

POLICY MANUAL

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Contents

ADMINISTRATION 5

ADM1 (REPEALED AND REPLACED – REFER TO DOCUMENT HERE) 5
Legal Representation Costs Indemnification 5

ADM 2 8
Internal Control Manual 8

ADM 3 16
Council Performance Reporting 16

ADM 4 17
Purchasing 17

ADM 5 25
Recording of Votes at Council Meetings 25

ADM 6 25
Conference Attendance and Training – Elected Members, Senior Management and Employees 25

ADM 7 26
Council Community Meeting Room Hire 26

ADM 9 27
Appointment of Acting Chief Executive Officer 27

ADM 10 28
Councillor Fees and Reimbursements 28

ADM 11 29
Records Management 29

ADM 12 30
Elected Members Records 30

ADM 13 31
Electronic Mail 31

ADM 14 32
Selection and Presentation of the Honorary Freeman Title 32

ADM 16 34
Selecting and Presenting the Australia Day Citizen of the Year Awards 34

ADM 17 36
Asset Management Policy 36

ADM 18 41
Aged Housing Support 41

ADM 19 42
Community Consultation 42

ADM 20 56
Privacy & Confidentiality 56

ADM 21 57
Council Spokespersons 57
ADM 22 58
Complaints Handling 58
ADM 23 61
Attendance at Events and Functions 61
ADM 24 62
Councillor Training & Professional Development 62
ADM 25 63
Hardship 63
ADM 26 64
Mining Tenement Communication 64
BUILDING 65
BLD 1 65
Use/Hire of Community Facilities 65
BLD 2 67
Naming of Council Facilities 67
BLD 3 70
Kerb Bond 70
BLD 4 70
Relocated Dwellings 70
BLD 5 70
Wood Encouragement Policy 70
BUSH FIRE CONTROL 71
BFC 1 71
Brigade Administration 71
BFC 2 72
Roadside Burning 72
BFC 3 73
Bushfire Brigade Training 73
BFC 4 74
Maintenance of Equipment 74
BFC 5 75
Brigade Vehicles for Driver Training 75
FINANCE 76
FNC 1 76
Capitalisation of Fixed Assets 76
FNC 2 76
Depreciation Rates of Fixed Assets 76

FNC 3 77
Community Group Grants and Donations 77
FNC 4 78
Tourism Based Rural Properties – Rating Basis 78
FNC 5 78
Rate Rebates for Pensioners 78
FNC 6 79
Acceptance of Grant Funding 79
FNC 7 80
Investment Policy 80
FNC8 82
Use of Council Credit Card/s 82
FNC9 83
Exemption from Waste Management Fee 83
FNC 10 85
Fraud Management Policy 85
ENVIRONMENTAL HEALTH 87
HLT 1 87
Temporary Accommodation 87
HLT 2 89
Mobile Shop/Temporary Premises/Street Stall 89
HLT 3 92
Temporary Caravan Parks and Camping Grounds 92
HLT 4 96
Bed & Breakfast 96
HLT5 97
Events 97
PERSONNEL 102
PSN 1 102
Superannuation 102
PSN 2 103
Service Pay 103
PSN 3 103
Study Leave 103
PSN 4 103
Inside Staff Uniforms 103
PSN 6 104
Employee Gratuity Payments 104
PLANNING 104

RISK MANAGEMENT.....105

RM 1.....105
Risk Management.....105

RM 2.....106
Occupational Safety and Health.....106

RM 3.....107
Outdoor Clothing.....107

RM 4.....111
Fitness for Work.....111

RM 5.....117
Threats, Intimidation or Physical Assault against Staff.....117

WORKS.....119

WRK 2.....119
Disposal of Verge Timber.....119

WRK 3.....119
Private Works.....119

WRK 5.....119
Management of Roadside Vegetation.....119

WRK 6.....119
Naming and Renaming of Roads and Streets.....119

WRK 7.....120
Driveway Crossovers.....120

WRK 8.....122
Maintenance of DPaW Access Tracks.....122

WRK 9.....123
Road Verge Development.....123

WRK 11.....125
Town site Verge Maintenance Areas.....125

WRK 12.....126
Plant Replacement.....126

WRK 13.....129
Subdivisional Development Guidelines.....129

ADMINISTRATION

Policy Number:	ADM1 (Repealed and replaced – refer to document here)
Policy Type:	Administration Policy
Policy Name:	**Legal Representation Costs Indemnification**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Introduction

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

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

General Principles

The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly against the interests of the Local Government or otherwise in bad faith.

The Local Government may provide such assistance in the following types of legal proceedings:

1. Proceedings brought against members and employees to enable them to carry out their Local Government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);

2. Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and

3. Statutory or other inquiries where representation of members or employees is justified.

The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms

levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating such comments and criticisms of relevance to it.

The legal services assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.

Applications for Financial Assistance

a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.

b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the matter and the legal services required.

c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.

d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

e) Where there is a need for the provision of urgent legal services before an application can be considered by council, the CEO may give an authorisation to the value of $5,000 in accordance with Delegation 34 of the Delegations Register.

f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by the Local Government.

b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.

c) Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

Related Policies/Procedures/Council Documents	ADM4
Delegated Level	Chief Executive Officer
Adopted	OM 23 November 2000
Reviewed	OM 27 July 2023

Policy Number:	ADM 2
Policy Type:	Administration Policy
Policy Name:	**Internal Control Manual**
Policy Owner:	Chief Executive Officer
Authority:	Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996

INTRODUCTION

The procedures detailed in this Internal Control Manual have been developed to:

1. Ensure that expenditures of Council are undertaken in a controlled environment to achieve the highest level of compliance with all Local Government legislation and Council policies; and

2. To meet the requirements of Regulation 5(2)(a) of the Local Government (Financial Management) Regulations 1996.

Regulation 5(2) (a) of the Local Government (Financial Management) Regulations 1996 states that the CEO is to "ensure that the resources of the local government are effectively and efficiently managed".

The adoption of these procedures will meet the requirements of this regulation. These procedures shall be reviewed on an annual basis.

1. THE PURCHASING SYSTEM

1.1 OBJECTIVES

The objectives of the purchasing system include:

- Adhering to Council policy ADM 4 – Purchasing Policy.
- That purchase orders are initiated for the supply of all goods and services required by Council, except those referred to in section 1.2.1 of this manual.
- That goods and services are verified in terms of quantity and quality.
- That supplier invoices are certified for payment by authorised persons.
- That accurate and prompt payment of creditors is made in accordance with the terms of credit.

1.2 PROCEDURES

1.2.1 Purchase Orders

A purchase order in a form approved by an authorised officer shall be issued in relation to the purchase of all goods and services except the following:

- Utilities

- Licenses
- Insurances, freight and postal charges
- Fuel
- Local suppliers where an account is set up
- Supply of goods or services under contract.
- Attendance at conferences and seminars (where payment is required in advance).
- Goods purchased from petty cash.

Officers authorised to sign purchase order forms and cheque requests (Authorised Officers) are those people appointed to the following positions:

- Chief Executive Officer
- Manager Corporate Services
- Manager Infrastructure
- Works Coordinator (up to $5,000)
- Development Services Coordinator (up to $5,000)
- Economic and Community Development Coordinator (up to $5,000)
- Community Emergency Services Manager (up to $5,000)

Purchase Orders shall be completed with the following information:

- The supplier's full name and address.
- A brief description of the goods or services required, including quantity if applicable.
- An estimate of the cost of the goods or services.
- The delivery point and date of delivery if applicable.
- The chart of account or job number.

Purchase order requests must be submitted via Altus Procurement from the requesting officer. The authorising officer shall ensure that the expenditure is authorised within the current year's adopted budget.

The purchase order form is duplicated. The first copy is to be forwarded to the supplier. The second copy is to be forwarded to the Customer Service Officer who shall file, awaiting receipt of the supplier's invoice. Altus Procurement will retain the original copy within the system.

1.2.2 Local Purchases

Purchase Orders are not required for the provision of goods and services that are generally of a minor ongoing nature from local suppliers where an account is set up. A signature of receipt is required to be placed on the invoice or cart note accompanying the goods.

1.2.3 Tenders

Tenders shall be processed in accordance with the Local Government (Functions and General) Regulations 1996 Sections 4 and 4A, Council delegation number 2 (Tenders) and Council policy ADM4 Purchasing Policy.

Tenders that result in contracts above $250,000 shall, following Council's acceptance of the Tender, be processed as follows:

- A purchase order shall be raised in accordance with guidelines detailed in section 1.2.1 of these procedures, or
- A letter of acceptance of tender will be written which details the conditions of the contract with reference to the tender documentation.

1.2.4 Corporate Credit Cards

A Corporate credit card has been approved for the Chief Executive Officer before being applied to an Officer position.
Each Officer whom holds a credit card is responsible for reconciling receipts to the monthly statement and approve the purchases were authorised, these statements are then verified by the Manager Corporate Services before payment is processed.
Approved purchases shall be reported on a monthly basis to Council in conjunction with the normal presentation of accounts for payment.

1.2.5 Cheque Requests

Cheque requests in the form approved by the Chief Executive Officer are to be used for the payment of accounts due to people or organisations where no external invoice is rendered. Supporting documentation, where applicable, is to be attached to the cheque request. Only Authorised Officers can sign cheque requests, and in doing so shall ensure that the controls listed in section 1.2.1 of this manual are adhered to.

1.2.6 Certification of Invoices

All invoices received shall be stamped with the Shire of Nannup date stamp and the certifying stamp.

Where a purchase order form was generated for the supply of the goods or services, a a copy of the purchase order form must be attached to the invoice. The invoice shall be passed on to the Authorising Officer for certification. The certification stamp shall be signed off in all sections by the Authorising Officer prior to the processing of the invoice through the financial system.
Having signed off the certification stamp, the authorising officer shall forward the invoice for payment.
The officer processing invoices shall:

- Verify that all prior procedures have been complied with. If any information or authorisation is lacking the invoice must be returned to the authorising officer for correction.
- Verify all prices and extensions.

- Process those correctly authorised invoices at least on a two weekly basis. Prior to the production of the cheques or electronic funds transfers, all invoices and the system invoice list shall be forwarded to the Manager Corporate Services or a person delegated by the Manager for approval to proceed.
- All cheque and electronic funds transfer payments paid shall be listed and submitted to the next Ordinary Meeting of Council for endorsement.

Payment Vouchers supported by creditor's invoices, quotations, purchase orders or any other relevant documentation shall be filed in cheque number or electronic fund transfer number order.

1.2.7 Assets

Those invoices that pertain to the purchase of assets over the Capitalisation Limit as set out in Policy FNC1, shall be recorded in the Council's Asset Management System.

1.2.8 Retention of Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's Record Keeping Plan:
Purchase Orders.
Contracts / Tender register.
Cheque payment vouchers together with associated support documentation.

2. PETTY CASH

2.1 Objectives

The objective of the petty cash system is to provide an efficient means of handling approved minor Council purchases. Petty cash shall be maintained on an reconciled claim system. Each claim must be approved by a Senior Manager before payment is made. The advance to be held for Petty Cash shall be $150.

2.2 Procedures

Petty Cash disbursements are restricted to expenses that are of a minor nature. Each time a disbursement is made the petty cash voucher in the form approved by the Chief Executive Officer/Manager Corporate Services shall be completed in full. The petty cash voucher must be authorised by an Authorised Officer. Receipts are to be attached to the petty cash voucher wherever possible.

The petty cash advance shall be reconciled with cash on hand and processed vouchers, as required, prior to reimbursement, using the petty cash recoup sheet.

It is the responsibility of the Customer Service/Creditor Officer to ensure that:
- The cash and relevant petty cash vouchers are secured at all times, and placed in the safe at night.

- The cash and relevant petty cash vouchers are regularly reconciled.
- Any discrepancies are reported to the Manager Corporate Services immediately.

3 PAYROLL

3.1 Objectives

The operation of the payroll system should ensure that:

- The exact payment is made to all staff for all hours worked in accordance with the relevant industry awards and individual contracts.
- Timely payment is made to all staff.
- Accurate, timely and meaningful recording of wage and salary costs is undertaken in the accounting system and subsequent management reports.
- Payment of deductions from salaries and wages to appropriate organisations is made at the end of each month.

3.2 Procedures

3.2.1 New Employees

When a new employee commences, the member of the Senior Management Team responsible for that employee shall ensure that a copy of the letter of employment addressed to the employee, stating the level of employment, wages/salaries per fortnight, and any other allowances paid per fortnight is forwarded to the Corporate Services Officer.

The new employee will be required to complete the following documentation:

- Tax declaration forms.
- Superannuation forms.
- Deduction from payroll forms.
- Details of bank account for direct debiting purposes.

Upon receiving all the new employee information, the Corporate Services Officer shall set up a payroll record for the new employee based on the details received. A new employee file shall be created at this point.

3.2.2 Termination of Employees

Notification of an employee's termination shall be forwarded to the Corporate Services Officer by the employee's supervisor as soon as practicable. The notification shall include all necessary information to enable a termination payment to be made.

The Corporate Services Officer shall, upon receipt of the notice of termination, undertake the calculations for final payment, taking into account such matters as accrued leave and required notice in accordance with the relevant award or contract

for the approval of the Manager Corporate Services, and amend the payroll system to ensure that further transactions are prevented.

3.2.3 Time Sheets

Time sheets in the form approved by the Chief Executive Officer shall be completed by the appropriate staff for the purposes of recording all ordinary hours, sick leave, annual leave, long service leave, rostered days off and over-time worked. The time sheets, when completed, are to be authorised by the Supervising Officer as detailed on the time sheet, and forwarded to the Corporate Services Officer by 10.00am of the Monday of the pay week.
Where the time sheet requires the recording of job number details or chart of account, this information is to be checked by the Supervising Officer prior to being signed off.
Any anomalies or discrepancies observed by the Corporate Services Officer in the course of processing the time sheets shall be reported to the person authorising the time sheet for determination and suitable action.

3.2.4 General

All salaries and wages paid shall be credited to employees' bank accounts via direct banking.
Employee payments made outside of the appointed fortnightly schedule e.g. termination and pay adjustments, shall be processed through "one off pay run – P930W" to ensure correct allocation of costing.
The Corporate Services Officer shall ensure that general ledger control accounts associated with payroll are balanced on a monthly basis.

