



SHIRE OF PINGELLY

POLICY MANUAL

July 2020

Policy Manual

This Policy Manual is intended as a guide to Councillors and Staff on the normal practices and activities of Council. The policies and procedures do not require strict adherence, but may be changed as circumstances dictate, and amended at any time by Council.

Staff are expected to use care and discretion in implementing the policies, to ensure the best possible outcome, whether or not a particular incident complies with the stated policy. At the same time, the implementation must be fair, consistent and effective with the emphasis on guidance and assistance rather than legal compulsion/action or inspectorial bias.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly, in part or not at all, any or all policies without notice.

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1. Accounting

Council Policy Name:	1.1 Fixed Assets Valuation, Capitalisation and Depreciation
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to meet legislative requirements with regard to valuation, capitalisation and depreciation of fixed assets held by the Shire of Pingelly.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The current written down values of non-current assets are to be recognised at Fair Value in line with AASB13 on a three year revaluation cycle as per *Local Government (Financial Management) Regulations 1996*.
- 4.2 Assets with a value of over \$10,000 are to be capitalised and added to the asset register.
- 4.3 Where appropriate, assets valued at less than \$1,000 may be entered into an Inventory register for control purposes.
- 4.4 Asset depreciation rates are set by classification and are as follows:

Classifications:

Land	not depreciated	
Buildings	50 years	2.0%
Furniture and Equipment	10 years	10.0%
Computer & Electronic Equipment	3 years	33.0%
Plant and Equipment		
Earthmoving Plant	15 years	7.0%
Heavy Trucks	10 years	10.0%
Light and Heavy Trucks	8 years	12.5%
Sedans & Utilities	5 years	20.0%
Minor Miscellaneous Plant	3 years	33.0%

Sealed roads and streets		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	40 years	2.5%
Original surfacing and major re-surfacing Seal)		
bituminous seals and	40 years	2.5%
asphalt surfaces	40 years	2.5%
Gravel roads		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	20 years	5.0%
gravel sheet	20 years	5.0%
Formed roads (unsealed)		
clearing and earthworks (Formation)	not depreciated	
construction/road base (Pavement)	50 years	
Footpaths - slab	40 years	2.5%
Bridges	60 years	1.7%
Drainage (Storm Water Channels)	40 years	2.5%

- 4.5 The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each month.
- 4.6 The assets carrying amount is written down immediately to its recoverable amount if the assets carrying amount is greater than its estimated recoverable amount.
- 4.7 When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

5. RELATED DOCUMENTATION / LEGISLATION

Local Government (Financial Management) Regulations 1996

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 15 November 2017, 18 July 2018
Previous Adoption	18 April 2012

Council Policy Name: 1.5 Related Party Disclosures

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

- 3.1 For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

4. POLICY STATEMENT

4.1 Procedure For Related Party Disclosures

The scope of AASB 124 *Related Party Disclosures* was extended in July 2015 to include application by not- for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

4.2 Background

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

4.3 Identification of Related Parties

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

4.4 Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates
- Fines
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licenses, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)
- Sale or purchase of any property owned by the Shire, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

4.5 Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form for submission to financial services.

4.6 Ordinary Citizen Transactions (OCTs)

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

- occur during the normal course of the City delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with the Shire.

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

There is no obligation to disclose Ordinary Citizen Transactions. Transactions between the City and Related Parties that would normally be considered Ordinary Citizen Transactions but where the terms and conditions differ from normal practice however, must be disclosed.

4.7 All other transactions

For all other transactions listed in point 4.6 above, elected Council members and KMP will be required to make a declaration.

4.8 Frequency of Disclosures

Elected Council members and KMP will be required to complete a *Related Party Disclosures- Declaration* form every 6 months i.e. 30 June and 31 December every year.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4.9 Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

4.10 Materiality

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

5. RELATED DOCUMENTATION / LEGISLATION

- *AASB 124 Related Party Disclosures Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- Associated Policies

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 August 2017
Previous Adoption	16 August 2017

2. Administration

Council Policy Name: 2.1 Policy Manual

Responsible Directorate: Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to maintain a manual and up to date recording of the various policies of Council.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Additions, deletions and amendments to Council policy shall only be affected by an absolute majority of Council.
- 4.2 Other than Policies relevant to Town Planning, all policies within the Policy Manual are to be reviewed by Council every 2 years as a minimum. Council may review an individual policy at any time before the next review date if it determines it to be necessary.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 19 October 2011, 21 December 2011, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 2.6 Legal Advice

Responsible Directorate: Chief Executive's Office

1. PURPOSE

1.1 The purpose of this Policy is to obtain legal advice and opinion.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Chief Executive Officer is authorised to obtain from solicitors such legal advice and opinion as is deemed necessary to enable the proper legal administration of Council's business and in support of a report or submission to Council or a Committee on matters which require advice from legal authority.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 2.7 Risk Management

