormwater pipes (if required) or deliver a maximum **nine** m³ of gravel, as its half contribution towards the cost of first crossover off a gravel road to the property, upon approval from the Chief Executive Officer. Where a crossover is proposed off a sealed road, the crossover shall also be sealed and drained and the subsidy will be as per gravel crossovers. All special rural developments require a sealed crossover where a sealed road frontage exists.

No subsidy will be paid for the construction of crossovers on non-rateable properties.

General Conditions

- All applicants requesting a new crossover will need to fill out a “Crossover Application Form” available at the Shire Administration Office.
- All crossovers need to be constructed to Shire of Boyup Brook specifications and guidelines.
- No subsidy will be paid for the construction of crossovers on non-rateable properties.
- The Shire will not be responsible for maintenance of crossovers.

POLICY NO.	W.09
POLICY SUBJECT	Road Works/Fire Prevention
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To provide adequate fire protection for construction works undertaken within a road reserve.

Statement

Any persons undertaking construction works within a road reserve must comply with the relevant Firebreak order.

Construction works within a road reserve

Building a bridge construction works undertaken within a road reserve between 09 October and 01 May shall be subject to the requirements of:-

- (a) All flammable materials being removed within a 5 metre radius of the working site;
- (b) A Fire unit with an adequate water supply being on-site during construction;
- (c) Notification of the Local Fire Control Officer prior to construction.

POLICY NO.	W.10
POLICY SUBJECT	Shire Equipment – Outside Use
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007, 19 September 2013

Objective

To provide guidelines for the outside of Shire plant and equipment.

Statement

Shire Plant and Equipment shall not be loaned or hired for private use unless it meets one of the following criteria:

1. Use by clubs/not for profit organisations

- i) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect it's normal work.
- ii) All large plant items are to be driven by a Shire Employee who is suitably qualified in the correct use of that piece of equipment. The cost of the Shire employees wages including public works overheads and penalty rates are to be charged to the club unless the Shire employee elects to waive the claiming of wages or the club/not for profit organisation successfully applies for a donation from Council (see Policy F02 – Donations)
- iii) All fuel to be charged to the club or organisation unless the club/not for profit organisation successfully applies for a donation from Council (see Policy F02 – Donations)
- iv) All damage to the plant is to be charged to the club or organisation.
- v) The use of the piece of plant or equipment is approved by the Chief Executive Officer and is only used for established community functions or for community group/club use.
- vi) When clubs/not for profit organisations request the use of Council Plant and Equipment, Council Policy F02 – Donations must be adhered too. That is:
 - (a) For amounts over \$500 in-kind, the club/organisation must submit an application by the due annual date, to be approved and accepted into the new budget.
 - (b) For amounts under \$500 in-kind, the club/organisation must submit a request to the Chief Executive Officer who may in consultation with the Shire President approve an extraordinary donation.

For the purpose of this policy plant and equipment rates are to be calculated at Councils "plant operations cost" plus 10% to cover administration. Council employee wages cost to be calculated at the employees pay scale plus any penalty rates plus Councils "Public Works Overheads".

2. Use by Shire Employees

- i) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect it's normal work.
- ii) All large plant items are to be operated by a Shire Employee who is suitably qualified in the correct use of that piece of equipment.

- iii) The cost of the Shire's operators wages, unless waived by the employee, is to be paid in full to the Shire including public works overheads and penalty rates as they may apply.
- iv) Plant and equipment is to be charged out to the employee at Councils set plant operating costs for that piece of plant and equipment plus a 10% administration fee.
- v) All machinery and equipment is to be filled with fuel prior to its private usage, by the Shire. It is to be returned full of fuel (at the employees cost) at the end of the private usage.
- vi) All damage to the plant (including tyres, mirrors, windows etc) is to be charged to the employee requesting the usage. If damage is claimable under the Shires insurance policy, then the insurance excess is payable by the employee requesting use.
- vii) The use of the piece of plant or equipment is approved by the Chief Executive Officer and is only used on the employees own property. It is not to be used under this clause on other people's property.

For the purpose of this policy plant and equipment rates are to be calculated at Councils "plant operations cost" plus 10% to cover administration. Council employee wages cost to be calculated at the employees pay scale plus any penalty rates plus Council's "Public Works Overheads".

3. Use by the general public

- i) Under no circumstances shall minor, not plant equipment, be loaned or hired for private use except where identified in the annual budget or in a formal lease/agreement.
- ii) All Shire plant items are to be operated by a Shire employee. There will be no dry hiring of Shire plant.
- iii) The rates of plant hire shall be as shown in the current budget and will be inclusive of operators costs and fuel but not delivery costs. Rates are those shown for hire occurring during normal Shire working hours. Penalty rates will apply for work done on weekends and outside of normal hours.
- iv) Plant to be used on weekends or at a time when it is convenient to the Shire and does not affect it's normal work.

POLICY NO.	W.11
POLICY SUBJECT	Road Contributions – Other than situations covered in Policy W07
ADOPTION DATE	16 May 2013
VARIATION DATE	

Background

Landowners in rural areas whose residences are constructed alongside un-sealed roads encounter the issue of dust generated by passing vehicles and approach the Shire in order to have the road upgraded to overcome these issues. Council funds are limited and priority is given to maintaining the major road network with the result that these minor works have not met the selection criteria and are excluded from the construction program.

Objective

This policy gives the provision for property owners/occupiers to have a section of road considered on a more favourable basis for sealing or other improvement works in Council's Annual Works Program under a scheme whereby Council contributes up to 50% of the cost of upgrading the road with the remainder to be borne by the land holder/occupier.