3.2.5 Leave

All sick leave, annual leave, long service leave, rostered days off, study leave and time in lieu shall be applied for using the application for leave form. The Supervising Officer shall ensure that adequate leave provision is available for the employee prior to granting approval for the requested leave. The leave form, after being approved by the Supervising Officer, shall be forwarded to the Corporate Services Officer for the correct calculation of time off requested, and the maintenance of the appropriate leave accrual system.

When the processing of the form through the payroll system is complete, it shall be placed on the relevant employee's personal file.

3.2.6 Retention of Payroll Records

The following records shall be retained in accordance with the State Records Act 2000 and the Shire of Nannup's Record Keeping Plan:

- Daily Attendance Records – Time Sheets.
- Employment History and leave entitlement records.
- Payroll pre-listing audit reports.

- Bank details and bank deduction reports.
- Employee deduction reports.
- Hours due reports.
- Payroll journals report.
- Group certificates.

4 THE RECEIPTING SYSTEM

4.1 Objectives

The objective of the receipting system is to ensure that all monies received by Council are recorded and accurately processed in a timely manner.

4.2 Procedures

Only the following officers are permitted to issue receipts:

- Corporate Services Staff
- Development Services Staff

Any other officer requiring a receipt must give the money to one of the above officers who will then issue a receipt.
All monies received through the mail are to be recorded in a register. Each entry shall record the date of the receipt, details of the receipt, the initials of the officer issuing the receipt and the initials of the checking officer.
The person recording the money in the register shall not be the same officer issuing the receipt.
All cheques received through the mail shall be receipted on the same day.
At 4.00 p.m. each day, the cash on hand shall be reconciled using the daily cash receipts summary form.
All monies received shall be banked on at least a daily basis.
The cash drawer shall be secured at all times. All cash and cheques held over at the end of the day shall be placed in the safe overnight.

When balancing the till at the end of each day, if a discrepancy exists between the total of receipts and cash, the Manager Corporate Services shall be immediately notified. After exhausting all avenues to resolve the discrepancy, the following shall apply:

- If the amount of cash held is in excess of the receipts issued, the surplus shall be receipted into the Municipal Fund and held as a restricted asset.
- If the amount of cash held is less than the value of the receipts, if the monies held as restricted assets is not sufficient to address the shortfall, this will be addressed on a case by case basis.

Any variations to the above, must be discussed immediately with the Finance Coordinator, or in their absence the Manager Corporate Services, whereupon further guidance will be given.

5 INVESTMENTS

5.1 Objectives

The objective of this procedure is to ensure that the investment of surplus Council funds is undertaken to ensure the maximisation of return within a secure environment.

5.2 Procedures

Surplus funds shall be invested in accordance with Policy FNC 7.
Details of the nature of the investment and interest rate payable on the investment will be maintained in the Investment Register.
Interest earnings on any investment shall be recorded in the books of account for the period in which the earnings were received.

6 THE JOURNAL SYSTEM

6.1 Objectives

The objective of this procedure is to limit the use of journals to:

- The bringing to account of direct debits and credits through the bank statement listing, and
- The correction of incorrect income and expenditure accounting record entries.

6.2 Procedures

An Authorised Officer, having verified that an incorrect allocation of income or expenditure has occurred, shall request a journal transfer to be made.

The request shall detail all particulars of the required journals including the reason, quantities, dollar values and any supporting documentation.

The journal transfer may only be processed by:

- Manager Corporate Services
- Finance Coordinator

Related Policies	ADM4, FNC7
Related Procedures/Documents	Purchase Order Form, Cheque Request, Petty Cash Voucher, Petty Cash Recoup Sheet, Timesheet, Application for Leave, Daily Cash Receipts Summary
Delegated Level	Chief Executive Officer, Manager Corporate Services
Adopted	OM 23 March 2000
Reviewed	OM 27 July 2023

Policy Number:	ADM 3 (Repealed)
Policy Type:	Administration Policy
Policy Name:	**Council Performance Reporting**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	ADM 4
Policy Type:	Administration Policy
Policy Name:	**Purchasing**
Policy Owner:	Manager Corporate Services
Authority:	Shire of Nannup

OBJECTIVES

- To ensure compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended).
- To deliver a best practice approach and procedures to purchasing for the Shire of Nannup.
- To ensure consistency for all purchasing activities that integrates with all the Shire of Nannup's operational areas.

2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Nannup is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Nannup with an effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Nannup receives value for money in its purchasing.
- Ensures that the Shire of Nannup considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Nannup is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Provides transparency for the public and industry concerning the Shire of Nannup's purchasing practices.

3. ETHICS & INTEGRITY

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Nannup's 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 of Nannup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Nannup. 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 decision 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 and 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. This should include the 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.

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

5. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.
Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise negative environmental and social impacts. Sustainable considerations must be balanced against value for money outcomes.

Practically, sustainable procurement means the Shire of Nannup shall endeavour at all times to identify and procure products and services that:

- 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 – select vehicles fit for purpose featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

6. LOCAL PURCHASE

Local businesses may be given preference on the supply of goods and services to Council subject to:

- Their ability to provide the goods/services in accordance with the specification;
- Their ability to complete the contract within the time specified; and
- The economic benefit to the community of awarding the purchase locally.

Local business is business defined as being located with a business address within the Shire of Nannup local government area and will be afforded a 10% price preference.

7. PURCHASING THRESHOLDS

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

Amount of Purchase	Model Policy
Up to $5,000	Direct purchase from suppliers requiring one verbal quotation.
$5,001 - $50,000	Obtain at least two verbal or written quotations (unless exempted by proven procurement history).
$50,001 - $250,000	Obtain three written quotations under a formal Request for Quotation process.
$250,001 and above	Public Exempt arrangements or Public Tender.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than $250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

7.1 Up to 5,000 (exc GST)

Where the value of procurement of goods or services does not exceed $5,000, purchase on the basis of one verbal quotation is permitted. 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.
Record keeping requirements must be maintained in accordance with record keeping policies.

7.2 $5,001 - $50,000 (exc GST)

At least two verbal or written quotations (or a combination of both) are required. Where this is not practical (e.g. due to limited suppliers) it must be noted in records relating to the process.
The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Nannup employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be made.

Where the procurement range is between **5,001** and **$50,000**, one verbal or written quotation may be obtained from a supplier that has a proven procurement history to Council for the supply of similar goods or services, even if not a sole supplier situation.
Record keeping requirements must be maintained in accordance with record keeping policies.

7.3 $50,001 - $250,000 (ex GST)

Obtain at least three written quotes by formal Request for Quotation process. The responsible officer is expected to demonstrate due diligence in seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.
NOTES: The general principles relating to written quotations are:

- An appropriately detailed specification under a formal Request for Quotation (RFQ) should communicate 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.

7.4 Over $250,000 (exc GST)

Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under *F&G Reg.11(2)*) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation.
OR
Public Tender undertaken in accordance with the *Local Government Act 1995* and relevant to the Shire of Nannup Policy and procedures.
The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:

- A detailed specification; and
- Pre-determined selection criteria that assesses all best and sustainable value considerations.

The purchasing decision for both above is to be evidenced using an evaluation report template.

8. REGULATORY COMPLIANCE

8.1 Tender Exemption

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

- An emergency situation;
- 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(2) of the Functions and General Regulations apply.

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

8.3 Anti-Avoidance

The Shire of Nannup shall not enter into 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 $250,000, thereby avoiding the need to publicly tender.

8.4 Tender Criteria and Panel

The Shire of Nannup shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
An evaluation panel shall be established prior to advertising 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

- Between $50,001 up to $250,000 the panel must contain a minimum of 2 members; and
- $250,000 and above, the panel must contain a minimum of 3 members.

8.5 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; and
- particulars identifying a person from whom more detailed information as to tendering may be obtained

Detailed information shall include;

- detailed specifications of the goods or services required;
- the criteria for deciding which tender shall be accepted;
- whether or not the Shire of Nannup has decided to submit a tender;
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted; and
- such other information as the Shire of Nannup decides should be disclosed to those interested in submitting a tender.

8.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.
This is essential in case 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 of Nannup not to compromise its duty to be fair.

8.7 Tender Deadline

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

8.8 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 Tender 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 Local Government. 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 of Nannup officers present at the opening of tenders.

8.9 No Tenders Received

Where the Shire of Nannup has invited tenders and no compliant submissions have been 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 $50,001 up to $250,000 (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.

8.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Nannup 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.

8.11 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 of Nannup 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.

8.12 Minor Variation

After the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Nannup and tenderer have entered into a Contract, a minor variation may be made by the Shire of Nannup.
A minor variation is one that 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.

8.13 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 and 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 Tender Register at the conclusion of the tender process.

9. 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 of Nannup's internal records.

Related Policies	ADM3, ADM11,
Related Procedures/Documents	Per Above Part 9
Delegated Level	Authorised Purchasing Officers
Adopted	OM 22 March 2007
Reviewed	OM 27 July 2023

Policy Number:	ADM 5 (Repealed)
Policy Type:	Administration Policy
Policy Name:	**Recording of Votes at Council Meetings**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	ADM 6
Policy Type:	Administration Policy
Policy Name:	**Conference Attendance and Training – Elected Members, Senior Management and Employees**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Repealed at the June 2026 Council Meeting Resolution Number 250626.3.
Replaced by the Elected Member Continuing Professional Development Policy

Policy Number:	ADM 7
Policy Type:	Administration Policy
Policy Name:	**Council Community Meeting Room Hire**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Council will charge all hirers of its facilities in accordance with its list of fees and charges, which is reviewed annually in line with the budget.

Should a "not for profit" community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.

All fees and bonds are to be paid prior to the use of the facility. Bookings are not confirmed until full payment is received. Keys provided to hirers are to be returned by midday of the following business day. Bonds shall be returned after an inspection of the facility has occurred to ensure compliance with bond conditions.

Bookings are taken on a first come first served basis with all regular Council related functions, events and meetings taking priority over external bookings.

Related Policies	HAB2 Use/Hire of Community Facilities
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 9 September 1993
Reviewed	OM 27 July 2023

Policy Number:	ADM 9
Policy Type:	Administration Policy
Policy Name:	**Appointment of Acting Chief Executive Officer**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the June 2026 Council Meeting. Resolution # 250626.5. Replaced by Temporary Employment or Appointment of Acting CEO.

Policy Number:	ADM 10
Policy Type:	Administration Policy
Policy Name:	**Councillor Fees and Reimbursements**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Repealed at Council Meeting of 25 September 2025 Resolution # 250925.4 and replaced by Councillor Allowances and Reimbursements

Policy Number:	ADM 11
Policy Type:	Administration Policy
Policy Name:	**Records Management**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the June 2026 Council Meeting, Resolution # 250626.6. Replaced by Records Management Policy.

Policy Number:	ADM 12
Policy Type:	Administration Policy
Policy Name:	**Elected Members Records**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the June 2026 Council Meeting. Resolution # 250626.6. Replaced Records Management Policy.

Policy Number:	ADM 13
Policy Type:	Administration Policy
Policy Name:	**Electronic Mail**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the June 2026 Council Meeting. Resolution #b 250626.6. Replaced by Records Management Policy.

Policy Number:	ADM 14
Policy Type:	Administration Policy
Policy Name:	**Selection and Presentation of the Honorary Freeman Title**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The title of Honorary Freeman is the highest local honour that can be awarded to a citizen of the Shire. The title should be bestowed on an individual who has provided substantial and significant service to the Shire of Nannup.

The title is not intended to be bestowed on an individual basis but conferred when a candidate meets the identified criteria. Application forms for the title will be available from the Shire of Nannup front office. Should there be a successful nomination during the year the title will be presented at the same time as the Australia Day breakfast held on January 26 each year.

Procedure:
(This procedure is to be read in conjunction with the Shire of Nannup policy *ADM 16 Selecting and Presenting the Premier's Australia Day Citizenship Awards*).

1. The Economic and Community Development Officer is to ensure that application forms are made available at the Shire Offices throughout the year.

2. Councillors on the Australia Day Advisory Committee, with assistance from the Economic and Community Development Officer, may nominate potential recipients against the following criteria:
   - Any resident, elector, ratepayer, community or sporting group within the local government region.
   - The nomination is supported by such information as is necessary for the Advisory Committee and Council to make an informed decision on the matter.
   - The candidate has demonstrated long and/or distinguished service to the community of the local government.
   - The candidate has an achievement in any sphere which brings the local government area wide recognition.
   - As a mark of appreciation for a service or services rendered by a member of Council, community, sport, environmental and/or business of the local government.

3. Any successful nominations will be presented to Council for consideration at a closed door meeting of the Council.

4. Council may, by a resolution passed by an Absolute Majority of members, confer upon any resident of the local government the title of 'Honorary Freeman of the Shire of Nannup'.

5. All nominees will be advised in writing of their nomination, along with details of the Australia Day ceremony.

6. There will be an embargo on announcing the recipient until the Australia Day ceremony.

7. The Economic and Community Development Officer will prepare a press release that is forwarded to media after the official presentation ceremony.

8. Awardees will be promoted on the Shire website and included on the invitation list for civic functions and on an honour board of people awarded the Honorary Freeman title. A special lapel pin or broach will be awarded to the recipient.

9. The Shire President will write to congratulate the recipient on behalf of Council.

Related Policies	Selecting and Presenting the Premier's Australia Day Citizenship Awards ADM 16
Related Procedures/Documents	Nil
Delegated Level	Nil
Adopted	OM 26 May 2011
Reviewed	OM 27 July 2023

Policy Number:	ADM 16
Policy Type:	Administration
Policy Name:	**Selecting and Presenting the Australia Day Citizen of the Year Awards**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The Australia Day awards promote national pride, community responsibility and participation. The Australia Day Council of WA provides three awards each year for presentation in each local government area in the categories of:

1. **Citizen of the Year**
2. **Citizen of the Year – Youth Award (under 25 years of age)**
3. **Citizen of the Year – Senior Award (over 65 years of age)**
4. **Active Citizenship Award (Group or Event)**

The awards aim to recognise individuals and groups making a significant contribution to the community, demonstrating leadership on a community issue resulting in the enhancement of community life, undertaking a significant initiative which has brought about positive change and added value to community life, or inspiring qualities as a role model for the community.