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to demonstrate the Shire of Pingelly's commitment to the development of a culture of risk-based decision making directed towards the effective management of potential opportunities and reduction of potential impacts of risk.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Risk management is defined in the International Standard (ISO 31000) as the coordinated activities to direct and control an organisation with regard to risk.
- 4.2 The Shire of Pingelly is committed to the effective management of risk and will implement a risk management framework based on the ISO 31000 Standard to achieve this. The Council recognises that adequate resources are needed to effectively manage risks.
- 4.3 The Council is responsible for:
- a) Ensuring that a Risk Management Policy has been developed and adopted;
 - b) Ensuring the Chief Executive Officer has implemented the risk management framework; and
 - c) Establishment of an Audit Committee to assist the Council in fulfilling its corporate governance, stewardship, leadership and control responsibilities in relation to risk management.
- 4.4 The Chief Executive Officer is responsible for:
- a) Communicating the Risk Management Policy throughout the Shire;
 - b) Establishing risk management processes across the Shire's operations; and
 - c) Reviewing the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance not less than once every 3 financial years and reporting the results of that review to the Audit Committee as per Regulation 17 of the Local Government (Audit) Regulations 1996.

5. RELATED DOCUMENTATION / LEGISLATION

- International Standard ISO 31000:2018 - Risk Management Guidelines
- Risk Management Framework
- Local Government (Audit) Regulations 1996

6. REVIEW DETAILS

Review Frequency	Three yearly
Council Adoption	18 July 2018
Previous Adoption	21 February 2007, 21 April 2010, 11 December 2014, 17 June 2015, 17 May 2017

Council Policy Name: 2.8 Misconduct, Fraud and Corruption

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1. The purpose of this Policy is to communicate the Shire's commitment to a zero-tolerance approach to misconduct, fraud and corruption.
- 1.2. This Policy acknowledges the Shire's commitment to maintaining high standards of professional and ethical conduct by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.

2. SCOPE

- 2.1. This Policy is applicable to the Shire of Pingelly and its Elected Members and employees.

3. DEFINITIONS

- 3.1 Corruption means dishonest activity that is contrary to the interests of the entity and abuses a person's position/s of trust in order to achieve some personal gain or advantage for themselves or for another person or entity.
- 3.2 Fraud means dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property and where deception is used immediately before or immediately following the activity.
- 3.3 Misconduct means behaviour which is improper, and which adversely affects the honest and impartial performance of the functions of an Elected Member or employee, and which may also constitute a form of misconduct as defined within applicable legislation, including (but not limited to) the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *Corruption and Crime Commission Amendment (Misconduct) Act 2014*.
- 3.4 Policy means this Shire of Pingelly Council policy entitled "Misconduct, Fraud and Corruption".

4. POLICY STATEMENT

- 4.1. The Shire is committed to providing and promoting ethical and accountable leadership and decision making.
- 4.2. The Shire is committed to providing all Elected Members and employees with education and training in misconduct prevention policies and strategies as they are developed, to ensure that responsibilities and obligations are understood.

- 4.3. This Policy, the Shire's Codes of Conduct, organisational values, and risk management framework, all work together to prevent, detect and respond to potential or actual misconduct, fraud and corruption.
- 4.4. In dealing with allegations of suspected misconduct, fraudulent and/or corrupt activities the Shire is obliged to report and deal with such allegations through the appropriate channels.
- 4.5. The Shire may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.
- 4.6. The Shire is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*.
- 4.7. The Shire will maintain high standards of professional and ethical conduct by receiving disclosures of public interest information in accordance with the requirements and provisions of the *Public Interest Disclosure Act 2003*.

5. RELATED DOCUMENTATION / LEGISLATION

- *Local Government Act 1995*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Public Interest Disclosure Act 2003*
- *Corruption and Crime Commission Amendment (Misconduct) Act 2014*
- Standards Australia – AS8001 - 2008

6. REVIEW DETAILS

Review Frequency	Three yearly
Council Adoption	19/02/2020
Previous Adoption	

3. Community

Council Policy Name: 3.1 Community Use of Council Chambers

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to determine the Community use of the Council Chambers.

2. SCOPE

3.

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

4. DEFINITIONS

N/A

5. POLICY STATEMENT

5.1 Community groups may use the Council Chambers at no cost to hold meetings if a Council representative is appointed to the committee and attends the meetings to take responsibility for the security of the building.

5.2 In addition, use of the Chambers may be at the Chief Executive Officer's discretion.

6. RELATED DOCUMENTATION / LEGISLATION

Nil

7. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 3.3 Deposits for Cleaning and/or Repairs

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for deposits for cleaning and / or repairs.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The hiring of any Shire of Pingelly managed facility is conditional upon a bond being paid to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery. The bond shall also cover any major cleaning by the caretaker, above normal duties, after the function.