Policy

Council will consider as part of the Annual Works Program, requests to upgrade existing roads, which are not required to be upgraded by Council and are not in Councils 10 year plan, generally in accordance with the following:

1. Formal request is lodged stating the type of upgrade required and the reason for the upgrade
2. Landowner contribution is up to 100% of the cost (minimum of 50%) of capital works including:
 - Survey pickup, road design and survey setout
 - Widening pavements to meet policy W07 requirements
 - Clearing of native vegetation to facilitate the widening, including the costs of obtaining then clearing permits and to carry out the requirements of the clearing permit (offsets etc)
 - Shaping the road including placement of drains, drainage pipes and culverts
 - Forming the road and placement of gravel subgrade and basecourse
 - Sealing of road (if requested)
 - Placement of signage and warning devices
3. Council will base its contribution, up to 50%, on a score calculated from the following 3 areas:
 - Safety: 20%
 - Environmental: 20%
 - Contamination 10%

The ratepayers contribution will be reduced by the assessed saving to Council arising out of any road realignment relevant to the improvements.

Work will only proceed if sufficient funds exist within the budget. Work may be referred to the 10 year Works Programme

4. Where multiple dwellings exist in close proximity and all request the same upgrade to a road, each landowners contribution will be a proportion of the unfunded portions cost, calculated as the proportion of road in front of each landowners property over the total of all property lengths on the road to be upgraded

Requests for sealing or upgrading roads on a shared cost basis will be referred to Council in the form of an agenda item.

POLICY NO.	W.12
POLICY SUBJECT	Movement of Stock on Shire Controlled Roads
ADOPTION DATE	16 May 2013
VARIATION DATE	

Objective

To clarify the requirements for the movement of stock on roads under the control of the Shire of Boyup Brook.

Background

The Main Roads of Western Australia has a policy for the movement of Stock on Roads on roads under their control.

Roads under the control of Main Roads of WA are as follows;

Road M13: Boyup Brook – Donnybrook Road
Road M13: Boyup Brook – Kojonup Road
Road M6: Boyup Brook – Bridgetown Road

All other roads within the Shire of Boyup Brook not mentioned above are those for which this policy applies with the exclusion of private streets or thoroughfares and other agency controlled roads or thoroughfares i.e.; DEC.

The movement of Stock on Roads is also covered in the Road Traffic Code 2000 and relevant regulations.

The policy uses the MRWA guideline and Road Traffic Code 2000 as a basis and is as follows;

Statement

1. STOCK ON ROADS

Main Roads will provide guidance on reasonable precautions that should be taken when driving stock across or along a state road and will also permit stock underpasses under state roads subject to the underpass meeting Main Roads requirements.

Council will provide guidance on reasonable precautions that should be taken when driving stock across or along a local road and will also permit stock underpasses under local roads subject to the underpass meeting Main Roads requirements.

These guidelines do not address the issue of straying stock in unfenced pastoral areas.

2. APPLICATION & APPROVAL GUIDELINES

2.1. DEFINITIONS

Unless otherwise indicated in the text of this policy:

AS means Australian Standards.

Local road means a road under the control of a Local Government.

Main Roads means the Main Roads of Western Australia.

RTC 2000 means The Road Traffic Code 2000.

State road means a road under the control of Main Roads

Traffic signs mean a sign as recognised in the Australian Standards or Main Roads Signs Index.

2.2. BACKGROUND

The purpose of this policy is to provide reasonable precautions that should be taken when moving stock on local roads, and to outline Council's requirements for provision of stock underpasses on local roads.

The person in charge of moving stock across or along a road does not need formal permission from Council except for the following statutory requirements:

- For roads with declared Control of Access the consent of Main Roads is required. (Main Roads Act 1930, Section 28A (4)), and
- For roads within a town the permission of the Director General is required. (RTC 2000 Regulation 277).

A person driving stock on roads shall;

- not leave stock unattended (RTC 2000 Regulation 275), and
- provide reasonable warning and not cause unreasonable delay to approaching traffic (RTC 2000 Regulations 276).

The RTC 2000 allows the person in charge of moving stock on a road to install temporary road warning signs (Regulations 297 & 276), and to display an orange flashing warning light on a vehicle (Regulation 289).

2.3. APPLICATION

2.3.1. Precautions for Taking Stock Onto A Local Road

2.3.1.1. General

The RTC 2000 requires the person in charge of stock on a road to:

- Take all reasonable precautions to warn approaching traffic of the presence of the stock, and
- Arrange the moving of the stock at such times, and in such numbers, and establishes such control of the stock on the road, as is likely to prevent it causing unreasonable delay to the passage of other traffic.

2.3.1.2. Reasonable Warning

Reasonable precautions to warn approaching traffic with warning signs and devices is provided in the Technical Guideline (Section 3).

2.3.1.3. Unreasonable Delay

The following circumstances are considered to be cause for unreasonable delay:

- The duration of road closure is greater than 5 minutes; and for multiple crossing movements, all queued vehicles are not cleared before the commencement of the next crossing movement,
- The stock movement is on a dual carriageway road,

or

- The crossing is closer than 1 km to a stock underpass servicing the same landowner,

- The road's annual average daily traffic volume is greater than 500 vehicles per day.

2.3.1.4. Costs

The person in charge of the stock is responsible of the supply, installation and removal of the road traffic signs and devices associated with the stock movement on a road.

2.3.1.5. Roads with High Traffic Volumes

Where a road's annual average daily traffic volume is greater than 500 vehicles per day, a stock underpass is the preferred method of moving stock across the road.

2.3.2. Stock Underpasses under Local Roads

2.3.2.1. General

A stockowner may install an underpass under a local road subject to compliance with the requirements of these guidelines. There are conditions on the design, construction, and maintenance.

2.3.2.2. Costs

There is no fee for Council to process an application. The applicant shall be responsible for all costs associated with the design, construction and maintenance of the underpass structure.

2.3.2.3. Design and Construction

For sections of the underpass that are within and at the boundary of the road reserve, the design shall be approved by Council and the construction shall be undertaken by Council approved consultants/contractors.

2.3.2.4. Maintenance

The applicant shall maintain the underpass. The maintenance of the underpass by the applicant includes removal of fouling and repair of any damage to the road infrastructure within the road reserve.

2.4. APPROVAL - STOCK UNDERPASSES

2.4.1. Applications

A person wishing to install a stock underpass must submit an application to Council.

2.4.2. Approval

Approval of an application shall include a condition that a Stock Underpass Agreement be signed by both the applicant and Council before commencement of any work in the road reserve and shall indicate the extent, if any, of Council contribution of funding the underpass.