Nominations for the awards open in September and close on a date to be determined by the Chief Executive Officer.

The awards are announced at the Australia Day breakfast held on 26 January each year. Application forms are to be made available from the Shire of Nannup front office and the Community Resource Centre

Procedures:

1. The Shire shall ensure that the promotion of the Australia Day Citizen of the Year Awards is placed into local and regional newspapers and nomination forms are available at the Shire office and at the Nannup Community Resource Centre.
2. Advice about Citizenship Ceremony shall be promoted in local and regional newspapers.
3. A community breakfast shall be coordinated by the Events Team.
4. The Shire President shall officiate at proceedings at the Australia Day breakfast.
5. Council will cover the costs of the breakfast.
6. The Australia Day Advisory Committee will select recipients of awards in each category with assistance from the Events Team. The Australia Day Advisory Committee's decision on the successful recipients is final and the decisions will be kept in confidence until the Australia Day ceremony.

7. All nominees will be advised in writing of their nomination, along with details of the Australia Day breakfast ceremony.
8. There will be an embargo on announcing awardees until the Australia Day ceremony.
9. The Economic and Community Development Officer is to prepare a press release that is forwarded to media after the official presentation ceremony.
10. Awardees will be promoted on Shire website.
11. The Shire President will write to and congratulate each recipient on behalf of Council.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Economic and Community Development Coordinator
Adopted	OM 24 February 2011 #8562
Reviewed	OM 27 July 2023

Policy Number:	ADM 17
Policy Type:	Administration Policy
Policy Name:	**Asset Management Policy**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The objective of this policy is to ensure that services delivered by the Shire of Nannup will continue to be sustainably delivered. This will be achieved by ensuring that Council assets are able to function at the level needed to support all service areas as determined by Council, with consultation from the community.
It will also provide clear direction to the administrative arm of Council as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework on a "whole of life basis".

POLICY

The Shire of Nannup is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.
The Council will make informed decisions in relation to its assets.
To achieve this, the Shire will prepare:
An Asset Management Plan for the following classes of assets:

- Roads
- Footpaths
- Drainage
- Buildings and Freehold Land
- Parks & Reserves
- Bridges
- Plant and Equipment
- Furniture and Equipment
- Playground Equipment

The Asset Management Plan will guide the implementation of asset management practices within the resource constraints of the organisation and will set out:

- Responsibilities
- Timelines, and
- Resources

The Asset Management Plan will form part of the Shire's strategic and day-to-day business practices and will be used to make decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets or dispose of existing assets to support service delivery.

The Asset Management Plan will be prepared in a format that will comply with the Department of Local Government's Integrated Planning Framework. This will include long term (10 year) financial modelling of the renewal profile of each asset class and will be underpinned by the Long Term Financial Plan.

In making informed decisions in relation to infrastructure assets, the Shire will address the following key principles:

- A philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
  - The need for the facility (short and long term)
  - Ensure that all projects will be prioritized within organisational goals identified by key stakeholders.
  - Legislative requirements
  - Opportunities for rationalisation and/or potential for multiple use of assets
  - Future liability, including ultimate retention/disposal versus budget.
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account the capital cost, the ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment). As part of this evaluation, Council will undertake the following:
  - Identification of suitable sites.
  - Preparation of a needs analysis.
  - Preparation of a feasibility study.
  - Preparation of concept plans and indicative costing.
  - Extensive community consultation to gauge the level of community support for the project.
  - A quantity surveyor's report on the proposed concept plans.
  - Funding sources to be identified and finalised.
- The management of assets utilising a team approach supported by the multi discipline cross-functional Asset Management Team.
- Developing and implementing a 10 year Long Term Financial Plan that incorporates infrastructure renewal requirements as identified within the Asset Management Plan.
- The commitment to involve and consult with the community and key stakeholders when determining service levels.

LINKAGE TO SHIRE OF NANNUP'S STRATEGIC COMMUNITY PLAN

This policy sets out the Council's overall approach to asset management. The Asset Management Plan, and the linked Asset Improvement Strategy, sit below the Community Strategic Plan and inform the Long Term Financial Plan. Together, these documents will inform the annual budget.

RESPONSIBILITY AND REPORTING

It is important that the roles and responsibilities of asset managers are well defined and understood. This is set out as follows:

Council - responsible for approving (including amendments to) the following documents:

- Asset Management Policy
- Asset Management Strategy
- Asset Management Plan

Council is also responsible for ensuring (upon a recommendation from the CEO) that resources are allocated to achieve the objectives of the above documents.

In adopting the Asset Management Plan, Council is also determining the Level of Service for each asset class.

Chief Executive Officer (CEO) - responsible for ensuring that systems are in place to ensure that Council's Asset Management Policy, Asset Management Strategy and Asset Management Plan are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Asset Management.

Asset Management Team (AMT) – Consisting of the Chief Executive Officer (CEO), Manager Corporate Service (MCS), Manager Infrastructure (MI), and the Corporate Service Coordinator (CSC) is responsible for ensuring that Council's Asset Management Strategy is achieved and that the Asset Management Plan is prepared and maintained in line with Council's Policy on Asset Management.

Any changes, non-compliances and proposed corrective actions within Council's Policy, Improvement Strategy or Plans will be addressed by the AMT.

Manager Corporate Services (MCS) – responsible for resource allocation (from Council approved resources) associated with achieving Council's Asset Management Strategy. The MCS reports to the CEO in relation to Asset Management resource allocation.

Manager Infrastructure (MI) – responsible for supporting and facilitating the AMT with all areas within his/her control and ensuring that resources are commissioned (where appropriate) to assist the Asset Management Team achieve its objectives. The MI reports to the CEO on all matters relating to Asset Management.

All Managers – responsible for ensuring that resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Team. All managers' report to the CEO on all matters relating to Asset Management under their area of control.

CONSULTATION

The Shire of Nannup will engage the community and key stakeholders to determine the levels of service outcomes from infrastructure and assets. The budget will be the key driver of this process.

POLICY REVIEW

This policy is to be reviewed by the AMT in line with normal Council Policy review.

POLICY DEFINITIONS

"Asset" means a physical item that is owned or controlled by the Shire of Nannup and provides or contributes to the provision of service to the community (in this context excluding financial, intellectual, and intangible assets).

"Asset Management" means the processes applied to assets from their planning, acquisition, operation, maintenance, replacement and disposal, to ensure that the assets meet Council's priorities for service delivery.

"Asset Management Plan" means the plan developed for the management of infrastructure assets or asset categories that combines multi-disciplinary management techniques (including technical and financial) over the lifecycle of the asset.

"Council" means the elected council (comprising Councillors) of the Shire of Nannup.
"Infrastructure Assets" are fixed assets that support the delivery of services to the community. These include the broad asset classes of Roads, Drainage, Buildings, Parks and Bridges.

"Level of Service" means the combination of function, design and presentation of an asset. The higher the Level of Service, the greater the cost. The aim of asset management is to match the asset and level of service to the community expectation, need and level of affordability.

"Life Cycle" means the cycle of activities that an asset goes through while it retains an identity as a particular asset.

"Whole of life cost(s)" means the total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, and rehabilitation and disposal costs.

"Maintenance" means regular ongoing day-to-day work necessary to keep the asset operating and to achieve its optimum life expectancy.

"Operations" – means the regular activities to provide public health, safety and amenities and to enable the assets to function e.g. road sweeping, grass mowing, cleaning, street lighting and graffiti removal.

"New" means creation of a new asset to meet additional service level requirements.

"Resources" means the combination of plant, labour and materials, whether they be external (contactors/consultants) or internal (staff/day labour).

"Renewal" means the restoration, rehabilitation or replacement of an existing asset to its original capacity. This may include the fixture of new components necessary to meet new legislative requirements in order that the asset may achieve compliance and remain in use.

"Risk" means the probability and consequence of an event that could impact on the Council's ability to meet its corporate objectives.

"Shire" means the collective Shire of Nannup organisation. The Chief Executive Officer of the Shire of Nannup is responsible for ensuring the Shire's obligations and commitments are met.

"Stakeholders" are those people/sectors of the community that have an interest or reliance upon an asset and who may be affected by changes in the level of service of an asset.

"Upgrade" means the enhancement of an existing asset to provide a higher level of service.

Related Policies	ADM4 – Purchasing FNC1 – Capitalisation of Fixed Assets FNC2 – Depreciation of Fixed Assets WRK12 – Plant Replacement
Related Procedures/Documents	Integrated Planning Documents
Delegated Level	
Adopted	OM 25 August 2011
Reviewed	OM 27 July 2023

Policy Number:	ADM 18 (Repealed)
Policy Type:	Administration Policy
Policy Name:	**Aged Housing Support**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	ADM 19
Policy Type:	Administration Policy
Policy Name:	**Community Consultation**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The purpose of this policy is to:

- Provide a framework to guide Council in undertaking community consultation and engagement activities;
- Facilitate Council decision-making that is open, transparent, responsive and accountable to the community; and
- Provide a framework for staff to facilitate a coordinated and consistent approach to community consultation and engagement across Council.

POLICY

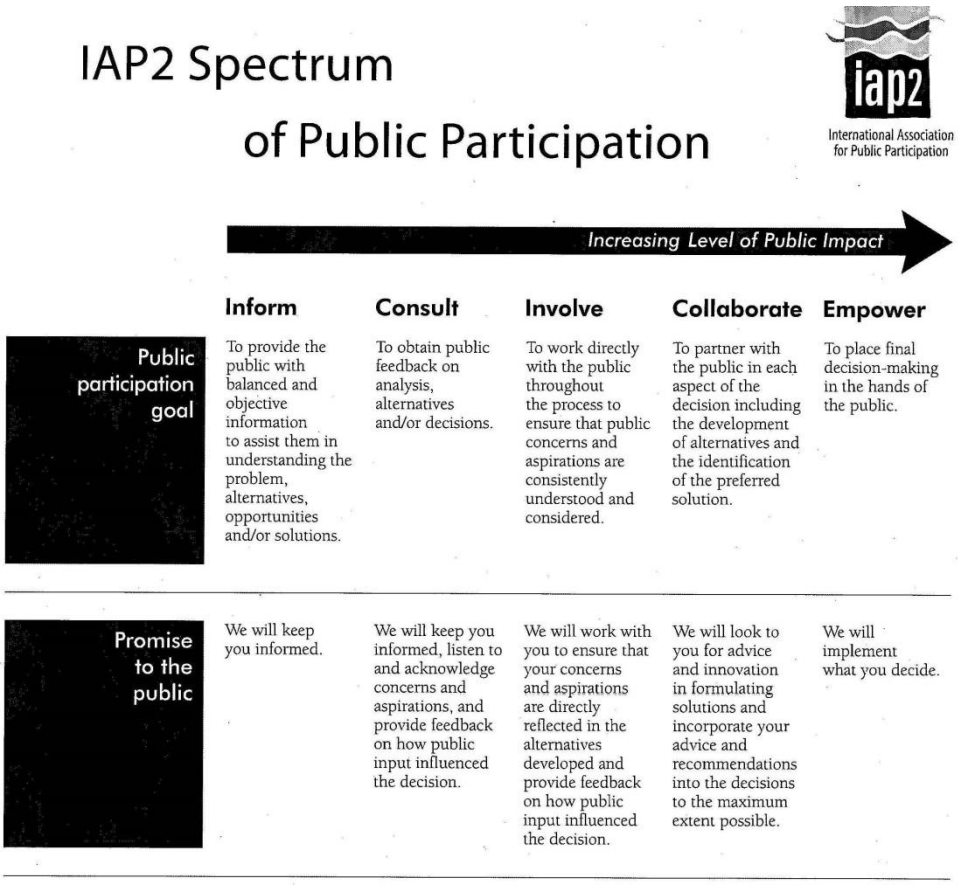
1. Council's decision-making processes

Council has various strategies to guide its decision-making. Consultation is an integral part of this strategy development. Community engagement is a process that allows people to participate in decisions that affect them, and at a level that meets their expectations. It helps strengthen the relationship between communities and government, enabling all the concerned groups to become part of the process.

Consultation is also integral to measuring our success and identifying new opportunities and areas for improvement. It is a continuous process.

In making specific decisions, council is guided by relevant legislation and strategies, and consults with stakeholders. Stakeholders include those who may be affected by the decision and those who may have an interest in the decision.

This policy is based on the widely recognised International Association for Public Participation (IAP2) Spectrum of Engagement.



Public Participation Spectrum, developed by the International Association for Public Participation (IAP2).

2. <u>What is Consultation</u>

Consultation is the process of informed communication between the council and the community on an issue prior to the council making a decision or determining a direction on that issue.

Key elements:

- It is a process, not an outcome.
- It recognises the council has the mandate to be the decision-maker. Consultation is the process by which the council gathers information in order to make a decision. Consultation impacts on a decision through influence, rather than power.
- Consultation is about input into decision-making, not joint decision-making or decision-making by referendum.

3. <u>What is Engagement?</u>

Community engagement is a characteristic of democratic governance.
Engagement is achieved when the community is and feels part of the overall governance of that community. It is informed, connected and feels it has a role to play.

Engagement, by this definition, is an outcome.
It occurs when there is good ongoing information flow, consultation and participation between a council and its community.

4. Principles underpinning council's consultations

Inclusiveness

- The consultation must encourage the involvement of people who are affected by or interested in a decision.
- Affected and interested parties will be given equal opportunity to participate, including groups who have traditionally not participated previously.
- The type of consultation or contact that is made is sensitive to a group's particular needs.

Purpose

- Consultation is purpose-driven.
- There is a clear statement about what the consultation is about.
- There is a clear statement about the role of council and the role of the participants in the consultation.
- There is a clear statement about how participants' input will be used.
- The type of consultation that is chosen is appropriate for the task.
- There is a commitment from the council to the principles and processes that this document defines in relation to consultation.
- There is a commitment from the council that it will respect the diverse range of interests and views which may exist around a particular issue and make genuine attempts to resolve conflicts, while recognizing that it has the ultimate decision-making role.