4.2 All costs of major cleaning and repairs are to be deducted from bond monies. Any costs over and above the amount of the bond are to be recovered from the persons or group having hired the facility.

4.3 The bond is not to be returned until the premises have been checked for damage by Staff.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 3.4 Liquor on Shire of Pingelly Property

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the rules for liquor on Shire of Pingelly property.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- a. No liquor of any type shall be permitted to be stored or consumed on Shire of Pingelly controlled public property without the consent of the Chief Executive Officer.
- b. Clubs may apply for seasonal consent to consume liquor with all dates to be shown on the letter of consent.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	1 January 2005

Council Policy Name: 3.5 Public Buildings – Time Limits

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the time limits for the use of public buildings.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The maximum time for which all Shire of Pingelly public buildings are allowed to remain open and in use shall be 2:30am. All lights shall be turned off by this time and all doors closed and locked.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 3.8 Swimming Pool Season

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the swimming pool opening season.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Having regard to prevailing weather conditions, the season will normally commence in the first week of November each year and close in the first week of April of the following year.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 3.9 Swimming Pool - Supervision

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure appropriate supervision is maintained at the Shire of Pingelly Swimming Pool.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 No child under 10 years of age shall be admitted unless accompanied by a person aged 16 years or older. The Swimming Pool Manager is to enforce this Policy.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 3.10 Caravan Park - Dogs

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the Shire's rules on keeping dogs at the Shire Caravan Park.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Dogs will be permitted in the caravan park if kept in a caravan or on a leash at all times. If a dog kept in a caravan park becomes a problem through excessive noise, lack of hygiene or misbehaviour, it must be removed.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

4. Elected Members

Council Policy Name: 4.1 Ordinary Meetings of Council

Responsible Directorate: Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the details of when Ordinary Meetings of Council are held.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Ordinary meetings of Council shall be held on the third Wednesday of each month, except for January and December. The Ordinary Meeting of the Council in December shall be held on the second Wednesday of the month. No Ordinary Meeting of Council will be held in January.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 29 October 2014, 17 June 2015, 4 November 2015, 17 May 2017, 18 July 2018, 17 April 2019, 18 September 2019
Previous Adoption	19 January 2005

Council Policy Name: 4.3 Media Statements and Public Reactions

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for media statements and public relations.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

Nil

4. POLICY STATEMENT

4.1 Publicity of Shire of Pingelly activities through the media will be by the authority of the President or, where the President agrees, the Chief Executive Officer. Media releases and statements are to be confirmed by the President before distribution. Changed?

4.2 A press release file shall be maintained for reference purposes.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 4.4 Council Dinner

Responsible Directorate: Chief Executive's Office

1. PURPOSE

1.1 The purpose of this Policy is to clarify the attendees of the post election dinner, if held.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Following any election Council may host a dinner with invitations being extended to (together with their partners):

- Councillors;
- Chief Executive Officer and Senior Staff;
- Immediate past Councillors; and
- Others as determined by the President.

5. RELATED DOCUMENTATION / LEGISLATION

Nil.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 4.5 Conference and Meeting Expenses

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the payment of expenses.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Where a Councillor is authorised to attend a conference, meeting, course or other Council business, the Shire of Pingelly will pay for:

- fees;
- travel; and
- Councillor's accommodation, meals and other incidentals with these expenses.

4.2 Additionally, the Shire of Pingelly will pay for spouses to attend any official partner programme connected with the conference.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 4.7 Recognition of Service

Responsible Directorate: Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure retiring Councillors are recognised for their service to Council.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 On the completion of eight years of service, and upon retirement from office, Council may request the Minister for Local Government to award a Councillor the Certificate of Appreciation.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	4.8 Consultation and Communication
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the processes for consultation and communication.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations and external stakeholders.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to communicating and consulting with all internal and external stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback, or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement programme of Shire of Pingelly. The internal stakeholders will be consulted on their feedback and they will form part of the improvement teams to address any of the negative issues identified.
- 4.2 The Shire of Pingelly will also celebrate the positive feedback from internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.
- 4.3 External stakeholders will be actively consulted on all major decisions of Shire of Pingelly, their input and perceptions will be included in the decision-making processes.
- 4.4 For non-statutory public consultation the matrix is to be used as a guide

HEADING	DESCRIPTION
Local Paper	Advertise minimum 14 or 21 days
State Paper	Advertise minimum 14 or 21 days
Shire Web Page	Main page well defined links
Written Notice	Minimum 14 or 21 days prior to closing date Could be either to the ratepayer or to set group of contacts
Community Information Session	Advertise minimum 14 or 21 days held at time most suitable to community not those delivering it
Focus Group	Minimum 14 or 21 days' notice held at time that suits focus group

HEADING	DESCRIPTION
Target Groups	Small consultation process only affecting targeted groups
Minor Projects	Localised interest
Major/Strategic Projects	Projects which affect majority of residents

	Advertise in Local Paper	Shire Web Page	Direct Mail	Community Information Session	Focus Group
Target Groups			X		X
Minor Projects	X	X			X
Major/Strategic Projects	X	X		X	

4.5 The Shire of Pingelly will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise the Shire of Pingelly is committed to building strong partnerships with the community and government agencies.