3. TECHNICAL GUIDELINES

3.1. GENERAL

The removal or covering of stock crossing signs when not in use is mandatory. Signs that are displayed while not in use may bring all signing into disrepute and may result in motorists disregarding important warnings. Signs should be covered such that they are not visible in all light conditions.

3.2. STOCK CROSSINGS

3.2.1. Stock Crossings - Visibility

A stock crossing where possible should be located such that approaching motorists can see the stock crossing point from more than 300m away, signing should be as per Figure 1. Signs should always be visible for more than 300m before the stock crossing point.

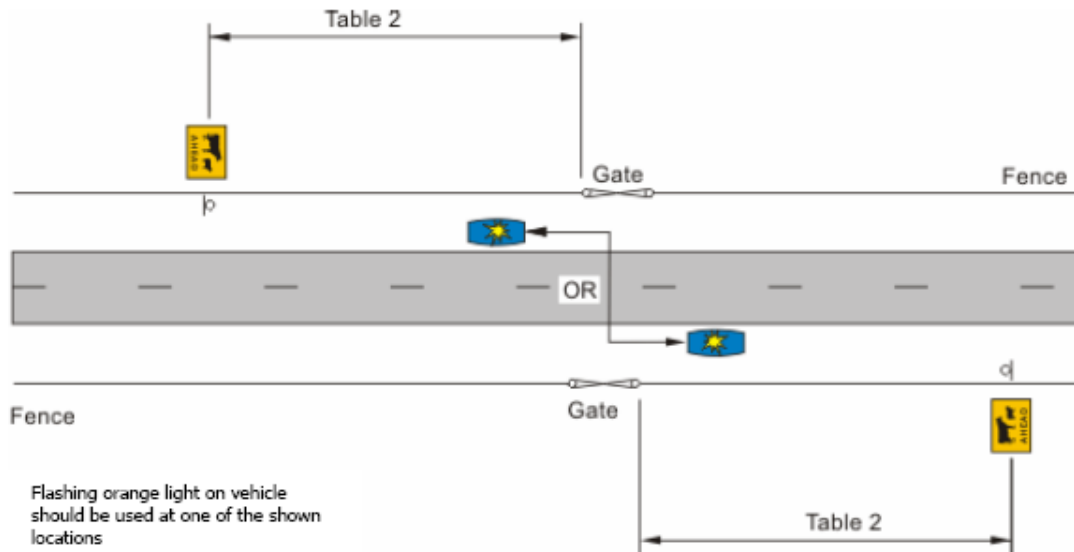


FIGURE 1 - Typical Stock Crossing Site – for bitumen roads.

NOTE: Gravel roads – there is no requirement for orange flashing lights

The crossing should desirably not be used when sun glare will interfere with drivers' view of the traffic signs or stock on the road.

Where stock movements are adjacent to or encompass an intersection, STOCK AHEAD and ON SIDE ROAD signs should be used on the side roads, to alert motorists entering the road that there is stock on the road. The location of the STOCK AHEAD sign should be based on a distance from the stock crossing as shown in Table 2.

POSTED SPEED LIMIT - KM/HR	MINIMUM SPACING DISTANCE - METRES
60	120
70	140
80	160
90	180
100	200
110/ STATE LIMIT	220

Table 2 – Placement of STOCK AHEAD Signs

3.2.2. Use of Stock Crossings during Night-Time, Periods of Poor Visibility or Hazardous Locations

Daylight use of stock crossings is preferred. Where the stock crossing is proposed to be used during night time, periods of poor visibility or in a hazardous location, the following actions should be taken:

- Signing and flashing rotating orange light should be carried out in accordance with Figure 1 (See also Sections 3.4 and 3.5),
- Any person standing on or adjacent to the road for the purposes of controlling stock should wear clothing with reflective strips,
- Floodlighting shall be provided at the crossing point. The lighting should be sufficient to clearly illuminate stock on the road formation in the vicinity of the crossing point. If the road reserve is wider than 30m then floodlights should be placed on both sides of the road reserve, and
- The Council sign STOCK AHEAD PREPARE TO STOP (MR-WAW-6) should be considered for use. With reference to Figure 1, the STOCK AHEAD PREPARE TO STOP sign should be positioned in place of the STOCK AHEAD sign.

3.3. DROVING OF STOCK ALONG A ROAD

Where it is necessary to move stock more than 100m along a road reserve, signs should be erected along the road shoulder in accordance with Figure 2. In addition, a lead vehicle and/or a tail vehicle should be placed in front and/or at the rear of the stock to warn approaching motorists. The vehicles should be located at a distance from the stock as shown in Table 2.

NOTE: On gravel roads no orange flashing light is required.