Provision of information

- Information relating to the consultation can be accessed easily by everyone involved before key decisions are made.
- Information must be presented in an easily understood format.
- All information on issues that the council is consulting upon will be available unless it is of a commercially sensitive or personnel nature.
- In some circumstances, council may determine to recover part of the cost of providing the information. These circumstances may include situations where documentation is costly to reproduce ie maps/plans/lengthy reports, etc. In such instances the council will endeavour to facilitate access via individual viewing, loaning of the material and or other appropriate methods.

Informed consultation

- Consultation is most effective when people have the facts before them. This means that council may have the officers do some development work on an issue or proposal, prior to the commencement of the consultation.

- This work will generally be described as the scoping work or study. This scoping work will be the factual information that council puts into the public arena for consultation.
- On occasions, council may develop a preliminary preference for a particular position. When this occurs, council will indicate what that preliminary position is. This will assist the community to understand where the council stands at the start of the consultation.

Timing

- The consultation will take place early enough in the decision-making process to ensure that its outcomes are able to be considered prior to the decisions being made.
- The timeframe for the consultation process will be clearly communicated, including when decision-making is to take place.

Informing people of the final outcomes

- After a decision has been made upon which feedback has been sought and received, those who provided feedback and or had input into the process will be informed of the final decision and the reasons for it.

5. Who will speak for Council

The Shire President represents Council's views on strategic and political matters, whilst the Chief Executive Officer is the delegated authority to speak on behalf of Council for operational matters.

6. Choosing to Consult

When Council must consult - Statutory consultation

Council has responsibilities and makes decisions under a wide variety of State and Federal legislation. In many instances the legislation sets minimum standards and this relates to the following matters:

- Adopting a council plan
- Making a local law
- Differential rating proposals
- Changing the council's system of land valuations for council rates
- Adopting a budget
- Declaring a special rate or a special charge
- Selling, exchanging or leasing land
- Deviating or discontinuing a road

The consultation required by law for these matters must include the following:

- The council must publish a public notice (in a local or daily newspaper, and on the council's website) that identifies the proposal and tells people that they have the right to make a written submission to the council.

- People who wish to make submissions must lodge them by the date specified in the public notice, which is a date not less than 28 days of the public notice.
- Anyone who has made a written submission and asked to be heard in support of this submission is entitled to speak to the council or a committee appointed for the purpose. The submitter may appear in person or be represented by someone else.
- The council must fix a time, date and place for this meeting and give reasonable notice of the meeting to each person requesting to be heard.
- The council must consider any submissions received before making a decision.
- After it has made a decision, the council must write to a person who has lodged a submission advising of the council decision and the reasons for it.

Planning applications carry their own statutory legislative requirements for consultation.
Council has a policy relating to consultation for planning applications, which is filed in the Corporate Library, Policy number: LPP 005

When Council may not need to consult

This framework will apply predominantly to matters requiring a decision by council. It will not necessarily apply to routine, day-to-day activities such as:

- maintenance activities, including tree maintenance
- works such as new footpaths or roadworks
- implementing an existing plan
- where the work is integral to the work of an advisory committee.

However as a courtesy, when undertaking day-to-day activities such as tree works/footpath works/road works and the like, council will communicate with people living at affected properties where appropriate and in the most appropriate way.

There may be occasions when council does not consult on a matter due to circumstances/requirements beyond its control, such as statutory requirements, funding requirements or policy requirements of other levels of government/agencies.

When council will consult

Council believes that there are basically six different categories of issues on which it will wish to consult:

Category One	**Matters that are significant 'one-off' issues**
	For example: Digging a small trench outside a home
Category Two	**Matters that change the current arrangements/uses on a single site**
	For example: The temporary closure of a sporting facility for maintenance works
Category Three	**Matters impacting on an area or neighbourhood**

	For example: Traffic management proposals/solutions, streetscape proposals
Category Four	**Service planning matters which have impacts across the shire**
	For example: Changes to the waste disposal service
Category Five	**Major plans which have impacts across the Shire**
	For example: Development of strategies relating to residential/industrial land use, open space planning or economic development.
Category Six	**Major projects or issues with shire-wide impacts**
	For example: Bushfire Prone Areas Amendment

7. Determining the level of participation

The nature of the decision will influence the level of consultation, or public participation.

8. Methods of communication and consultation

The methods used in relation to any consultation will be selected to suit the category of the issue and the identified stakeholders. It is recommended that several communication methods be used to maximize awareness and participation in the consultation.

It is important to ensure that communications (e.g. printed material) and consultations (e.g. public meetings/forums) are accessible to all people who may be interested in or affected by the decision. This includes those who may have an impairment/disability, those who may not have access to transport, and those who may not have internet access.

It is also important to consider the availability of identified stakeholders and provide a choice of meeting/discussion times. For example, many residents may not be available during the day due to work commitments whilst others may not be available or willing to attend a consultation forum at night due to family commitments, lack of transport, etc.

Methods that may be used include, but are not limited to, the following:

Printed material

- Letter/flier to every affected household or group
- Fact sheet/s
- Brochures
- Technical reports
- Scoping/draft document
- Council newsletter

Media

- Media advertising
- Media release/briefing/photo opportunity
- Community-based newsletters

Display

- Sign/notification on-site
- Static display
- Community noticeboards

Technological

- Council's website
- eNewsletter
- Email mail list

Surveys

- Comment form
- Surveys (online, written or verbal)
- Interviews
- Listening post (in person, in public places)
- Random phone surveys

Small groups (The characteristics of the participants should represent the target group).

- Advisory committees
- Reference group or working group

Public forums

- Tours
- Events
- Public meeting
- Workshops

Social Media

- Council does not currently have a social media policy that provides a framework for the issues/processes this organisation needs to consider in using tools such as Facebook, Instagram, Twitter and LinkedIn. Council engages in social media through a Facebook page for the Youth Advisory Council and the Well Being Warren Blackwood project.

- This is an area where further policy development is likely to occur over the next 12 months.

In all consultations, life cycle costs must be incorporated into the project development.

9. <u>Things to consider</u>

When planning a consultation, consider the following points:

A	Write to every affected household/group	Writing to a select group of people based on a geographic area needs careful consideration. Consider the diversity of your audience and ensure your message is in clear, simple language and meets the requirements of people with a vision impairment, including older people.
B	Survey/other forms of formal market research	The validity of a survey is critical if you or council intend to rely on it to support a particular view. If external organisations are being engaged, it should be presented to council in the context of the broader consultation plan being pursued.
C	Council's shire-wide newsletter	Council produces a newsletter twice a year that is distributed with the rates and via post box delivery for the second newsletter. Additional copies are available at the Shire offices.
D	Community-based newsletters	Council distributes an email newsletter bi-monthly or monthly, depending on the events, activities and projects to be communicated. The newsletter is promoted on the Shire website, so that individuals can add their details to the database.
E	Council's website	Council's website provides the opportunity to publish information relating to a consultation quickly and can be updated as frequently as required. It also enables a lot of content to be published without any cost. It can be an effective way to communicate with those who may have a vision impairment, as it provides the ability to increase the type size and may be read by a screen reader device/software. Council promotes an Events calendar on their website and encourages community members to promote their event using this service.
F	Letter/flier to specific area	Sending an internal email to everyone may identify someone else in the organisation who is conducting a mail-out or poster run, enabling you to share the mail preparation and postage costs. Consider the community noticeboards/shops/facilities where you may be able to put up a flier.

G	Council-organised meeting	Council hosts community meetings four times per year in conjunction with the Volunteer Fire Brigades and community groups. It is important to consider the timing, length of meeting and catering/seating requirements.
H	Media release/advertisement (including print media, local radio and regional promotion)	The Nannup Community Resource produces the Nannup Telegraph with a deadline for material by the 20th of each month. They are also the agent for media articles for the Donnybrook Bridgetown Mail. All media advertisements must be authorized by the CEO prior to release. If submitting photographs with people, their permission must be sought for release, and their names provided to the media. Children must have authority from parents/guardians for printing.
I	Input via advisory committee or working party	Council has a Risk Management Advisory Committee and working parties are established on an 'as needs basis'. All groups will have Terms of Reference and a Councillor and Officer will attend meetings. Minutes must be presented to Council.
J	Personal contact or meetings on site	The offer of personal contact can be an excellent way to personally interact with residents, however consider issues such as timing and safety.
K	Feedback at council offices/service centres	Customer feedback and complaint forms are held at the Shire offices and are forwarded to the appropriate officer for comment or to be dealt with.
L	Public comment with submissions invited	A folder is on the front desk with current public comment submissions and plans.
M	Notification on-site (if appropriate)	In the case of works or a project that is funded by council, ensure that council's logo is included at an appropriate size on the sign.

Also to note:

- Avoid sending letters/holding meetings, etc. during holiday periods
- Include a reply paid envelope if seeking a response on important matters

10. Consultation category/methods matrix

The following are recommended methods for each type of issue. However, it is acknowledged that:

- the timeframes for the consultation may not coincide with the deadlines of some newsletters or the Nannup Telegraph,
- some issues may not warrant a meeting or there may be insufficient interest expressed in participating in a meeting/discussion,
- there may be occasions when council does not consult on a matter due to circumstances/ requirements beyond its control, such as statutory requirements, funding requirements or policy requirements of other levels of government/agencies, specific consultation requirements apply in relation to statutory consultation and land use planning matters.

	SUGGESTED CONSULTATION METHODS FOR CATEGORY OF PROJECT	**Category 1** One-off issues	**Category 2** Changes to current arrangements on a single site	**Category 3** Area or neighbourhood impacts	**Category 4** Service planning with shire-wide impacts	**Category 5** Major plans with shire-wide impacts	**Category 6** Major projects with shire-wide impacts
A	Write to affected household/group			✓			
B	Survey/other forms of formal market research					✓	✓
C	Council's shire-wide 'Update' newsletter				✓	✓	✓
D	Community-based newsletters			✓	✓	✓	✓

E	Council's website		✓	✓	✓	✓	✓
F	Letter/flier to specific area including community noticeboards		✓				
G	Council-organised meeting					✓	✓
H	Media release/advertisement					✓	✓
J	Input via working party (if a relevant committee exists)				✓	✓	✓
K	Personal contact or meetings on site			✓	✓	✓	✓
L	Attendance at community-organised meetings (if organised)			✓	✓	✓	✓
M	Feedback at council offices/	✓	✓	✓	✓	✓	✓

	service centres						
P	Notification on-site (if appropriate)	✓	✓	✓			✓

11. <u>How council will plan a consultation for a Category 6 Project</u>

Step 1
Identify the category of the issue, project or policy – according to the list in the 'When Council will Consult' section.

Step 2
Identify the scope of the decision, taking into account what data exists, what research is required and what is to be consulted on.

Step 3
Consult with internal stakeholders, who may:

- need to have input in relation to the proposal/may have actions assigned to them
- be affected by the decision
- have conducted consultation on a similar issue or with the same sector of the community
- have expertise in conducting consultations or elements thereof (e.g. council's sustainable communities planner/social planner)
- be willing to participate in an internal working group.

Advise the following stakeholders of the proposal and proposed consultation:

- councillors
- staff within the organization:
- advisory committees of council or working parties

Step 4
Identify the external stakeholders who may be affected or have an interest in the decision.

External stakeholders may include:

- Residents in the immediate area
- Ratepayers (including those who do not live in the shire)
- Service users
- Business operators, Business and Tourism Associations and relevant industry associations.

- Investors/developers (re: infrastructure requirements)
- Local community groups and organizations
- Healthcare providers
- Partner agencies (e.g. catchment management authorities)
- Advocacy groups (e.g. welfare organizations/environment groups)
- Special interest groups (e.g. commuters)
- Utilities (water, electricity, gas)
- Emergency services (Police, SES, Ambulance)
- Australian and State Government departments

Step 5
Identify the goal of the consultation, including the level of participation. Refer to the Level of Participation section of this document.

Consider establishing a working group, including members of the community.

Step 6
Select the consultation method/s appropriate for the category of issue and suited to the identified stakeholders. Refer to the 'Methods of communication and consultation' section of this document and the consultation category/methods matrix.

Step 7
Consider privacy implications of submissions: e.g. whether submitters' names and addresses will be included in public documents such as council reports.

Step 8
Identity the timeframe for the consultation and decision-making.

Step 9
Ensure that adequate resources will be committed to the consultation process. This includes identifying who will manage/auspice the consultation process and who will do the work.

Step 10
The details identified via the steps above form the basis of an implementation plan. Present this to the relevant manager for approval.

Step 11
When communicating about a forthcoming consultation, develop a one-page summary (for use in advertisements, letters, fliers, etc.) stating:
- Purpose of the consultation – refer to step 5
- Background (summarized) – what is proposed
- Contact person/s
- Closing date for public comments.

Step 12

After the consultation has been finalized and the decision made, those who provided feedback or had input into the process must be informed of the final decision and the reasons for it.

Step 13
Review consultation process: what worked/what didn't work?

12. How council uses feedback and input from consultations

In preparing a proposal, council may have already consulted with a sector of the community and developed a background paper or draft document, which council will adopt for public comment.

- Following the designated closing date for feedback or input, council will:
- Analyse the feedback received;
- Consider the feedback in the context of the other data, advice, strategies and/or legislation that is relevant to this matter;
- Review the proposal in the context of concerns or suggestions expressed. There is a commitment from the council that it will respect the diverse range of interests and views which may exist around a particular issue and make genuine attempts to resolve conflicts, while recognizing that it has the ultimate decision-making role.
- A report will be presented to council for a decision.
- The decision will be reviewed once implemented, at a time to be determined.
- Agenda items will incorporate the level of consultation required.

Related Policies	Nil
Related Procedures/Documents	LPP 014
Delegated Level	All Officers
Adopted	OM 26 June 2014
Reviewed	OM 27 July 2023

Policy Number:	ADM 20
Policy Type:	Administration Policy
Policy Name:	**Privacy & Confidentiality**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the OCM March 2026 and new Privacy and Responsible Information Sharing Policy adopted. Refer to separate link in the policy section of the website.

Policy Number:	ADM 21 (Repealed)
Policy Type:	Administration Policy
Policy Name:	**Council Spokespersons**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	ADM 22
Policy Type:	Administration Policy
Policy Name:	**Complaints Handling**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

The Policy sets the guidelines with regard to handling customer complaints ensuring that the Shire of Nannup:-

1. Recognises, promotes and protects the customer's rights to comment on their dealings with the Shire of Nannup;
2. Provides for natural justice and procedural fairness to ensure that the Shire officer is able to respond to any complaint and is not subject to unfair, unfounded or inappropriate allegations;
3. Provides for efficient, fair and accessible framework for resolving customer complaints;
4. Sets standard for dealing with customer complaints;
5. Increases the level of satisfaction among customers through the delivery of effective and consistent services; and
6. Enhances the Shire's image and reputation, particularly its reputation for customer service.