4.6 The Shire of Pingelly will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*.

Responsibilities

CEO is responsible for:

- ensuring that there is active communications both up and down the organisation.
- ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- ensuring communications with all external stakeholders and taking action where appropriate.
- ensuring response to customer complaints in a timely manner.
- building strong relationships with communities and government agencies.

Senior Managers/Line Managers/Supervisors are responsible for:

- communicating organisational issues to their staff on a regular basis
- responding to staff issues
- responding to customer complaints
- building strong relationships with internal and external customers.

Employees are responsible for:

- reporting any hazards, complaints and risks associated with their workplace.

Application

The following communications and consultative processes will be adopted throughout Shire of Pingelly:

Internal communication and consultation systems:

- Schedule of all organisational meetings displayed.
- Fully documented meeting minutes that can be accessed by all staff as approved by management.
- Email communications to staff.
- Specific Council debriefing to all staff.
- Toolbox talks to engineering and works staff.
- Induction Manuals for all new staff and contractors.
- Organisational charts display the chain of command in the organisation.
- Specific staff meetings; Senior Staff weekly meetings, Internal staff monthly meetings, Depot monthly meetings and outer lying centres monthly. All of the organisation staff meetings twice a year. All meetings will be documented and staff have access to all minutes.
- Internal audit schedule. for OSH and Risk Management program.
- Electronic access to all organisation policies and procedures.
- Position descriptions and annual performance appraisal feedback for all staff.
- Occupational Health and Safety Committee access through safety officers and management.
- Internal and on the job training programs.
- Internal newsletter or equivalent with Risk Management News section.
- Organisational wide planning documents
- Staff workshops for risk identification and organisational planning process.
- Continuous Improvement Teams to work on risk treatment options.
- Ensuring EEO options English as a second language, communicating for those employees with disabilities.
- Presentations to Council – reports and monthly management information reports, access to all staff.
- Social events.

External Communication Consultation Options

- Ensure Council election information complies with the *Local Government Act 1995*.
- Council meetings - public access to meetings
- Minutes of all Council meetings and their sub committees, all minutes are available for public access.
- Advertising of Council meetings, tenders, positions vacant, expressions of interest and public notices.
- Central emails to and from community groups.
- Community forums.
- Community focus groups.
- Internet Website.
- Customer service and complaint register.
- Special public meetings
- Community surveys
- Supplier surveys
- Community service liaison staff
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter

- Newsletters
- Letter drops
- Availability of plans for public comment
- Input into the strategic planning process
- Published plans and reports for access by community
- Published financial statements and annual reports

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360: 2004 Risk Management

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 February 2013, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name: 4.9 Chamber Seating Order

Responsible Directorate: Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process for allocating seating in the Shire Chambers.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 That prior to the first meeting following the bi-annual elections the CEO conduct a random ballot to determine the new Council seating allocation for the forthcoming two years. Further, that should an extra-ordinary election result in the change of a Councillor, the new Councillor is to take the vacant seat. Further, that should an extra-ordinary election result in the change of more than one Councillor, the CEO conduct a random ballot between the vacant seats to determine the seating allocation.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 December 2011

Council Policy Name: 4.10 Councillor Training Policy

Responsible Directorate: Chief Executive's Office

1. PURPOSE

To provide access to training and development for Councillors in order to enhance their knowledge, representation and decision-making.

2. SCOPE

This Policy is applicable to Shire of Pingelly Elected Members (Councillors).

3. DEFINITIONS

"Event" means conferences, seminars, forums, workshops, courses, information training sessions and other like events.

4. POLICY STATEMENT

4.1 Eligible Events

Events to which this policy applies will generally be limited to those coordinated and/or run by either:

- a) The Western Australian Local Government Association (WALGA).
- b) The major professional bodies associated with local government.
- c) Accredited organisations offering training relating to the role and responsibilities of Councillors.

4.2 Mandatory Training

- a) Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.
- b) The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

4.3 Request for Attendance

- a) Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.
- b) The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.
- c) Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

4.4 Councillor Induction

Following their election, new Councillors will be given an induction by the Shire President and Chief Executive Officer. Part of that induction will include information and recommendations on which training course they are required to attend.