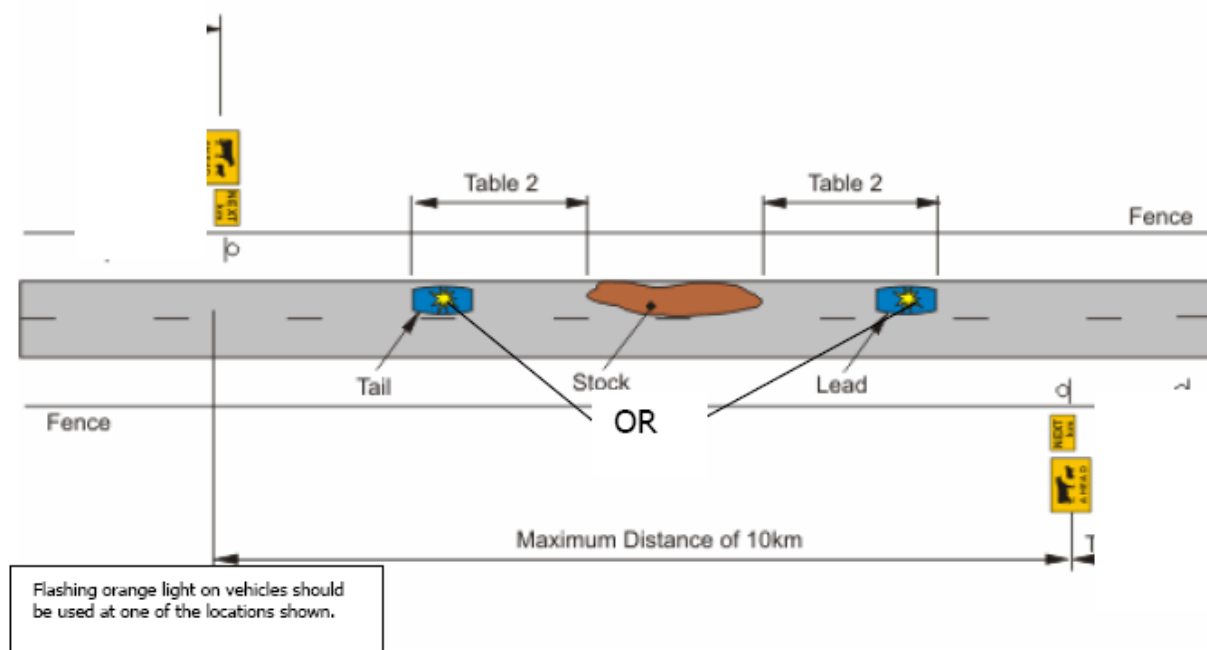


FIGURE 2 - Signing for driving of stock

NOTE: Where stock can be moved along the road reserve without stock or vehicles travelling on the carriageway, it remains necessary to adhere to the signage shown in Figure 2.

3.4. SIGNS

The conditions of the following publications have been described in this guideline:

- Main Roads Signs Index and relevant guidelines,
- Occupational Safety and Health Regulations 1996 Act, and
- Relevant Australian Standards.

Therefore, this guideline provides sufficient guidance for a person wanting to take stock onto a road to comply with the necessary standards. If required, further information can be obtained by contacting Main Roads.

Signs should be erected in accordance with these guidelines and Main Roads Standard Drawings 9548 - 0106 and 8720 -0762. All signs shall be rigid. The class of retro reflective material used shall be Class 1.

Signing should be displayed prior to and during the stock movement. Signs and flashing orange warning lights should be positioned and erected so that:

- Signs are properly displayed and firmly secured so as to prevent them being blown over by the wind or passing traffic, and
- Signs may be placed on the roadside or road shoulder and should be at least 1m clear of the road lanes.

The signs and any flashing orange lights should be displayed or installed immediately prior to the stock being driven on to the road reserve and folded over or removed as soon as the stock are no longer in the road reserve, as per Section 3.1 .

Signs are a specified treatment in this guideline, and typical signs are listed in Table 3.






<p>"STOCK AHEAD"</p> <p>AS 1742.2 Designation T1-19B</p> <p>Sign Size: 1200 x 900mm (sealed roads)</p> <p>OR 900 x 600mm (unsealed roads)</p>	
<p>"REDUCE SPEED"</p> <p>AS 1742.2 Designation G9-9A</p> <p>Sign Size: 1500 x 750mm</p>	
<p>"NEXT ... KM"</p> <p>AS 1742.2 Designation W8-17-1B</p> <p>Sign Size: 750 x 450mm</p>	
<p>"ON SIDE ROAD"</p> <p>AS 1742.2 Designation W8-3B</p> <p>Sign Size: 750 x 500mm</p>	
<p>"STOCK AHEAD PREPARE TO STOP (With Flashing Yellow)"</p> <p>Main Roads Designation MR-WAW-6B (See Section 2.3)</p> <p>Sign Size: 1100 x 1600mm</p> <p>Sign Dimensions</p> <p>Sign Post Dimensions</p>	

TABLE 3 - List of typical signs for Stock Crossings and Droving of Stock

Note: Permanent signs/flashing lights on Council controlled roads will not be permitted, Council reserves the right to remove signage or structures that do not comply with this policy.

3.5. VEHICLE MOUNTED WARNING DEVICE

The flashing orange warning light shall comply with the equipment described in the Road Traffic (Vehicle Standards) Regulations 2002. Vehicle indicator lights do not constitute a flashing orange warning light.

3.6. STOCK UNDERPASSES

Stock underpasses generally consist of reinforced concrete box culverts of a size suitable to allow safe passage of the stock and the farmer. Sizes for these structures may, for example, be:

- 1200 x 1200 mm Sheep movements,
- 1500 x 1500 mm Sheep movements where the stock owner may access the underpass, or
- 1800 x 1800 mm Cattle movements and where the stock owner may utilise a

vehicle in the underpass.

Fencing erected for the underpass shall prevent stock from entering the road.

POLICY NO.	W.13
POLICY SUBJECT	Connection of Private Landholders Stormwater into Councils Stormwater Drainage System
ADOPTION DATE	16 May 2013
VARIATION DATE	

Objective

This policy clarifies the procedure and requirements for the connection of private landholders stormwater, collected from their land, into Councils Stormwater Drainage System.

Background

Council has a stormwater drainage system that currently copes with the requirements of containing and directing stormwater collected from Council reserves, land, footpaths and streets and directing into either Councils storage dams or into the Blackwood River (via the Boyup Brook).

The addition of additional stormwater to the system from private landholdings can often have adverse effects downstream in the form of overloading the capacity of the pipework resulting in localised flooding. This policy will alleviate these issues ensuring that any additional stormwater systems will not overload Councils system and that they are constructed in a manner that will benefit the system as a whole and allow for future maintenance works as required.