POLICY

<u>Definitions</u>

A complaint is a grievance against a process or the quality of service that a customer receives when dealing with the Shire (i.e. poor customer service, inappropriate staff behaviour etc.), as distinct from a service request, which is a request for the Shire to undertake certain works or rectify a particular problem (notification of a pot hole in road, dangerous tree branches, stray dogs/livestock etc.). Service requests are lodged with the relevant department for action as soon as they are received.

A complaint can be received either;

- in writing;
- in person;
- by telephone; or
- by email;

but it must be reproduced onto the Customer Feedback Form for record keeping purposes.

Anonymous and vexatious complaints cannot be investigated as it is not possible to undertake due process to ensure procedural fairness.

Commitment

1. All complaints will be handled quickly, fairly, effectively and courteously and in a manner which ensures natural justice and due process.
2. Responses to complaints should always be in positive terms and never retaliatory.
3. The rights of the complainant are protected as are those of staff who receive the complaint, or who may be subject of a complaint.

Recording Customer Complaints

1. The standard Customer Feedback Form will be used throughout the Shire of Nannup to record all customer complaints.
2. Immediately a complaint is received, a copy of the complaint and/or the Customer Feedback Form must be forwarded to the relevant Manager who will monitor the process.
3. The physical record of all complaints and all supporting documentation will be recorded in the Shire's Records Management system to allow for accountability and audit.

Responsibility

1. All staff are charged with the responsibility of dealing with customer complaints in a courteous manner and to provide customers with information on the Shire of Nannup complaint handling process.
2. Staff have a responsibility to record all customer complaints on the Customer Feedback Form in compliance with this policy.
3. Any complaints of a serious nature involving inappropriate behaviour of staff (rudeness, discrimination or harassment) should be referred to the Chief Executive Officer, who will inform the relevant Manager.
4. All other complaints should be referred to the relevant Manager who will assign investigation of the complaint to an appropriate officer. In some instances it may be appropriate to engage someone external to the organisation to conduct the investigation. This will be a decision of the Senior Management Team.
5. All complaints will be acknowledged in writing, detailing the action to be taken within 5 working days.
6. Complaints which are unresolved after 5 working days will be referred back to the relevant Manager.
7. Complaints which are unresolved after 15 working days will be referred to the Chief Executive Officer.

Compliant Handling – Verbal Complaints

Complaints received in person or by telephone will be handled by the staff member receiving the complaint if possible, or referred to someone who can resolve the matter. Verbal complaints which are resolved immediately must be recorded on the Customer Feedback Form and forwarded to the relevant Manager.

When the complaint cannot be resolved immediately the Customer Feedback Form will be completed and the complaint handled as for a written complaint.

Compliant Handling – Written Complaints

Complaints received by letter, email or Feedback form will be forwarded to the relevant Manager unless the complaint relates to inappropriate behaviour of staff (rudeness, discrimination or harassment) and should therefore be referred to the Chief Executive Officer who will then inform the relevant Manager.

Compliant Handling – Response to the Complainant

The complainant will be advised of receipt of the complaint within three working days. After the complaint has been investigated and a resolution agreed to, the complainant will be notified.

Related Policies	Nil
Related Procedures/Document	Nil
Delegated Level	All Senior Officers
Adopted	OM 25 January 2017
Reviewed	OM 27 July 2023

Policy Number:	ADM 23
Policy Type:	Administration Policy
Policy Name:	**Attendance at Events and Functions**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy repealed at the June 2026 Council Meeting. Resolution No: 250626.4. Replaced by Attendance at Events (Elected Members and CEO) policy.

Policy Number:	ADM 24
Policy Type:	Administration Policy
Policy Name:	**Councillor Training & Professional Development**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy repealed at the June 2026 Council Meeting. Resolution No: 250626.3. Replaced by Elected Member Continuing Professional Development Policy.

Policy Number:	ADM 25
Policy Type:	Administration Policy
Policy Name:	**Hardship**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Repealed at Council Meeting of 25 September 2025 Resolution # 250925.4

Policy Number:	ADM 26
Policy Type:	Administration Policy
Policy Name:	**Mining Tenement Communication**
Policy Owner:	Chief Executive Officer

OBJECTIVES

The objectives of this Policy are to:

Provide a clear direction on the communications the Shire will provide to impacted land owners in relation to correspondence the Shire receives for existing or new mining tenements.

POLICY

Public Communication

The Shire will display at the front counter and on the Shire's website, the details of the proposed tenement as provided by the Department of Mines, Industry Regulation and Safety, for the entirety of the submission period.

The Shire will write to individual land owners that fall within the tenement boundaries notifying them of the details as provided by the Department of Mines, Industry Regulation and Safety.
The Shire will not be responsible for the collation of feedback and will encourage land owners to make their individual submissions to the tenement proposal where applicable.

Related Policies:	Nil
Related Procedures/Documents:	Nil
Delegation Level:	Development Services Coordinator
Adopted:	28 July 2022 OCM
Reviewed:	OM 27 July 2023

BUILDING

Policy Number:	BLD 1
Policy Type:	Building
Policy Name:	**Use/Hire of Community Facilities**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

POLICY

Council will charge all hirers of its facilities as per its list of fees and charges which is reviewed annually in line with the budget.

Should a "not for profit" community group/organisation seek the waiving of any fees and charges imposed for use/hire of a community facility, an application in writing is to be submitted and presented to Council for consideration.

Council encourages the self-management of community buildings and will endeavour to provide adequate support to community groups who are eager to maintain and develop community buildings and facilities.

The tenure of local controlling committees with their buildings and/or land shall be by way of lease agreement, with each lease/agreement being endorsed by Council prior to the occupation of any premises. Council is to have regard to the individual circumstances of community groups when finalising any lease/agreement.

All facilities must be managed on a financially independent basis and fees, subscriptions, rentals, levies etc; must be sufficient to cover all operational outgoings which should include maintenance required as a result of normal wear and tear, as well as electricity, water and any other utilities.

Council reserves the right to provide annual operational grants to managing committees if such expenses are considered to be outside the resources of the organisation, is seen to be in the general interests of the community or is granted to assist an organisation in its establishment.

Council, upon receipt of Annual Financial Statements and Building Reports will consider budget allocations for expenses of a non-operational nature such as major repairs, additions or renovations in line with normal annual budget deliberations.

Council will undertake an inspection of all community buildings as part of its budget deliberations.

Council will not, at the expense of a community based not for profit group, enter into a lease/agreement with any organisation that is considered commercial in nature. If

Council does enter into a lease/agreement with an organisation that is considered commercial in nature, commercial arrangements and conditions are to be put in place.

Related Policies	HAB 2
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 17 December 1992
Reviewed	OM 27 July 2023

Policy Number:	BLD 2
Policy Type:	Building
Policy Name:	**Naming of Council Facilities**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

OBJECTIVE

The objective of this policy is to provide a framework for selecting and adopting new and replacement names for Council owned facilities including properties, buildings, memorials, and other physical structures, but excluding road infrastructure throughout the Shire of Nannup.

POLICY

Council recognises that the names of infrastructure owned by Council can have significant influence on the development of an improved sense of community within the Shire. It is important that the community be part of the process by having an opportunity to contribute possible names for Shire infrastructure.

The naming of facilities, buildings and amenities under the control of the Council will be undertaken in a planned, coordinated and inclusive manner which represents and acknowledges the area's history, heritage and environment.

Principles of Naming Facilities:

When proposing names for facilities developed and owned by the Shire of Nannup, the following criteria will be taken into consideration:

The locality of the development (eg – Carlotta)
Any historical events associated with or near the site
Indigenous and cultural heritage relevant to the site
Pioneering families (family names only) associated with the immediate area
Significant individuals who have contributed substantially to the community in a voluntary capacity
Social or calendar events
Community or corporate sponsorship

Procedure for Naming New Facilities:

Elected members and members of the community may submit, in writing, names for consideration by Council for new facilities or for the renaming of facilities including in their submission their reasons for their suggestion. Where the suggestion is to name a facility after a person who is no longer living, who has made a significant contribution

to the community, extensive background information on the person's voluntary contributions to the community is to be provided as part of the written submission.

Where a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria above (Principles of Naming Facilities), The Chief Executive Officer shall cause a confidential report to be prepared on the proposed name(s) for Council consideration. Elected members shall select their preferred option by 1st past the post ballot. If no clear preference is decided on the 1st ballot, a second ballot shall be held with the two most popular choices from the first ballot, the only choices.

Where there is a request to rename an existing Council owned facility, in addition to the above criteria, the additional information is to be considered:

The historical reason for the original name,
The public's acceptance and familiarity of the original name, and
The costs associated with changing the name.

Consultation Process:

Following the completion of the above procedure Council will undertake community consultation on any proposed name. Consultation and background research will vary according to the nature of the nomination however should be generally in accordance with the following:

(i) Nominee is an individual -

Consultation shall occur in the first instance with the nominee or relevant family members to ascertain their support. If the nominee disapproves the naming process will not be pursued. If the nominee is deceased, then appropriate relatives or friends will be contacted asking if they approve of the request. If the relatives or friends do not approve, the naming process will not be pursued. If the nomination is approved in either case, then background research and community consultation is then to be conducted.

(ii) Nominee is a Community Group -

The community group will be asked if they approve of the nomination. If the nominated group disapproves the naming process will not be pursued. If the nomination is approved, then background research and community consultation is then to be conducted.

(iii) Nomination is an Historical, Social or Culturally Specific Name -

In the case of culturally specific names, consultation is to occur in the first instance with relevant cultural groups with any request for the use of indigenous names requiring the approval of the appropriate indigenous representatives. If the

nomination is approved, then background research and community consultation is then to be conducted.

(iv) Background Research -

Appropriate background research should be conducted regarding the level of community or Council service of the nominee and the significance of any historical, social, or culturally specific names proposed. The purpose of the research is to provide a rationale for the merit of the nomination.

(v) Community Consultation -

Where appropriate, community consultation will be conducted with relevant stakeholders. The stakeholders, method and level of consultation required will be determined by the Chief Executive Officer and will include as a minimum local public notice of the proposed name. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council is to consider all comments received and may accept or reject in whole or in part any such comments received in respect of the proposed name.

Memorial in Recognition of Reason for Name:

Once Council has made a determination on the preferred name, the Chief Executive Officer will cause the commissioning of a memorial to be placed upon the facility by way of the placement/erection of a plaque consistent with the facility's size and location. Such plaques will record the person's initials and surname (including post nominals) and, subject to preference, use of a single first (or preferred) name and the date of the memorialisation. Where appropriate the extent or significance of the person's or group's contribution to the community will be notated.

Related Policies	HAB 5
Related Procedures/Documents	Nil
Delegated Level	Nil
Adopted	OM 24 April 2009
Reviewed	OM 27 July 2023

Policy Number	BLD 3 (Repealed)
Policy Type	Building
Policy Name	**Kerb Bond**
Policy Owner	Chief Executive Officer
Authority	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	BLD 4 (Repealed)
Policy Type:	Health
Policy Name:	**Relocated Dwellings**
Policy Owner:	Chief Executive Officer

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	BLD 5 (Repealed)
Policy Type:	Building
Policy Name:	**Wood Encouragement Policy**
Policy Owner:	Chief Executive Officer

Repealed at the 22 October OCM – Resolution No: 221026.6

BUSH FIRE CONTROL

Policy Number:	BFC 1
Policy Type:	Bushfire Control
Policy Name:	**Brigade Administration**
Policy Owner:	Chief Executive Officer

Policy Repealed at the July 2026 Council Meeting Resolution Number OCM230726.8

Policy Number:	BFC 2
Policy Type:	Bushfire Control
Policy Name:	**Roadside Burning**
Policy Owner:	Chief Executive Officer

Policy Repealed at the July 2026 Council Meeting Resolution Number OCM230726.8

Policy Number:	BFC 3
Policy Type:	Bushfire Control
Policy Name:	**Bushfire Brigade Training**
Policy Owner:	Chief Executive Officer

Policy Repealed at the July 2026 Council Meeting Resolution Number OCM230726.8

Policy Number:	BFC 4
Policy Type:	Bushfire Control
Policy Name:	**Maintenance of Equipment**
Policy Owner:	Chief Executive Officer

Policy Repealed at the July 2026 Council Meeting Resolution Number OCM230726.8

Policy Number:	BFC 5
Policy Type:	Bushfire Control
Policy Name:	**Brigade Vehicles for Driver Training**
Policy Owner:	Chief Executive Officer

Policy Repealed at the July 2026 Council Meeting Resolution Number OCM230726.8

FINANCE

Policy Number:	FNC 1 (Repealed)
Policy Type:	Finance
Policy Name:	**Capitalisation of Fixed Assets**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	FNC 2 (Repealed)
Policy Type:	Finance
Policy Name:	**Depreciation Rates of Fixed Assets**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Number:	FNC 3
Policy Type:	Finance
Policy Name:	**Community Group Grants and Donations**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy repealed at the 25 September 2025 Council meeting and replaced with a new policy – Community Donations and Grant Funding. The policy is shown as a stand alone link on the Shire's Policy Page

Policy Number:	FNC 4 (Repealed)
Policy Type:	Finance
Policy Name:	**Tourism Based Rural Properties – Rating Basis**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	FNC 5
Policy Type:	Finance
Policy Name:	**Rate Rebates for Pensioners**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at Council meeting of 25 September 2025, Resolution # 250925.4.
Policy Number FNC5 now refers to a new policy adopted by Council on 25 September 2025 – "Defer, Grant Discounts, Waive or Write Off Debts.

Policy Number:	FNC 6
Policy Type:	Finance
Policy Name:	**Acceptance of Grant Funding**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Acceptance of grant funding by Council is to be in accordance with the following:

1. Any matching funding required of Council is to be included in the annual budget or by Council resolution.

2. The Chief Executive Officer is delegated authority to accept grants on behalf of Council up to a maximum amount of $20,000 or for higher sums where budgetary provision for the grant or associated match funding already exists. In all remaining cases the Chief Executive Officer is delegated authority to accept the grant from the funding body but the grant may not be committed to projects until such time as a formal report has been presented to Council seeking endorsement of its application.