4.5 Reporting

A report will be included in each year's Annual Report, and maintained on the Shire of Pingelly website, advising the attendance of elected members at events during the year and the total number of mandatory training modules completed by each elected member.

- 4.6 All costs associated with attendance at training activities will be paid by Council in accordance with Policy 4.5 Conference and Meeting Expenses

5 RELATED DOCUMENTATION / LEGISLATION

- Part 5, Division 10 of the *Local Government Act 1995*
- Part 10 of the *Local Government (Administration) Regulations 1996*
- Sections 5.126, 5.127 and 5.128 of the *Local Government Act 1995*
- Regulation 35, *Local Government (Administration) Regulations 1996*
- Regulation 36, *Local Government (Administration) Regulations 1996*

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018, 20 May 2020
Previous Adoption	16 July 2014

Council Policy Name: 4.11 Attendance at Events Policy

Responsible Directorate: Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

2. SCOPE

- 2.1 This policy applies to Elected Members and the Chief Executive Officer of the Shire of Pingelly.

3. DEFINITIONS

- 3.1 In accordance with section 5.90A of the Local Government Act, an event includes, but is not limited to the following:
- a concert
 - a conference
 - a function
 - a sporting event
 - occasions prescribed by the Local Government (Administration) Regulations 1996

4. POLICY STATEMENT

- 4.1 Elected members and the Chief Executive Officer attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer will receive tickets or invitations to attend events to represent the Shire. The event may be a paid event or a ticket/invitation may be gifted in kind.

Attendance is approved for the following events by Elected Members and the Chief Executive Officer:

- a) Advocacy lobbying or Ministerial briefings
- b) Meetings of clubs or organisations within the Shire of Pingelly
- c) Any free event held within the Shire of Pingelly
- d) Australian or West Australian Local Government events
- e) Local Government Professionals Association (WA) events
- f) Events hosted by Clubs or Not for Profit Organisations within the Shire of Pingelly to which the Shire President, an Elected Member or the Chief Executive Officer has been officially invited
- g) Shire hosted ceremonies and functions
- h) Shire hosted events with employees
- i) Shire run tournaments or events
- j) Shire sponsored functions or events
- k) Community art exhibitions
- l) Cultural events/festivals
- m) Events run by a Local, State or Federal Government
- n) Events run by schools and universities within the Shire of Pingelly
- o) Major professional bodies associated with local government at a local, state and federal level
- p) Opening or launch of an event or facility within the Shire of Pingelly
- q) Recognition of Service events
- r) RSL events
- s) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested

t) Free public events

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, will be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under an alternative Council Policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

If an elected member (or Chief Executive Officer) is unable or does not wish to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability, or may distribute it to another elected member (or member of staff) of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed.

4.2 Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Shire President may be approved by the Deputy Shire President
- Events for Councillors may be approved by the Shire President
- Events for the Chief Executive Officer may be approved by the Shire President

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval
- The benefit to the Shire of the person attending
- Alignment to the Shire's Strategic Community Plan
- The number of Shire representatives already approved to attend

Where an Elected Member has an event approved through this process, and there is a fee associated with the event, then the cost of the event, will be reimbursed on request.

Where the Chief Executive Officer has an event approved through this process, and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget allocation.

4.3 Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally, is considered a non-approved event.

- If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$300 for Elected Members and the CEO.

4.4 Conferences and Other Training Activities

The Shire supports Elected Members and the Chief Executive Officer in attending conferences. Conferences encourage development and networking opportunities. Council maintains various policies which apply to conference and training activities of elected members.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995 – Section 5.90A
- Local Government (Administration) Regulations 1996 r.34B

6. REVIEW DETAILS

Review Frequency	3 yearly		
Council Adoption Date	19 February 2020	Resolution #	12803

5. Finance

Council Policy Name: 5.1 Bank Account Signatories and Payments

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to designate a hierarchy of signatories for Shire bank and investment accounts.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1

All bank transactions are to be authorised by two signatures, with at least one signatory being from an Authorised Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.

Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

Authorised and Secondary Signatories.