Policy

Council will consider allowing the connection of private landholders stormwater to Councils stormwater system as long as no adverse effects are caused by the connection and no costs are incurred by Council. A connection is considered to be either a direct connection via pipework and a manhole or via “bubble up pits” in the street. Landowners will need to conform with the following:

1. Formal request is made to Council in writing requesting the type and location of the connection.
2. The formal request is accompanied by a plan by a competent person showing:
 - a. the location of the land holding
 - b. the size of the land holding,
 - c. the area of the landholding that will contribute to the stormwater run off and the type of land that contributes eg shed roof, paved carpark, grassed area
 - d. the proposed connection method and point – note all connections into Council system will need to be via a silt trapped manhole on the property and a silt trapped manhole in Councils System, to allow maintenance and cleaning of pipes.
 - e. All manholes within Council reserves and roadways will need appropriate trafficable lids
 - f. The landholdings internal stormwater system including ‘peak flow’ storage if any
3. Agree to and pay for a consulting engineer of Council’s choice to check and ensure that the proposed “private system” will not cause adverse effects to Council’s

stormwater system. The Council's engineer will ensure the new system complies with Council's "Boyup Brook Drainage Study".

4. Agree to pay a fee of 1.5% of construction costs to cover the costs of Council inspections. This fee does not cover the supervision of the installation of the drainage system, which must be done by a competent and experienced person.
5. All service relocation costs to be borne by the landholder along with payment of any damages to the services caused by the landholders contractor.
6. All works connecting into or through roads and footpaths must be done with an approved Traffic Management Plan.

POLICY NO.	W.14
POLICY SUBJECT	Weed Control in and on Shire Controlled reserved by organisations other than the Shire of Boyup Brook
ADOPTION DATE	12 th December 2013
VARIATION DATE	

Objective

To provide a guideline for interested individuals, groups and organisations who wish to contribute to the control of weeds on and within the reserves within the Shire of Boyup Brook.

Statement

The Shire of Boyup Brook fully supports individuals, groups and organisations who wish to undertake weed control in and on Shire controlled reserves within the Shire of Boyup Brook as it recognises that it has insufficient resources to perform this weed eradication itself.

The Shire of Boyup Brook has a 'Roadside Conservation Value' report compiled in May 2013 by the DEC, which gives a summary of roadside weeds at the date of capture.

Any persons undertaking or considering to undertake weed control in or on Shire controlled reserves within the Shire of Boyup Brook must first obtain permission in writing from the Chief Executive Officer. The letter of permission must include:

1. Name of individual/group or organization undertaking work
2. Location of works including reserve number or road name
3. Date of works (if over several years state expected duration)
4. Species to be controlled
5. Method of Control. Include physical and chemical measures as well as details of any safety requirements that will be utilized during eradication.

SECTION 7 – OTHER

POLICY NO.	O.01
POLICY SUBJECT	Receptions and Functions
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To clarify procedures for the conduct of functions held in the Council Chambers.

Statement

Requests for civic receptions are to be referred to the Shire President who is empowered to approve or reject the request provided that a specific or general budget authority exists.

Arrangements for civic receptions (format, invitation list, etc) are to be made by the Shire President and Chief Executive Officer without referral to Council.

Catering for Council functions, including the provision of afternoon tea for monthly meetings, is to be left to the Shire President and Chief Executive Officer to organise.

POLICY NO.	O.02
POLICY SUBJECT	Recreation Grounds – Addition and Removal of Fixtures
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide guidelines for the installation or removal of fixtures at the Recreation grounds.

Statement

That no building fixtures (for example basketball/football and hockey goals, lighting etc.) are to be installed or removed from the Recreation grounds by any sporting organisation without consulting the Shire.

POLICY NO.	O.03
POLICY SUBJECT	Tourism and Area Promotion Policy
ADOPTION DATE	17 June 2004
VARIATION DATE	20 June 2019

Objective

To provide an indication of support for local tourism.

Statement

This Council recognises tourism as an industry in the Shire.

All private tourist operators will be encouraged in their venture, providing they comply with local laws and policies.

An annual review will be undertaken of Shire's financial and "in kind" contributions to tourism and area promotion. Of the order of 70% of the annual Community Grants pool (2.0% of rates) shall be allocated to tourism and area promotion to fund tourism and area promotion Memoranda of Understandings and one-off grants. This will ensure funds are allocated fairly and in the best interest of tourism and ratepayers.

Policy Implications

Policy F.02 Guidelines for Community Grants should be read in conjunction with this policy.

Dates Reviewed

21 December 2007
20 June 2019

POLICY NO.	O.04
POLICY SUBJECT	Insurances – Professional Indemnity – Use of Disclaimers
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To limit potential claims against professional indemnity.

Statement

Council adopts as policy the use of disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Shire 's insurers.

POLICY NO.	O.05
POLICY SUBJECT	Complaints Against Third Parties
ADOPTION DATE	17 June 2004
VARIATION DATE	

Objective

To provide procedures for the laying of complaints against a third party.

Statement

That any member of the public wishing to making a complaint against a third party may do so either verbally or in writing but must provide full details including identity.

The Chief Executive Officer may use his/her discretion in considering the investigation of anonymous complaints where the premise of the complaint is of an urgent or exceptional nature.

Where this policy conflicts with state legislation, then that legislation shall apply.

POLICY NO.	O.06
POLICY SUBJECT	Temporary Toilets
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide guidelines for the approval of temporary toilet facilities.

Statement

That in the case of applications being received by the Shire for approval to use a bore hole or other type of temporary toilets in larger public and/or private functions, the Chief Executive Officer be authorised to approve such applications where the Environmental Health Officer is satisfied that such approval will not give rise to health problems.

POLICY NO.	O.07
POLICY SUBJECT	Temporary Accommodation – Owner Builder
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide guidelines for owners/builders seeking temporary accommodation on a rural or special rural property.

Statement

Out Building

Applications for the use of an outbuilding as temporary accommodation on a person's rural or special rural property during construction by the owner/builder of a dwelling on that land, may do so under the following conditions: -

1. That the accommodation is inspected and approved by the Environmental Health Officer/Building Surveyor prior to occupation whereby the following minimum Health and Building Standards shall apply: -
 - (a) the outbuilding is in good structural condition and a building licence has been issued for it;
 - (b) suitable waste water disposal system has been installed ie a septic tank and leach drain apparatus;
 - (c) a kitchen sink, laundry trough, bath and / or shower all supplied with a continuous supply of hot and cold water;
 - (d) there is adequate lighting and ventilation for the size of the outbuilding for habitable purposes.
2. The applicant submits a building application for any structural works carried out on the outbuilding to render it habitable and must receive a building licence prior to it being occupied.
3. A building licence shall be issued for the proposed dwelling within 3 months of the temporary accommodation approval date.
4. The approval shall be initially for a 6 month period, however, should reasonable progress be made on the proposed dwelling a further 6 month period will be granted.
5. All cases where the dwelling remains incomplete after 12 months are to be referred to the Council for further approval, however, the Council will only approve a final extension of 6 months therefore allowing the outbuilding to be utilised for a maximum period of 18 months.