3. Where a grant is accepted on behalf of Council up to the delegated amount, an Information Report is to be provided to Council at the next available opportunity giving details of the grant accepted.

4. Where a grant is accepted on behalf of Council up to the delegated amount, the grant purpose is to be consistent with existing planning documents or direction of Council such as Council's adopted Forward Plan, budget or existing resolution of Council.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Nil
Adopted	OM 26 February 2009
Reviewed	OM 27 July 2023

Policy Number:	FNC 7
Policy Type:	Finance
Policy Name:	**Investment Policy**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Definition
The Council defines its treasury management activities as the management of the Council's investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.

OBJECTIVE

The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation. Priority for investment decisions will be based on security and liquidity.

Legislative Requirements
All investments are to be made in accordance with:
Local Government Act 1995 – Section 6.14
The Trustees Amendment Act 1962 –, re: Part III Investments (as amended 1997)
LG Financial Management Regulations (19, 28 and 49)
Australian Accounting Standards

Management and Decision Making
The Chief Executive Officer, shall be responsible for the management of the Council's funds and for reporting to the Council on these affairs.
All executive decisions on borrowing, investment or financing shall be delegated to the Chief Executive Officer and the CEO may delegate the exercise of these powers to the:
Manager Corporate Services
Or any other employee of the Shire through instrument(s) of delegation.

Approved Organisations for Investment

Surplus funds may be invested in the following institutions:

a) The Council's account holding bank
b) authorized deposit taking institutions and the Western Australian Treasury Corporation.

All investments must be in Australian currency.

Funds must be invested in the following financial instruments:
authorized deposit taking institutions and the Western Australian Treasury Corporation for a term not exceeding 12 months

bonds that are guaranteed by the Commonwealth Government or a State or Territory for a term not exceeding three years

Where investments of greater duration than 12 months are desired, Council officers are to obtain independent financial advice from a Certified Financial Planner with regard to specific investment selection.

The maximum amount that may be invested with any one institution is $4 million for deposits requiring less than 24 hours notice of withdrawal and $2 million for all other deposits.
The Chief Executive Officer can authorise a transaction which exceeds the maximum investment limit with any one institution and must record the reason for any departure from the policy and report this to Council. In such cases the appropriate authorising signature should be recorded in a central register.

Related Policies:	Nil
Related Procedures/Documents:	Nil
Delegated Level:	Manager Corporate Services
Adopted:	OM 26 April 2012
Reviewed:	OM 27 July 2023

Policy Number:	FNC8
Policy Type:	Finance
Policy Name:	**Use of Council Credit Card/s**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Policy Repealed at Council Meeting of 26 February 2026 Resolution # 260226.7 and new policy adopted – Corporate Transaction Card Usage

Policy Number:	FNC9
Policy Type:	Finance
Policy Name:	**Exemption from Waste Management Fee**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To clarify the application of the exemption from paying the Waste Avoidance and Resources Recovery Act 2007 (WARR) Waste Management fee (WMF).

POLICY

A Waste Management fee, as adopted by Council annually, will be imposed on all rateable property assessments in accordance with Section 66 of the Waste Avoidance and Recovery Act 2007 to provide Council with the necessary resources to effectively deliver its waste services and strategically plan for the Shire's future waste management requirements.

The following variations will apply after application is made to Council in writing by land owners:

Town Site areas and other properties rated on a Gross Rental Value basis:

Where a land owner has multiple land holdings in the Shire of Nannup and those land holdings can be rated contiguously as per the Valuations of Land Act 1978, only one WMF will apply;

Where a land owner has multiple vacant land holdings in the Shire of Nannup, only one WMF will apply;

Where a land owner has multiple land holdings in the Shire of Nannup, inclusive of properties with improvements (approved structures) and vacant properties, the WMF will only apply to those properties with improvements and one vacant property inclusive.

Non Town Site areas rated on an Unimproved Value basis:

Where a land owner has multiple land holdings in the Shire of Nannup and those land holdings can be rated contiguously as per the Valuations of Land Act 1978, only one WMF will apply;

Where a land owner has multiple land holdings in the Shire of Nannup and the land holdings cannot be rated contiguously, the WMF will apply reflective on the number of habitable dwellings. The land owner upon application will be requested to complete a statutory declaration confirming this fact prior to the exemption being granted.
Note:

Exemptions will not be applied retrospectively;

Town Site areas are defined as per Section 26 of the Land Administration Act 1997.

The WMF exemption will only apply to land holdings with identical ownership as verified by a title search. It is the responsibility of the applicant to provide evidence of ownership at the time of application.

This Policy does not affect land owners/holdings with current exemptions until the subject property changes ownership.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 26 May 2016
Reviewed	OM 27 July 2023

Policy Number:	FNC 10
Policy Type:	Finance Policy
Policy Name:	**Fraud Management Policy**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

BACKGROUND

Fraud is defined as any intentional act committed to secure unlawful or unfair gain, whether in cash or in kind. Fraud has potential to occur within or outside of the organisation by Councillors, employees or third parties individually or in collusion with others.

Anti-fraud controls already exist in the organisation in many forms and the intent of the Fraud Management Policy is to capture organisation expectation in a consolidated policy.

Fraud may involve:
Misappropriation (theft) of wilful destruction (property, records etc.);
Loss of assets;
Unauthorised use of organisation assets;
Bribery and corruption;
Inappropriate relationships with third parties creating conflicts of interest;
Manipulation, falsification or alteration of records;
Suppression or omission of the effects or interactions from records;
Recording interactions without substance;
Deliberate misapplication of statutory requirements, policies and legitimate direction; and
Disclosing confidential information to third parties without authority.

Guidelines

The objectives of the organisation in relation fraud / misconduct area:
Assignment of a zero tolerance to fraud / misconduct;
Promotion of an open and transparent culture of communication;
Encouragement to report of suspected cases of fraud / misconduct; and
Spread awareness and educate on the risks faced by the organisation.

The Chief Executive Officer (CEO) and Manager Corporate Services shall be responsible for reviewing cases of suspected fraud / misconduct and where proven appropriate, criminal, statutory or other action as deemed appropriate ensuring the following:

- Recording all complaints received on suspected incidents of fraud / misconduct;
- Conduct reviews, inspections and investigations to identify details about the reported incident and clearly identify the perpetrator if possible;

- Make a determination on how to deal with the reported incident taking into account statutory requirements, organisation considerations and any other relevant matter;
- Refer the matter to relevant authorities if required and/or take appropriate disciplinary action;
- Take necessary steps to recover losses and/or misappropriated assets; and
- Report to Council as appropriate.

Related Policies	Nil
Related Procedures/Document	Nil
Delegated Level	Nil
Adopted	OM 25 January 2017
Reviewed	OM 27 July 2023

ENVIRONMENTAL HEALTH

Policy Number:	HLT 1
Policy Type:	Health
Policy Name:	**Temporary Accommodation**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup Local Government Act 1995 Health (Miscellaneous Provisions) Act 1911 Australia New Zealand Food Standards

POLICY

For those people desiring to build in the Shire of Nannup the following conditions apply for the local government to approve temporary occupation of sheds or other dwellings while a permanent residence is being constructed.

Please note any violation of the following conditions may lead to the withdrawal of approval to occupy the temporary accommodation.

Conditions Applicable To Temporary Accommodation

The residence must be constructed to top plate height within 6 months of the issuing of the building permit.

The residence must be completed within 12 months of the issuing of the building permit.

Minimum health amenities to be provided for the Temporary Accommodation shall be:
A toilet, kitchen sink, laundry trough, bath and/or shower all supplied with hot and cold water.
All fixtures to be trapped and plumbing installed to flow into a 9 metre leach drain or a system approved by the local government Environmental Health Officer.

An inspection by the local government Environmental Health Officer must be made prior to occupancy of the Temporary Accommodation.

No approval for Temporary Accommodation will be granted for lots in the Nannup townsite.

Related Policies	HAB 3 (Adopted 22/2/1993 Revoked 22/4/2010) HAB 3 (Adopted 22/3/2012 Revoked 25/6/2015)
Related Procedures/Documents	Nil
Delegated Level	Environmental Health Officer

Adopted	OM 25 June 2015 #9218
Reviewed	OM 27 July 2023

Policy Number:	HLT 2
Policy Type:	Health
Policy Name:	**Mobile Shop/Temporary Premises/Street Stall**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup Local Government Act 1995 Health (Miscellaneous Provisions) Act 1911 Australia New Zealand Food Standards

OBJECTIVES

To regulate the operation of Mobile Shop/ Temporary Premises and Street Stalls to ensure that there is no disruption to local businesses and/or to pedestrian traffic.

To ensure a consistent approach to the operation of retail and wholesale premises.

DEFINITIONS

Mobile Shop/Temporary
Premises:
Retail or wholesale premises that is movable and operates from the road reserve or local government reserve and stops sufficient time only to affect a sale. It cannot remain stationary at any time to anticipate sales.

Stall:
Includes a mobile shop/temporary premises or stall that has been given local government approval to remain stationary in the Road Reserve, Reserve or private land for a period on not exceeding three days.

Market Day:
The fortnightly market in Warren and Brockman Street excluding special events (i.e Nannup's Music Festival, Garden Festival)

POLICY

All persons intending to establish or operate any Mobile Shop/Temporary Premises, Street Stalls, either in conjunction with or independent of any Market Day, are required to make application to the local government for approval. This is additional to any other local government approvals for events and relates to the operation of the stalls and temporary premises.

Application is to be made on the application form "Conditions for approval for operating street stalls/temporary premises". The person making the application is responsible and accountable for the operation of the stall/ temporary premises.

The local government has approved “Market Days” and on the Road Reserve in Warren Road and Brockman Street under the following conditions:

A nominated person is to be responsible for the “Market Day”.
The area is to be left free of litter, stalls, signs and equipment at the end of the trading day.
Recipients of donations from the stalls shall be bonafide charities, sporting associations or community groups.

Stall holders shall not locate outside business premises unless consent of that business has been received.

No stall shall obstruct the passage of pedestrian traffic, which may lead to pedestrians being forced to use the road instead of the footpath.

All stall holders are liable for the health and safety of the public and shall ensure that there are no “hazards” caused and are liable should their stall contribute to any incident.

Markets are permitted fortnightly and to operate only between the hours of 8am and 2pm.

Should the sale of food be considered, the document “Food Regulations 2009” is to be provided and standard conditions are to apply:

General Conditions: Stalls/Sausage Sizzles/All Pre-packaged Foodstuff from Registered Premises.

General Conditions: Temporary Food Premises.

A copy of a current of their “Certificate of Registration” is to be provided from the local government that they have notified that they are selling food in accordance with the Food Act 2008 and Food Regulations 2009.

Before any approval is given the applicant is to:

Sight and sign the Shire of Nannup’s Standard Occupational Health and Safety Rules.
Provide a copy of their public liability insurance.

Related Policies:	LPP 14 (Adopted 22/4/2010 Revoked 25/6/2015)
Related Procedures/ Documents	Application for a Mobile Shop/Temporary Premises/Street Stall HLT 2 Attachment 1.docx Food Regulations 2009 HLT 2 Attachment 2.docx

	Nannup's Standard Occupational Health and Safety Rules. HLT 2 Attachment 3.docx General Conditions: Stalls/Sausage Sizzles/All Pre-packaged Foodstuff from Registered Premises. HLT 2 Attachment 4.docx General Conditions: Mobile Shops/Temporary Premises/Street Stalls. HLT 2 Attachment 5.docx
Delegation Level:	Environmental Health Officer, Development Services Officer
Adopted:	OM 25 June 2015 #9218
Reviewed:	OM 27 July 2023

POLICY NO.	HLT 3
POLICY TYPE	Health
POLICY NAME	**Temporary Caravan Parks and Camping Grounds**
POLICY OWNER	Chief Executive Officer

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 local government, 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

Limit to Number of People on a Site

No more than ten people are to camp on a site at any one time.

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.

Tent/Camping Sites

A tent or camping site must have a minimum area of 25 square metres.

Access
Access to all caravan or camping sites shall be at least 6 metres wide.

Fire Prevention and Protection
The lot shall comply with the local government'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.

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.

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.

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.

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 local government owned lot or land vested with the local government 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 local government 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.

Related Policies:	LPP016 (Adopted 23/2/2012 Revoked 25/6/2015)
Related Procedures/	

Documents	
Delegation Level:	Environmental Health Officer, Development Services Coordinator
Adopted:	OM 25 June 2015 #9218
Reviewed:	OM 27 July 2023

Policy Number:	HLT 4 (Repealed)
Policy Type:	Health
Policy Name:	**Bed & Breakfast**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup Local Government Act 1995 Health (Miscellaneous Provisions) Act 1911 Australia New Zealand Food Standards

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	HLT5
Policy Type:	Health Policy
Policy Name:	Events
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Introduction

This Policy will be used to manage the application and approval process of all types of events conducted in the Shire of Nannup.

The Shire of Nannup will assess applications for the conduct of events in accordance with legislative requirements.

Objectives

The objectives of the Policy are:

To set standards for the conduct of events within the Shire of Nannup.
To require the organisers to submit details for events and demonstrate compliance with all regulatory requirements and standards to ensure an enjoyable and safe environment is available for patrons.
To ensure events are sited and conducted to minimise any adverse impacts on the amenity of the area and nearby land or roads.

Definitions

For the purpose of this policy the following definitions apply:

“Event(s)” are any organised gathering of more than 200 people within the Shire of Nannup on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation or community purposes.

“Event Application Form” (Attachment 1) is required to be completed for any proposed event. Form requests details of size, nature, date, time, purpose, activities and facilities in relation to the event.

“Event Applicant” means the person, company or organisation, excluding Shire of Nannup managed events, who is responsible for organising an event and who makes application to the Shire of Nannup for approval to stage an event.

“Public Place” means any street, way or place including but not limited to community reserves, facilities, halls or public open space.

“Shire of Nannup Facility or Reserve” means any property owned by the Shire of Nannup and includes buildings, recreation centres, community centres, halls and reserves (passive and active).