1. Authorised Primary signatories are the Chief Executive Officer, the Executive Manager Corporate Services, and the Executive Manager Technical Services.
2. The Authorised Secondary signatory is the Senior Finance Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 18 March 2015, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 5.2 Investment of Surplus Funds

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is so that the Chief Executive Officer may invest monies held in any Shire of Pingelly Fund not required for immediate use, by fixed deposit or other short-term authorised Trustee investments, provided that sufficient working funds are retained for operating expenses during the term of investment.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 **Prudent Person Standard**
The investment will be managed with the care, diligence and skill that a prudent person would exercise. Staff are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- 4.2 **Ethics and Conflicts of Interest**
Staff shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires staff to disclose any conflict of interest to the CEO.
- 4.3 **Approved Investments**
Without approval by resolution of Council, investments are limited to:
- State/Commonwealth Government Bonds;
 - Interest bearing deposits such as bank accounts and term deposits;
 - Bank accepted/endorsed bank bills;
 - Bank negotiable Certificate of Deposits; and
 - Investments to be with recognised trustees who invest in AAA – BBB institutions.
 - Investments placed for a term of less than 12 months.
- 4.4 **Prohibited Investments**
- This investment policy prohibits any investment carried out for speculative purposes including:
 - Derivative based instruments;
 - Principal only investments or securities that provide potentially nil or negative cash flow; and
 - Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
 - This policy also prohibits the use of leveraging (borrowing to invest) of an investment.
 - Investments for a period of more than 12 months.

4.5 Reporting and Review

- A summary of investments is to be presented to each Ordinary meeting of Council.

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government 1995 – Section 6.14
- Trustees Act 1962 Part III Investments
- Local Government (Financial Management) Regulations – Regs 19, 28 and 49
- Australian Accounting Standards
- Shire of Pingelly Policy 2.7 Risk Management

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010
Previous Adoption	20 May 2015, 17 June 2015, 17 May 2017, 18 July 2018

Council Policy Name: 5.5 Donations
Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the Council's process around donations.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Council may sponsor members of the community or provide financial assistance to community organisations for the provision of services that are of benefit to the community.

4.2 Requests for financial assistance are to be in writing for consideration by Council through the Council meeting process.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 5.6 Sundry Debtors Recovery
Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for debt recovery.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 After 30 days from the raising of the invoice, a statement is to be issued.

- 4.2 After 60 days from the issuing of the statement, a letter of demand for payment of debt in full within 21 days is to be issued.
- 4.3 At the end of the 21 days, the Chief Executive Officer may authorise a Notice of Intent to Summons if the debt is not paid in full within 14 days.
- 4.4 At the end of 14 days the Chief Executive Office may authorise the issue of a summons.
- 4.5 The Chief Executive Officer is authorised to negotiate with debtors unable to pay sundry debts, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 5.7 Rates Recovery

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for rates recovery.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Raising of the Rates is to occur as soon as practical, but no later than 5 working days after the adoption of the budget.
- 4.2 Rate are due 35 days after the date of issue of the rate notice.
- 4.3 Instalment options are available, if the first instalment is made within the 35 day payment period.
- 4.4 If a discount is available on rates, payment in full is to be received at the Shire Office within the 35 day payment period as indicated on the rate notice.
- 4.5 A letter of demand for payment of rates in full within 21 days is to be issued 7 days after the end of the 35 day payment period.
- 4.6 At the end of the 21 days, the Chief Executive Officer may authorise a Notice of Intent to Summons if rates are not paid in full within 14 days.
- 4.7 At the end of 14 days the Chief Executive Office may authorise the issue of a summons.
- 4.8 The Chief Executive Officer is authorised to negotiate with ratepayers unable to pay rates, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer is authorised to give 14 days' notice of intent to commence legal action and institute recovery proceedings.
- 4.9 Properties with rates outstanding for more than 3 years (other than eligible pensioner properties) are to be reported to Council for consideration of sale for non-payment of rates.
- 4.10 Council will not approve refunds of rubbish charges unless the building served is demolished or special circumstances warranting a refund are demonstrated.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 5.8 Self Supporting Loans

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for applications for self supporting loans.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Each request for self supporting loans will be considered on its merits and the organisation will be asked to provide financial statements together with guarantors or other acceptable security.

In the event of Council agreeing to make funds available on a self supporting basis to any district organisation, Council reserves the right to control and/or to carry out any of the following:

- The preparation of the plans and specifications of the proposed works;
- The calling of tenders for the proposed works;
- The letting of the Contract;
- The preparation of the contract documents;
- Sole supervision of the proposed works; and
- Sole authorisation of the expenditure of funds for the proposed works.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	5.9 Advances to Community Organisations
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process of granting advances to community organisations.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Council may agree to provide “bridging” or temporary finance for a community organisation, or to guarantee commitments made by the organisation.
- 4.2 Council may charge interest until the debt is completely repaid, at the current bank overdraft rate plus 0.5%.
- 4.3 Council may ask for the latest financial statements of the organisation.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	5.10 Pensioner and Seniors Concession on Non-Residential Properties
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify pensioner and seniors concession on non residential properties.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 When a pensioner or senior is eligible for a rates concession on a commercial or farming property the “minimum rate” method is to be applied.
- 4.2 Eligible persons to apply via the *Rates and Charges (Rebates and Deferrals) Act 1992* to determine if the concession/rebate is available.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 5.11 Purchasing Policy

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
- 1.2 To deliver a best practice approach and procedures to internal purchasing for the Shire of Pingelly.
- 1.3 To ensure consistency for all purchasing activities that integrates within all the Shire of Pingelly operational areas.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1

ETHICS & INTEGRITY

All officers and employees of the Shire of Pingelly 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 Pingelly.