CARAVAN

The use of a caravan for temporary accommodation purposes will be approved for a maximum period of 12 months.

The Council's approval when given will require as a condition that clauses 1, 2 and 3 above are complied with.

POLICY NO.	O.08
POLICY SUBJECT	Temporary Caravan Parks and Camping Grounds
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007
VARIATION DATE	18 June 2009

Objective

To clarify the requirements of the *Caravan Parks and Camping Grounds Act 1995* and *Regulations 1997*, where a local government is empowered to approve a Temporary Facility (i.e. Caravan Park and/or Camping Ground).

Statement

Clause 6 of the Caravan Parks and Camping Grounds Act 1995 requires that any person who operates a caravan park or camping ground (including a Temporary Facility) must be licensed. The *Caravan Parks and Camping Grounds Regulations 1997* provide that a Local Government may issue a license for a Temporary Facility for a stipulated period under 12 months. Prior to giving this written approval the Local Government must be satisfied that the land is a suitable place for camping especially with respect to:-

- safety and health; and
- access to services

Application for Temporary License

Application for approval shall be made in the form prescribed in the Regulations, together with a site plan and prescribed application fee (minimum \$100.00). Full details of the toilet/ablution facilities for caravans/camps, vehicle roadways, provision of potable water, refuse collection and disposal, supervisory arrangements and any other information required by the Shire, must be provided.

A licence for a Temporary Facility will stipulate the period/s of license and shall be issued for no more than one year prior to a license period.

Minimum Standards/Conditions

- 1 **Limit to Number of People on a Site**
No more than ten people are to camp on a site at any one time.
- 2 **Distances between Caravans, Camps, Buildings etc**
There is to be a least 3 metres between a caravan, annex or camp on a site and;
 - a caravan, annexe or camp or any other site;
 - any building on the facility; or
 - an access road.
- 3 **Tent/Camping Sites**
A tent or camping site must have a minimum area of 25 square metres.
- 4 **Access**
Access to all caravan or camping sites shall be at least 6 metres wide.

5 Fire Prevention and Protection

- The lot shall comply with the Shire's Fire Break Order (or variations thereof).
- There shall be an adequate volume of water on-site with appropriate appliances, or alternative arrangements for fire fighting purposes.

6 Ablution and Toilet Facilities

The number of showers, toilets and hand basins shall be as per the following table. This table relates to a Nature based Park, which may be occupied for up to 3 consecutive nights. For occupation beyond 3 consecutive nights, the number of toilet/ablution fixtures will be derived from Schedule 7 of the *Regulations*.

No. of Sites	Toilets			No. of Showers (each sex)	No. of Hand Basins (each sex)
	Male		Female		
	No. of pedestals	mm of urinal trough	No. of pedestals		
1-10	1	0	1	1	1
11-17	1	600	1	1	1
18-20	2	600	2	1	1
21-25	2	600	2	2	2
26-34	2	1200	2	2	2
35-50	2	1200	3	2	2
51-75	3	1800	4	3	3
76-100	4	2400	5	4	4

- In calculating the number of sites above, two camping sites are equal to one caravan site and for each 600mm or urinal trough, a toilet may be provided instead.
- Caravans or Recreational Vehicles containing independent toilet and ablution fixtures, with sufficient fresh water and waste-water storage capability can be excluded from calculations based on the above table. However, such vehicles shall be generally accommodated in a dedicated area and the supervisor must record the vehicle type and registration number.
- At least one hand basin must be provided in a toilet block for the use of each gender.
- Where the lot is used for no more than two consecutive nights per license period, the requirements for showers will not apply.
- An adequate supply of running water must be provided for all ablution facilities.

7 Rubbish

There is to be at least one rubbish bin with a capacity of not less than 80 litres for every five sites. Bins will be emptied as necessary to prevent overflow of refuse or a nuisance being created.

8 Waste Water Disposal

Having regard for the temporary nature of the Facility, there shall be an adequate number of septic tank and leach drains servicing the ablution and toilet facilities as per the Health Department of Western Australia regulations.

9 Supervision

The Temporary Caravan Park or Camping Ground will be provided with suitable on-site supervision. As a minimum, supervision must be provided when clients are booking-in and a phone help/contact number, which is accessible throughout the license period, must be posted for the notice of all patrons.

The supervisor must record the number of caravan and camping sites allocated and the number of vehicles with independent sanitary fixtures (see item 6 above).

Exemptions

A rural lot may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year.

A Shire owned lot or land vested in the Shire which is formally controlled by a community organisation may be used as a Caravan Park and Camping Ground without seeking the approval from the Local Government if the lot is used for no more than three consecutive nights and not more than ten nights per year. .

These exemptions only apply on condition that the use of that land for a Caravan Park and Camping Ground is in compliance with the above minimum standards.

Licence

Upon planning approval being given, a planning consent will be issued requiring the standards outlined in this policy and any other condition that the Council sees fit to impose shall be complied with prior to the grounds being occupied. The planning consent shall be regarded as the licence.

A licence for a Temporary Caravan Park and Camping Ground shall be applied for on an annual basis.

POLICY NO.	O.9
POLICY SUBJECT	Recreation Grounds and Parks – Use of
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide direction for the use of Recreation Grounds and Parks by various groups.

Statement

The grounds covered under this policy include-

- ✱ Recreation Oval
- ✱ Hockey grounds
- ✱ Music Park
- ✱ Basketball/netball courts
- ✱ Sandakan Park
- ✱ Visitor Centre grounds
- ✱ Other areas at the discretion of the CEO

The use of the shire grounds by any locally based community organisation or club is permitted without reference to the Council provided that booking details in written format are forwarded to the shire CEO at least two months (previously one month) prior to the event/s. Shire staff are responsible for registering the usage to avoid double bookings.