“Reserve Area” means a designated reserve area within the shire utilised for recreational or community purposes/groups, sporting bodies etc.

Assessment Criteria

If one or more approvals are required from the following list then the event requires formal Shire of Nannup approval:

Environmental Health Services:
Preparation or sale of food to the public;
Erection of tents, marquees, stages and other structures for public use;
If the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place in accordance with the Health Act and associated Regulations and the current Shire of Nannup Local Planning Scheme 3;
Any noise being created including music, use of amplified equipment, extraordinary vehicle noise;
Supply or installation of electrical equipment including generators, cabling, extension cords switches, fuses;
Risk management process for events attracting more than 5000 people;
Signage for the event is proposed to be erected;
Sale or consumption of alcohol;
Additional parking areas will be required;
Additional toilet facilities will be required;
Crowd control or security may be an issue;
First aid may need to be considered; and
Amusement structures will be used.
Patrons will pay an entry fee.

Community Infrastructure:
Event involves use of a road for any purpose including temporary road closure or suspension of Road Traffic Act / Regulations;
Event affects the flow of traffic on any road for any reason;
Hire of the Shire of Nannup refuse receptacles; and
Fireworks are proposed.

Formal event approval is not required if the application is only a request for:

Hire of Shire of Nannup reserve area or equipment. This however would require the completion of a Facility Hire Form for each occasion.

This policy does not cover:

Events to be held at:

Educational premises including primary, secondary and tertiary centres,
Religious centres including churches and worship centres;
A birthday party, anniversary, funeral, private picnic, weddings and ANZAC Day ceremonies.

An event approval is not required providing there is no variation from the following existing approvals:

Conditions associated with a Planning Consent under the Shire of Nannup Local Planning Scheme 3.
Approvals as required in accordance with the Health (Miscellaneous Provisions) Act 2016 and associated Regulations. However if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place then an event approval is required and the requirements of this Policy apply.

Event Application Process

Applicants are required to complete the Event Package (attachment 1) which consists of the following:

Event Application Form;
Event Checklist which is to be read in conjunction with the Event Information to Applicants to identify approvals and forms as required for the event;
Event Site Plan; and
Complete all relevant Forms included in the Event Application Package and obtain any other approvals as required.

The completed Event Application Form, Event Checklist, Site plan and any additional Forms or details of other approvals must be submitted to the Shire of Nannup a minimum of six (6) weeks prior to the proposed date of the event. The form must be signed by the Authorised Officer.

All sections of the Event Application Form and Event Checklist must be completed in order for the application to be eligible for assessment.

The applicant must submit a risk management plan that complies with the requirements of AS4360 if the event participation is for greater than 5000 people. The Shire may request a Risk Management plan for any event if the risks are deemed to be significant.

The Shire of Nannup may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.

The applicant must ensure any appropriate forms are completed and submitted with the event application.

Assessment of Applications

The following issues will be considered by the Shire of Nannup in the assessment and approval process of event applications:

The nature, size and suitability of the event in relation to the venue requested (including the presence of alcohol) and the likely impact of the event on the facility;
The amenity of the event;
The ability of the facility to accommodate the event at the proposed time (taking into account open space);
The likely impact on residents as a result of the event (including noise, dust, excessive light, or other adverse effects perceptible outside the venue);
The availability of the venue at the required time(s) and on the required day(s);
The period of time for which the event will operate and the proposed times of operation;
Conflict or potential conflict with other events in that location or a surrounding location;
The estimated number of participants associated with the special event in relation to the carrying capacity of the facility;
The benefits to the Nannup community;
Reputation of the operator; and
Any other factors that may be considered necessary in relation to a particular event.

Fees for Event Approval

All events will attract an application fee in accordance with the Shire of Nannup Schedule of Fees and Charges.
The applicant will be advised of any additional fees and charges upon event approval. These must be paid at least 7 days prior to the event.
Refund of fees will only be considered in the event of a cancellation notice being received at least 7 days prior to the event date and may attract an administration fee.

Bonds for Events

Additional Bonds may be requested for events in accordance with Council direction and/or the Shire of Nannup Schedule of Fees and Charges.

Related Policies	Nil

Related Procedures/Documents	Attachment 1: Event Application form
Delegated Level	Economic and Community Development Coordinator
Adopted	OM 25 January 2017
Reviewed	OM 27 July 2023

PERSONNEL

Policy Number:	PSN 1
Policy Type:	Personnel
Policy Name:	**Superannuation**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

POLICY

Council will pay the following rates of superannuation to eligible employees:

NATIONAL SUPERANNUATION SCHEME	EMPLOYEE CONTRIBUTION	COUNCIL CONTRIBUTION
Per Legislation	2.5%	2.5%
Per Legislation	3%	3%
Per Legislation	4%	4%
Per Legislation	5%	5%

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Manager Corporate Services
Adopted	OM 9 September 1993
Reviewed	OM 27 July 2023

Policy Number:	PSN 2 (Repealed)
Policy Type:	Personnel
Policy Name:	**Service Pay**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	PSN 3 (Repealed)
Policy Type:	Personnel
Policy Name:	**Study Leave**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	PSN 4 (Repealed)
Policy Type:	Personnel
Policy Name:	**Inside Staff Uniforms**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	PSN 6
Policy Type:	Personnel
Policy Name:	**Employee Gratuity Payments**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

Policy Repealed at Council Meeting of 26 February 2026 Resolution # 260226.7

PLANNING

Local Planning Policies are shown as stand alone documents on the Policy Web Page.

RISK MANAGEMENT

Policy Number:	RM 1
Policy Type:	Risk Management
Policy Name:	**Risk Management**
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

Policy reviewed and changes adopted at the meeting of 22 August 2024 – res. No 220824.14. New policy presented as a stand alone link on the website.

Policy Number:	RM 2
Policy Type:	Risk Management
Policy Name:	**Occupational Safety and Health**
Policy Owner:	Chief Executive Officer

The Shire of Nannup is committed to providing a safe and healthy working environment for all employees, volunteers, contractors, suppliers, visitors and non-employees by conforming to current legislation, regulations, codes of practice, best practice and appropriate national standards.

The objectives of this policy are to:

- avoid, eliminate and control workplace hazards;
- provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;
- continuously improve the standard of occupational safety and health for all employees.
-

The responsibility for implementing this policy rests with the Chief Executive Officer and the Manager Corporate Services and Manager Infrastructure for the respect departments.

The Manager Corporate Services is assigned the authority to act as the Safety Co-Ordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer through all levels of management throughout the organisation.

All employees are responsible for safety and health by taking reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. Council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

Related Policies	RM 1
Related Procedures/Documents	Nil
Delegated Level	Senior Managers
Adopted	OM 24 June 2010, #8414
Reviewed	OM 27 July 2023

Policy Number:	RM 3
Policy Type:	Risk Management
Policy Name:	**Outdoor Clothing**
Policy Owner:	Chief Executive Officer

PURPOSE

The Shire of Nannup is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the Shire of Nannup is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

SCOPE

This procedure applies to whole of organisation.

ADMINISTRATIVE AND OTHER CONTROLS

While these guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems require consideration.

The key factors which may promote bodily overheating problems are the:

- ambient and radiant temperature;
- extent of air movement (wind);
- pace and physical demands of work;
- adequacy of water replacement due to sweating;
- humidity;
- person's clothing.

Some steps which may be taken include:

- Having ample supplies of fresh cool water.
- Exploiting the use of natural shade.
- The erection of temporary shade where practicable.
- Rescheduling of particularly heavy work outside the period 10am to 2pm where practicable.
- Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

RESPONSIBILITIES

Supervisor

Where PPE is used at the workplace, Supervisors must ensure that:

- employees are instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- employees are informed of the limitations in the use of the clothing or equipment;
- the clothing or equipment is maintained in good working order;
- the clothing or equipment is replaced when it no longer provides the level of protection required to protect the wearer or user against the particular hazard; and
- the area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the AS 1319: 1994 Safety Signs for the Occupational Environment (e.g. a sign may be required in the welding bay denoting the type of PPE which is required).
- All repairs to PPE are to be done by a competent person, and are to be conducted according to the specifications of the manufacturer.

Employees

Persons to whom PPE is provided or made available at the workplace:

- must use the PPE in the manner in which he/she has been properly instructed to use it;
- must not misuse or damage the PPE; and must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the Supervisor of the damage, malfunctioning or need to clean/sterilise.
- Under Section 20(2)(c) of the OS&H Act 1984 an employee who "misuses or damages any equipment provided in the interests of safety or health" commits an offence. Shire of Nannup employees who misuse or damage PPE will face disciplinary action that may result in dismissal.
- The Shire of Nannup will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

APPLICATION

CLOTHING RECOMMENDATION

Standard Dress

Shire of Nannup recommends that outdoor employees wear long sleeved shirts and trousers. However, to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts and short-sleeved shirts. The minimum clothing requirement for outdoor employees shall be long shorts i.e. to just above the knee and sleeved shirts.

This basic dress code will apply all year round. Exemptions may apply based upon written medical advice.

It is recommended that except for the months of May, June, July and August a broad brimmed (8cm to 14cm) hat should be worn. Other types of hats may be substituted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection are not recommended.

Hats, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by Shire of Nannup. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than one hour/day on a cumulative basis.
Where there is an obvious risk of immediate physical damage to the skin workers must wear trousers and long sleeve shirts or overalls. The option to wear long shorts in certain areas will not apply to:

- persons performing welding or mechanical repairs/maintenance
- operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling bitumen
- people who handle chemicals (i.e. pesticides and herbicides).

Other People Who Work Outdoors
It is recommended that all persons who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis wear a broad brimmed hat (or equivalent) and sunscreen, both of which Shire of Nannup will supply.

<u>High Visibility Clothing</u>
Because of the requirement for Shire of Nannup workers to be easily seen by vehicle users, high visibility clothing (either high visibility shirt, jumper, jacket or vest), of some description must be worn by workers while within the road reserve or near vehicle access ways.
Should over garments (e.g. jumpers and jackets) be needed, then a high visibility vest must be worn over jumpers etc.

<u>USE OF SUNSCREEN CREAM</u>
All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer's directions. Information, instruction and supervision will be provided in the use of sunscreens. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round.

Exemptions may apply based on written medical advice.

SUPPLY AND USE OF SUN GLASSES

All employees working outdoors shall, when practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant employees as part of the standard personal protective equipment issue.

REFERENCE

Occupational Safety and Health Act 1984, and 2005 amendments
Occupational Safety and Health Regulations 1996, and 2005 amendments

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Senior Managers
Adopted	OM 20 December 2001
Reviewed	OM 27 July 2023

Policy Number:	RM 4
Policy Type:	Risk Management
Policy Name:	**Fitness for Work**
Policy Owner:	Chief Executive Officer

PURPOSE

The Shire of Nannup is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act, 1984 to provide a safe working environment. Council recognises that this duty is incumbent on all employees and extends to co-workers and individuals to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

SCOPE

All employees will be requested to complete an annual medical declaration to identify any issues which may affect safe working.

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of drugs and/or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Nannup. In order to ensure that this duty is fulfilled, Council has implemented this procedure in the interests of occupational safety and health.

Those who are suspected or found to be under the influence of drugs or alcohol at work, will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and, depending on the severity of their actions, may also be suspended without pay or dismissed without notice.

RESPONSIBILITIES

It is the responsibility of the direct supervisor or manager to recognise an employee who is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a condition which will affect their work performance, or that could endanger work colleagues or members of the public or cause damage to Council equipment.

The Shire of Nannup believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support any affected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of Council who is interested in receiving counselling services should seek approval from their Manager.

Definitions
For the purpose of this policy and procedure, the following definitions apply:
Impaired Work Performance - sudden or gradual deterioration in a person's ability to function appropriately at work.

- Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner, including unfit through illness.
- Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse – inappropriate use of a substance on the premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol – Any beverage containing alcohol.
- Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance – any drug that may have adverse effects causing impaired work performance.
- Fatigue – The inability to perform work effectively or safely due to lack of sleep or the adverse effects of medication, alcohol, drugs and / or other substances (including, "hangovers" and/or "come downs").
- Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance or not being fatigued.

APPLICATION

<u>Alcohol</u>
Being under the influence of alcohol will not be permitted whilst working for the Shire of Nannup. Employees who commence work whilst under the influence of alcohol, including working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest hospital for a blood alcohol test. If a blood alcohol level is deemed to be 0.05 and over, employees will be sent home without pay for the remainder of the day. As the employee will be over the legal limit to drive, alternative transport will be required. Any refusal to submit to testing will be deemed to be a positive result.

If the blood alcohol level is under 0.05, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and

responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of Council that employees make alternative arrangements to get home. The Shire of Nannup accepts no responsibility for employees during travel to and from the function.

Drugs and Prescription Medication

Illicit Drugs and Other Substances
Illicit drugs and other substances are strictly prohibited by the Shire of Nannup. Being under the influence of, or suffering adverse effects whilst at work, will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Nannup).

Refusal to undertake a drug screen may result in instant dismissal.

Prescription and Other Medication
It is an employee's responsibility to inform their supervisor of any medication they are taking that may cause any adverse effects and impede their working duties. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (e.g. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action or instant dismissal.

Fatigue
Fatigue can be the result of many different situations. This procedure will therefore directly reflect the implications of fatigue through external triggers; these include (but are not limited to):
Lack of sleep
Voluntary Work
External work commitments
In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, work colleagues or members of the public.

It is the employers' responsibility to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work

commitments or voluntary commitments outside of their employment with the Shire of Nannup. Depending on the circumstances, Council may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the workplace, sleep/rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged on by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as determined by their employer, the employee will be stood down from work without pay for the remainder of the day.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Shire of Nannup understands employees may be experiencing difficulties external to work that may influence their behaviour and health whilst at work. To assist with the recovery of the employee, Council has in place a confidential employee assistance program through its Insurers. The Shire of Nannup will offer a total of 3 counselling sessions; if further sessions are required, approval is to be obtained by the Manager.

Employees who have not failed to meet the guidelines of this procedure, and feel an EAP would benefit them due to personal circumstances, may utilise these services with the agreement of their Manager. Such employees do not contravene the guidelines of this procedure if they volunteer for the EAP service.