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:

1. 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;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Pingelly policies and code of conduct;
3. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
6. Any information provided to the Shire of Pingelly by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

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

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

1. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
2. 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;
3. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
4. 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.

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.

The Shire of Pingelly 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 environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Pingelly's sustainability objectives.

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

1. Have been determined as necessary;
2. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
3. Demonstrate environmental best practice in water efficiency.
4. 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;
5. 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.
6. For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
7. For new buildings and refurbishments – where available use renewable energy and technologies.

LOCAL AND REGIONAL PRICE PREFERENCE POLICY

Where possible goods and services should be sourced locally, taking into consideration value for money, price, quantity and availability.

Local Price Preference – For suppliers located within the Shire of Pingelly

- 10% - where the contract is for goods and services up to a value of \$20,000.
- 5% - where the contract is for goods and services between the values of \$20,001 to \$40,000.

Regional Price Preference – For supplies located within a 60km radius of the Shire of Pingelly

- 5% - where the contract is for goods and services up to a value of \$20,000.

In addition to this, the Shire shall consider the following as part of any value for money decision, and the benefits of purchasing goods and services from local suppliers:

1. More timely delivery with shorter supply lines;
2. The opportunity for local product demonstrations and references, with consequentially reduced risk in the decision making process;
3. More convenient communications and liaison;
4. Better knowledge of local conditions; and
5. Benefits to the Shire from local employment and economic spin-offs.

Purchasing Thresholds

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

Amended Amount of Purchase	Policy 5.11
Less than \$3,000	Professional discretion of market in accordance with the objective of this Purchasing Policy.
\$3,001 to \$15,000	Obtain at least two verbal quotes where practical.
\$15,001 to \$50,000	Obtain at least two written quotations.
\$50,001 to \$70,000	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$70,001 - \$249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$250,000 and above	Conduct a public tender process; or Source from a WALGA Preferred Supplier or supplier subject to a WA Department Finance Common User Agreement (CUA).

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). Where the tender process is used, steps must be taken to ensure compliance with the Local Government (Functions and General) Regulations 1996 s3.57.

ORDERING THRESHOLDS

The following officers are authorised to make purchases on behalf of the Council within the limits stated, provided such proposed purchases are contained within the budget.

Officer	Order Limit (\$)
Chief Executive Officer	Unlimited
Executive Manager Corporate Services	\$50,000
Executive Manager Technical Services	\$50,000
Works Supervisor	\$15,000
Executive Assistant	\$1,000
Senior Mechanic	\$3,000
Administration Officer Technical	\$3,000
Community Development Officer	\$1,000

NOTE: The general principles relating to written quotations are;

1. An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
2. The request for written quotation should include as a minimum:
 - a. Written Specification
 - b. Selection Criteria to be applied
 - c. Price Schedule
 - d. Conditions of responding
 - e. Validity period of offer
 - f. Shire of Pingelly OSH requirements for Contractors
3. Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
4. Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
5. Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
6. Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

REGULATORY COMPLIANCE

Records Management

For Tenders and formal Request for Quotations (RFQ)

All records associated with the procurement process shall be recorded and retained as official Council records including:

1. All tender or RFQ documentation
2. Internal documentation
3. Evaluation documentation
4. All correspondence including enquiry and response documentation
5. Notification and award documentation

For direct procurement

All records that are required under this policy must be attached to any purchase order, including:

1. Quotation documents
2. Internal documentation
3. Order forms

Verbal Quotations

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

1. Details of the goods and services required
2. Name of any supplier who has been requested to provide a quotation and the date on which it was requested
3. Name of any supplier who submitted a quotation, the amount of the quotations

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

Written Quotations

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

Tender Exemption

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

1. Purchases of Goods and/or Services under;
 - Current Western Australian Local Government Association (WALGA) Preferred Supplier Contracts
 - Current WA Department Finance Common Use Agreements (CUA's) Procurements made under CUA or WALGA preferred supplier contracts shall be checked for currency of contract at the time of quotation. The contract number of the CUA or WALGA Preferred Supplier contracts must be quoted at the time of quote sourcing and ordering in order to identify Council to the supplier as party to the contract pricing structure.
2. Sole Source of Supply (Monopoly Suppliers)
The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

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

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

3. An emergency situation as defined by the Local Government Act 1995.
4. The purchase is under public auction which has been authorised by Council.
5. The purchase is for petrol, oil or other liquid or gas used for internal combustion engines.