The use of the grounds by any other organisation is subject to the Council's approval. The request for approval shall be in written format and forwarded to the shire at least two month's prior to the event/s. Should the event be approved, registration shall take place.

Sporting clubs shall pay an annual fee for the regular use of the facilities.

Schools are exempt from paying hire fees where fund-raising does not take place (intent the same but wording improved)

Subject to the Council's approval, other community organisations may be exempt from paying hire fees for one-off annual events and festivals subject to applications being in written format and forwarded to the shire at least 2 months prior to the event.

Commercial entities and non-exempt community organisations are subject to paying the private hire fees as set in the Shire's Annual Budget.

All organisations shall comply with the 'conditions of approval' for the use/hire of the grounds as determined by the CEO. These conditions shall include a clause whereby groups/clubs shall provide, at the discretion of the CEO, written proof of holding public liability insurance for their activities

All organisations are required to pay a bond prior to using the facility as set in the Shire's Annual Budget.

POLICY NO.	O.10
POLICY SUBJECT	School Bus Bays Application Criteria
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007

Objective

To provide the criteria for assessing requests for “turn around” and “pull over” bays on bus routes to provide safe access and egress to and from school buses by schoolchildren.

Statement

Assessment Criteria

Applications for “turn around” and “pull over” bays on School bus routes will be assessed by the Chief Executive Officer and the School Bus Coordinator from the Boyup Brook High School, based upon the following criteria:-

- 1 Safety – Children must not be subject to unnecessary danger from traffic when boarding or alighting from a school bus.
- 2 Visibility – Traffic sight distances must be maintained when determining access locations for school buses.
- 3 Topography - Sight distances and verge conditions (batters, vegetation, table drains) influence the access locations.

Service considerations – Numbers of children accessing a location and the expected usage (years left at school) by the children should also be considered for access locations.

Outcome of Requests

The CEO will determine whether requests should be declined or supported upon submission of a report by the Manager of Works, which shall include estimated construction costs based upon one of the following solutions:-

1. Pick-up and Set-down points
2. Pull over bay
3. Turn-around Bay

POLICY NO.	O.11
POLICY SUBJECT	Annual Award - Process
ADOPTION DATE	17 June 2004
VARIATION DATE	21 December 2007,
	18 July 2013, 19 May 2016, 21 June 2018

Objective

To determine guidelines for acknowledging distinguished performance/outstanding achievement/positive contributions to the community by residents.

Committee

Following the general elections every two years, Council will establish an Annual Awards Committee and the Committee shall comprise a minimum of four (4) Councillors.

Advertisement and Promotion

The Shire should actively promote Australia Day and the Awards, and the Committee is to determine the mode of advertising within budgetary constraints.

Award nomination forms to be available from the Shire Office, Shire website, and from public places 6 months before the closing date.

Nominations

The Shire will annually invite nominations for the following Awards:-

- Citizen of the Year
- Young Achiever of the Year
- Sports Person of the Year
- Kevin Henderson Memorial Award – Volunteer Award

The Committee may also:

- Invite nominations for an additional category which it feels is significant to the community.
- Recommend to the Shire President that a President's Award could be made to a person who was a resident in the Shire for a substantial amount of time, and whilst here made a significant contribution or achievement, or who subsequently made a significant achievement in any field or location.
- To review policy, forms and may make changes as it sees fit. (Policy changes to be drafted to be submitted to council).
- Nominations may not come from a member of this committee however Shire Councillors are eligible to submit a nomination.

Notes:

Nominations will be open to be received from the 1st August.

- (1) The committee may make an award to more than one person in a category if they are from the same family, or in a group.
- (2) There is no restriction on the number of nominations in a category which must be received before an award can be made.
- (3) An Awardee may receive another award in the same category at a later date.
- (4) An Awardee may receive an award in a different category at a later date.
- (5) It is assumed that recommendations regarding a President's Award will be rare.

Nominations must be in a sealed envelope marked "confidential", and received by the Chief Executive Officer no later than 4.00pm on the 1st day of November of each year.

Selection of Awardees

Following the close of award nominations, the Committee will meet in camera at least once each year to select Awardees.

The Committee may seek additional information about nominees.

Names of Awardees are to remain confidential until awards are made. The minutes of Awards Committee meetings are to be reported to Council at the February meeting each year, following the presentation of awards.

Selection Criteria

The following selection criteria shall be used by the Committee to determine the most suitable nominee.

Citizen of the Year

- A resident who has achieved the most distinguished performance/most outstanding achievement/ most positive contribution to the community, during the preceding year, or consistently over a number of years

Young Achiever of the Year

- A resident no older than 25 years of age on January 26 of the presentation year, who has achieved the most distinguished performance /most outstanding achievement/ most positive contribution to the community, during the preceding year, or over a number of years

Sports Person of the Year

- A resident (of any age) who has made the most distinguished performance or outstanding achievement during the preceding year, or number of years active participation, coaching, promotion, leadership, sportsmanship, consistent achievement at a high level and service to sport are all factors which can be considered

Kevin Henderson Memorial Award-Volunteer

- Open to volunteers over the age of 5. The volunteer/nominee must be a current resident in the Shire of Boyup Brook

- The nominee has been a volunteer for a minimum of 5 years within the Shire of Boyup Brook, not necessarily with the same organisation for the whole time
- The volunteer should be from a recognised organisation

Nature of Awards

The successful nominee(s), if any, shall be announced at the Australia Day Breakfast function hosted annually by the Shire. At that function, or one subsequently organised by the Shire, each awardee will be presented with an appropriate certificate (engraved plaque).

ELIGIBILITY CRITERIA

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of achievements.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

POLICY NO.	O.12
POLICY SUBJECT	Event Management and Approval Process Guidelines
ADOPTION DATE	21 April 2016

Preamble

The council supports events that provide an opportunity for people to connect with and enjoy the atmosphere created within its community during any event.