DISCIPLINARY ACTION

If this procedure is in any way contravened by an employee the following procedure will apply.

<u>General Guidelines</u>

Any employee who tests positive to an alcohol breath screen, urine screen, or found to be significantly fatigued will be stood down from their work without pay and will not be permitted to resume work until such time as they have proven they are fit for work.

<u>First Offence:</u>

The employee will be immediately suspended from duty without pay if found unfit to work.
The employee will not be permitted to return to work until they have tested negative for all prescribed substances.
The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
The employee will be counselled by their supervisor. This will focus on:
the unacceptability of the employee's behaviour
the risk that such behaviour creates for the safety of the individual and other employees or members of the public

the employee's responsibility to demonstrate that the problem is being effectively addressed;

- The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problems is the responsibility of the employee; however this is not mandatory.

Second Offence:
The employee will be immediately suspended from duty without pay if found unfit for work.
The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
The employee will not be permitted to return to work until they have tested negative for all prescribed substances.
The employee will be counselled by their supervisor. This will focus on:
the unacceptability of the employee's behaviour
the risk that such behaviour creates for the safety of the individual and other employees or members of the public
the employee's responsibility to demonstrate that the problem is being effectively addressed;

- that any future breach of the policy will result in instant dismissal.
- The employee will be instructed to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problems is the responsibility of the employee and is mandatory. The employee will be instantly dismissed without notice if they do not attended a counselling session.
- The employee will be referred [fortnightly or randomly] for alcohol and/or drug screening for a period of two months paid for by the Shire of Nannup. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Third Offence:
The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will then continue.
The employee will be immediately dismissed without notice.
Instant Dismissal:
The following are circumstances that will result in dismissal without notice:
Any attempt to falsify the drug and alcohol screen.
Unlawful behaviour.

OTHER
If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisor to:
Contact the employee's next of kin to arrange pick up.

If next of kin is unable to be contacted or unable to take employee home, make arrangements to get the employee home safely.

REFERENCE
Occupational Safety and Health Act 1984;
Occupational Safety and Health Regulation 1996, and 2005 amendments;
AS/NZS 4360: 2004 – Risk Management

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Senior Managers
Adopted	OM 22 July 2010 #8426
Reviewed	OM 27 July 2023

Policy Number:	RM 5
Policy Type:	Risk Management
Policy Name:	**Threats, Intimidation or Physical Assault against Staff**
Policy Owner:	Chief Executive Officer

1. Preamble

In view of the confrontational nature of some clientele of Council, it has been identified that violence against employees is a hazard in the workplace. As there is a reasonable level of risk of such incidents occurring, management has an obligation to ensure that measures are in place to address and manage this hazard.

To comply with the Occupational Safety and Health Act 1984 in relation to duty of care, as well as in response to physical assaults on an employee, the following policy has been implemented.

2. Policy

All clients of Council must be made aware when necessary, through verbal advice given by employees that at no time will threats, intimidation or physical violence be tolerated. Clients who engage in such activities may face permanent exclusion from the premises or be subject to legal action.

3. Procedure

Verbal assault or intimidation
In the case of verbal assault or intimidation against employees, the perpetrator will be asked to cease the behaviour or to leave the premises immediately.

3.1.2 Future entry into all areas of Shire premises will be determined by the responsible manager of each area subject to:

- Mitigating circumstances at the time of the incident.
- The response to the request to cease the behaviour and leave.
- Discussion with the perpetrator and a mutually agreed written contract to act in a more appropriate manner in the future.

3.1.3. Should a further incident occur the perpetrator will be banned from the premises.

3.1.4 If the behaviour does not cease on request and the perpetrator will not leave, the Police will be called and the future direction of the management of the situation will be determined by them.

3.1.5 Immediately following the incident, a report will be prepared for management, outlining the date and time of the incident, a description of the incident, the actions taken and the name and contact details of any witnesses.

3.1.6 The responsible senior manager is to be informed and appropriate debriefing and counselling offered to the employees involved.

Physical Assault

In all cases of physical assault the police are to be called immediately.

Employees are to diffuse the situation where possible or remove themselves to a safe place.

Once the police arrive the management of the incident must be handed over to them and the Chief Executive Officer will be notified. Incident report documentation must be completed in accordance with organisational policy.

The Police will advise the Chief Executive Officer or the senior officer present of their recommendations on what course of action should be taken. Depending on the circumstances of the incident, outcome of the assault and the recommendations of the Police the course of action will be decided by management in consultation with employees. Options are:
To follow the course of action as outlined in 3.1.5 and 3.1.6.
An immediate ban from the organisation for the perpetrator for an agreed period, subject to review if referred to counselling, anger management or other appropriate services.
A permanent ban for the perpetrator backed up by a restraining order if required.
To charge the perpetrator with assault as well as instituting a permanent ban.

Decision Making

While consultation will take place with the responsible manager and employees, the final decision on the course of action taken for any incidents of threat, violence and intimidation lies with the Chief Executive Officer and senior management, in line with the legislative requirements to demonstrate and fulfil their duty of care.

Awareness

All employees must be informed of this policy, their duty of care to each other and be informed about the procedures for implementing the policy at induction and on an ongoing basis.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Senior Managers
Adopted	OM 22 July 2010 # 8426
Reviewed	OM 27 July 2023

WORKS

Policy Number:	WRK 2 (Repealed)
Policy Type:	Works
Policy Name:	**Disposal of Verge Timber**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 3 (Repealed)
Policy Type:	Works
Policy Name:	**Private Works**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 5 (Repealed)
Policy Type:	Works
Policy Name:	**Management of Roadside Vegetation**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 6 (Repealed)
Policy Type:	Works
Policy Name:	**Naming and Renaming of Roads and Streets**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 7
Policy Type:	Works
Policy Name:	**Driveway Crossovers**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

The Local Government Act 1995 Sch. 9.1.7 and the Local Government (Uniform Local Provisions) Regulations 1996 provides for the sharing of costs for the construction of driveway crossovers. The Regulations state that the local government is obliged to bear 50% of the cost, as estimated by the local government, up to a maximum of $800 of a standard crossing where the crossing is the first crossing to the land.

For the purposes of driveway crossover contributions the following definitions of a "standard crossing" shall apply:-.

Where the abutting road is a sealed and kerbed road the standard crossing shall consist of a 3m wide single coat bitumen spray seal over a 150mm compacted gravel base with 1m x 1m truncations at the kerb line.

Where the abutting road is of a rural cross section, either sealed or unsealed, the standard crossing shall consist of a 3m wide x 150mm compacted gravel base with 1m x 1m truncations at the shoulder line.

Applicants/landowners who received planning approval incorporating a condition relating to constructing or upgrading a crossover are not eligible for a subsidy.

Subdividers are not eligible for a subsidy for freehold (green title) or strata title lots."

The crossover shall include the provision of drainage culverts as required.

A driveway crossover for the purposes of driveway crossover contributions shall only extend from the roadway to the property line.

A lot owner may request approval to construct a crossover to a higher standard than the "standard crossing" but the local government is only required to contribute 50% or $800, whichever is the lesser, of the cost of the "standard crossing".

Where driveway crossovers are required as part of a Subdivisional Approval or a Development Approval then the developer shall be required to bear the full cost of the driveway crossovers.

As required, the crossover subsidy will be set annually by the local government through its adopted fees and charges.

The landowner is responsible for the maintenance of the crossover to the satisfaction of the local government.

Related Policies	LPP 013 Car Parking and Vehicular Access
Related Procedures/Documents	1. Local Planning Scheme No 3 2. Crossover & Driveway Specification WRK7 Attachment 1a.docx 3. Shire of Nannup Stormwater Management Procedure. LPP002 Attachment 1.docx
Delegated Level	Manager Infrastructure
Adopted	OM 25 May 2000
Reviewed	OM 27 July 2023

Policy Number:	WRK 8 (Repealed)
Policy Type:	Works
Policy Name:	**Maintenance of DPaW Access Tracks**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 9
Policy Type:	Works
Policy Name:	**Road Verge Development**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To encourage and support the development of road verges in urban areas in a safe and aesthetically satisfactory manner appropriate to the surrounding environment.

DEFINITIONS

Verge: The section of the road reserve which lies in between the property boundary and the edge of the constructed road surface.

Footpath: That part of the actual road reserve set apart or constructed for use by pedestrians and cyclists.

POLICY

The local government encourages the establishment of lawn and gardens of small trees, shrubs and ground covers with mulch provided that –

- Clear sight visibility is maintained at all times for a person using the abutting road in the vicinity of an intersection or bend in the road; and
- Where there is no footpath, a pedestrian has safe and clear access of a minimum width of 1.5m along that part of the verge immediately adjacent to the kerb.
- An owner who installs or maintains a verge development should keep the area in a good and tidy condition and ensure, where the development is a garden or lawn, that a footpath on the verge and a road adjoining the verge is not obstructed by the development.
- All landscaping must allow for pedestrian and cyclist access off the road and road shoulder with no spillage of vegetation onto road edges, footpaths or covering of public utility facilities on the verge.
- Spreading varieties, poisonous trees / shrubs, spiky plants, plants with weed potential and any other plant species deemed dangerous or hazardous are not to be planted.
- The local government discourages use of gravel on verges as it is not in keeping with the amenity of the area and tends to encourage undesirable parking on verge.
- Fixed items such as walls, letterboxes and retaining walls must be constructed behind the front property boundary line and not constructed on the verge.
- Any irrigation equipment is installed in the verge at the risk of the owner and is to be maintained by the owner. Equipment and its operation must not

inconvenience pedestrians or constitute a hazard (eg water spraying onto a road which causes motorists to swerve).

- The levels of new verge areas shall be compatible with properties on either side.
- Land owners should check the location of underground services within the verge area, prior to any development.
- Trees planted under overhead electrical power lines should comply with Western Power recommendations "Trees and Power Lines: A Guide for Safely Planting Near Power Lines" or any updated version of this.
- To prevent obstruction of visibility, trees or shrubs which grow taller than 750mm are not to be planted within six metres of intersecting kerb-lines.
- Any enhancements placed or constructed on the verge is placed there at the risk of the property owner. The local government will endeavour to preserve the layout, but no guarantee can be given.
- The local government reserves the right to remove any existing vegetation, trees, shrubs, or landscaping deemed to present a safety problem and/or maintenance problem and the local government will not be responsible for reinstatement of items removed.
- No assistance can be given by the local government for development, ongoing operation or maintenance costs.

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority –

- is not liable to compensate any person for that disturbance;
- may backfill with sand, if necessary, any garden or lawn; and
- is not liable to place or restore any verge development and, in particular, any plant or irrigation equipment.
- All verge developments must conform with any street tree policies that the local government may adopt.

Related Policies	Nil
Related Procedures/Documents	Nil
Delegated Level	Manager Infrastructure
Adopted	OM 28 November 2002
Reviewed	OM 27 July 2023

Policy Number:	WRK 11 (Repealed)
Policy Type:	Works
Policy Name:	**Town site Verge Maintenance Areas**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6

Policy Number:	WRK 12
Policy Type:	Works
Policy Name:	**Plant Replacement**
Policy Owner:	Chief Executive Officer
Authority:	Local Government Act 1995

OBJECTIVES

To meet the requirement for the local government to set aside sufficient funds to replace plant and equipment in accordance with the Plant Replacement Schedule.
To define income sources to fund future plant replacement.
To ensure that all plant and equipment is fully funded from the Plant Replacement Reserve Fund each year without capital injection from the local government's own resources.

DEFINITIONS

'Plant' means the local government's construction and maintenance plant and equipment (including office support equipment) required to carry out road design, construction &, maintenance functions and the administration to support these activities.

'Plant Replacement Schedule' means the schedule developed to identify the most advantageous and cost effective time to replace plant and equipment that have accrued sufficient hours of operation or kilometres travelled to warrant their replacement at the least cost to the local government in the year detailed within the schedule.

'Plant Depreciation' means the depreciation accumulated through the operation of plant and equipment during the period under review.

'Profit on Private Works' means the net income received from undertaking works with local government plant and equipment equal to the sum of any administration fee and profit percentage included in the total cost of the works undertaken.

POLICY

Funding:

In order for the local government to fully fund all plant and equipment purchases from the Plant Reserve Fund (Plant Replacement Reserve Fund) the following amounts are to be transferred from the Municipal Fund to the Plant Reserve Fund each year:

Total Plant Depreciation charged to works and services from plant operations during the year (amount to be transferred based on actual depreciation generated through works after last pay for financial year figure has been finalised);
Profit on Private Works generated during the year

Forward Projections:

All plant and equipment to be funded through the Plant Replacement Reserve Fund is to be listed in the Plant Replacement Schedule and each item of plant identified for replacement in any of the years contained in the Schedule is to have the Gross Replacement Value shown against the plant item in that year.

The value of any trade-in is to shown within the summary as a single line item below the Gross Value of all new plant and equipment to be replaced each year so that the Net Change-over Cost can be clearly identified.

A summary of the Plant Replacement Reserve Fund Position for each year of the Schedule is to follow, clearly identifying any instances where additional local government financial support may be required either through loan borrowings or direct cash injection from the recurrent budget.

The Plant Reserve Fund carried forward balance should accumulate each year to ensure zero (or minimal) additional funds will be required to fund proposed plant replacements over the period covered.

Variations to the Schedule:

The local government has the discretion to bring forward or defer the replacement of a plant item if the net impact over the years affected by such a variation will be cost neutral and not require supplementary financial support to achieve the desired result.

Variations may be as a result of:
The number of hours/kilometres not being sufficient at the time due for replacement to warrant replacement until the subsequent period;

- The plant item recently underwent a major rebuild or maintenance program that extends its life without diminishing its realisable value during the additional extension.

- A plant item may reach the hours/kilometres earlier than expected and the adjustment to the date of replacement will be cost neutral over the period of variations.

Related Policies	Nil
Related Procedures/Documents	Shire of Nannup Asset Management Planning
Delegated Level	Manager Infrastructure
Adopted	OM 28 October 2010 #8476
Reviewed	OM 27 July 2023

Policy Number:	WRK 13 (Repealed)
Policy Type:	Works Policy
Policy Name:	**Subdivisional Development Guidelines**
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

Repealed at the 22 October OCM – Resolution No: 221026.6