We have provided a simple approval process and checklist, which ensures all relevant documents are provided to address the necessary safety, health and environmental issues. The shire is committed to working with all event organisers to assist in the delivery of a well-managed safe, secure and quality event for everyone involved.

Policy Intent

The intent of this policy is:

- To establish Council's role in facilitating and supporting community events
- To establish council roles in staging its own events
- To achieve a balance between the rights of event participants and those of local residents
- To establish the management framework for the conduct of events on Council owned or managed public open space
- To ensure compliance with relevant legislation, local laws and guidance material

Objective

This policy

- Supports the conduct of celebrations, festivals and events that benefit the community and promote access and inclusion for all
- Ensures there is a consistent, transparent, simple and equitable process for the approval process of events and the issue of approvals
- Encourages safe, high quality and sustainable events.

Scope

This Policy applies to commercial or community group event organisers who stage events within the Shire of Boyup Brook for the enjoyment of the community, and includes events such as:

- Festivals,
- Markets,
- Sporting events such as marathons and cross country running

And applies to events held in the following locations;

- Events held on Shire owned and managed land
- Events on public roadways, or where public roadways are crossed
- Events on private land where public space is required to be utilised
- Events on private land where temporary structures are erected
- Any event that may have an impact on the broader community and/or the environment.

The policy does not cover small events that take place on private property, events that are part of the core business of the facility, family gatherings or those held in shire owned buildings within the scope of that building's use.

Policy statement

Events play an important role in community life and provide opportunities for people to come together and build strong community relationships that contribute to community health and wellbeing.

The Council acknowledges that community events actively engage the community in all aspects of event planning and skill development, as well as providing an opportunity for volunteerism.

Successful events also contribute to economic development, help build the image of the local government, and strengthen participation in cultural activities.

As the guardian of public spaces with the local government boundaries, Council has a role in facilitating and supporting community events, while also managing and mitigating risks and minimising any adverse impacts on residents, businesses and visitors. Council will assist event organisers with compliance of Council and other authorities' legislative requirements to achieve these outcomes.

As such Council has a complex role in balancing the rights and responsibilities of all stakeholders which includes event organisers, participants, and community members.

The Event Organiser must ensure that the event meets all statutory requirements as is set out in written law. This Policy and application procedure will in effect guide the applicant through their statutory obligations. The main pieces of legislation and local laws that may be applicable to an event are as follows:

- Health Act 1911.
- Health (Public Buildings) Regulations 1992.
- Food Act 2008 and the Australia New Zealand Food Standards Code.
- Explosives and Dangerous Goods Act 1961.
- Building Code of Australia.
- Local Government Act 1995.
- Occupational Health Safety and Welfare Act and Regulations.
- Environmental Protection (Noise) Regulations 1997.
- Liquor Licensing Act 1988.
- Security and Related Activities (Control) Act 1996.
- State Disability Services Act (1993)
- Disability Discrimination Act (1992)
- Main Roads –Traffic Management for Events – Code of Practice
- Shire of Boyup Brook Local Laws.
- Shire of Boyup Brook Disability Access and Inclusion Plan 2013-2018

Legislation is available from the State Law Publisher's Office, Ground Floor, 10 William Street, Perth 6000 or by visiting www.slp.wa.gov.au.

Event Approval Process

The event approval process is designed to ensure that events conducted in Boyup Brook are safe, secure, quality events, that are held in suitable locations and do not unduly impact on residents, businesses or the environment.

To achieve this Council requires event organisers to complete an Event Approval Application, templates and checklists will be provided to assist event organisers where required.

Applications will be assessed and where appropriate, organisers will be issued with formal approval to host the event within agreed parameters.

All events conducted throughout the local government are strongly encouraged to operate in accordance with best practice risk management principles.

To receive Event Approval from Council all event organisers are required to have in place (but not limited to):

- An Event Management Plan
- Public Liability Insurance
- A Site Map and Risk Assessment (Safety Management Plan).

Where applicable the following may also be required.

- Traffic Management Plan (as per Main Roads Instrument of Authority procedure manual)
- Place of Public Entertainment permits,
- Liquor licences, planning permits, and food permits
- Other permits, licences or permissions from Council and/or other authorities as required.

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

POLICY NO.	O.13
POLICY SUBJECT	Single Use Plastics
ADOPTION DATE	21 February 2019
VARIATION DATE	

Preamble

The foundation for this policy is based on significant evidence that:

- Plastic pollution contributes substantially to global environmental degradation and species decline;
- The pollution and greenhouse gas emissions associated with Single Use Plastics inequitably burdens future generations;
- The production of plastics relies on non-renewable resources;
- Plastic pollution persisting in the environment has deleterious effects on human health;
- There is growing community concern about the use of Single Use Plastics; and
- Viable alternatives exist to replace single use plastic products with reusable or compostable items.

Objective

The main objectives of this policy are to ensure that—

1. Council held meetings and events anywhere, be it on land under the control of the Council and public spaces, will adhere to the Single Use Plastic Policy.
2. Organisers of Council held meetings and events will prohibit the sale and/or distribution of single use plastic products and single use plastics such as, but not limited to: sachets; polystyrene; plastic bags; plastic straws; and/or plastic balloons.
3. Where practical, Shire offices will not stock single use plastics.

Statement

This policy applies to all Shire of Boyup Brook personnel (Councillors, employees, contractors and volunteers) planning, organising, supporting or approving events or meetings for Council on land owned or under the control of Council.

Plastic products required to meet health and safety requirements or where there is no other practical alternative product or distribution method available are exempt.

Events and gatherings held on Council managed land will need to commit to comply with the policy before Council sponsorship for that event is approved.

Responsibility of the Council

Council will take a leadership role in the elimination of Single Use Plastics by eliminating single use plastic at Council events and meetings, advocating for legislative change, and influencing and enabling responsible plastics consumption practices throughout the community.

Responsibility of the CEO

The CEO will ensure that organisations or individuals organising Council sponsored events or meetings will receive support and assistance to comply with this policy.