6. Shelf acquired non bulk Grocery, Alcohol, Sundry Hardware and Stationery

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

7. Software Support/Maintenance

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

The value of the contract is less than or equal to \$150,000 and;

The responsible office has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.

8. Any of the other exclusions listed under Regulation 11 of the Functions and Generals Regulations apply.

9. Chief Executive Officers or Director Discretion

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

10. The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or

11. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a Local Government or a Regional Local Government.

Anti-Avoidance

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

5. RELATED DOCUMENTATION / LEGISLATION

- *Local Government Act 1995*
- *Local Government Act (Functions and General) Regulations 1996.*

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 21 May 2014, 18 February 2015, 17 June 2015, 4 November 2015, 18 November 2015, 15 June 2016, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name: 5.12 Minimum Rate Assessments on Shire Boundary

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for minimum rate assessments on Shire Boundaries.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 That contiguous rating of land zoned "General Agriculture" be effected where common ownership land is situated across a Shire boundary and that a minimum rate assessment would otherwise be levied but where if contiguously rated for the whole property, a minimum rate assessment would not be levied.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	17 March 2010

Council Policy Name: 5.13 Asset Management

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to provide clear direction in the provision and management of all Shire of Pingelly's assets that ensures sustainable outcomes and appropriate levels of service, for present and future stakeholders.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$1,000, which require management by the Shire.

Physical assets are:

- Land;
- Buildings;
- Infrastructure;
- Plant & equipment; and
- Cultural collections.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly will undertake to provide the appropriate service levels for its assets, in a whole-of-life and economically, environmentally and socially sustainable manner. In providing and managing assets, the Shire will take into account an appropriate balance between service delivery, risk, reliability, safety and cost.

Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost effective manner.

The Asset Life Cycle (Whole of Life)

Lifecycle asset management involves the decisions made at each stage of an asset's life, from planning to disposal. The decisions made at one stage will affect the asset's performance in others.



5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	21 March 2012, 17 June 2015, 17 May 2017

Council Policy Name: 5.14 Corporate Credit Cards

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to provide details for the use, allocation, control and safe custody of corporate credit cards.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Objective

To meet changing circumstances for goods and services purchased with electronic transactions, credit cards are required in the organisation. Credit cards require a high level of security and this must be managed appropriately.

4.2 Area of Application

Employees classified as the Chief Executive Officer and Director Corporate and Community Services.

4.3 Policy Measures

"Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.

"Business Expense" is defined as any expense necessary to the conduct of the business or for the benefit of the Shire of Pingelly, or is under the terms of the employee's contract of employment with the Shire of Pingelly or relevant Council policies.

"Personal Expense" is defined as any expense not of a business nature.

The following policy statement governs the issue and use of corporate credit cards.

1. Credit cards may be issued to the following members of staff:

- (a) The Chief Executive Officer, Executive Manager Corporate Services, and Executive Manager Technical Services.
- (b) The use of credit cards by Officers is restricted to business expenses only. The use of corporate credit cards for any item of personal expenditure is expressly disallowed;
- (c) All credit card receipts are to be handed to the accounts department for reconciliation and allocation purposes;
- (d) Any staff member who needs to use a corporate credit card to purchase goods and services must provide an invoice, or documentation to support their request, to the relevant senior staff member cardholder before any payment is made via credit card;
- (e) Officers utilising the credit card are to do so only with the prior authorisation of the Chief Executive Officer.

- (f) Corporate credit cards are issued with a credit limit of \$10,000 for the Chief Executive Officer and \$5,000 for Executive Managers.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	20 February 2019
Previous Adoption	18 June 2014, 17 June 2015, 17 May 2017, 18 July 2018

Council Policy Name:	5.15 Community Grant Scheme
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 To provide financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and or the local economy.

2. SCOPE

- 2.1 Funding is for incorporated bodies undertaking projects and programs within the Shire of Pingelly or that provide benefit to residents and visitors of the Shire of Pingelly. Projects will be expected to meet priority areas identified within the Shire's Community Strategic Plan. These will be the priority areas for funding, and include, but are not limited to the following areas:
- building capacity within local community groups, volunteers and residents;
 - supporting our young people;
 - supporting our older people;
 - providing opportunity to be healthy and promote wellbeing;
 - supporting and encouraging cultural diversity and inclusion;
 - developing and attracting art projects and increasing participation; and
 - generally building the strength, engagement and cohesion of the community.

3. DEFINITIONS

- 3.1 Community – refers to the people that live, work or recreate within the Shire of Pingelly;
- 3.2 Eligible Organisations – Incorporated associations (or auspiced through an incorporated association with written acknowledgement) and that do not have outstanding grant acquittals;
- 3.3 Application Form – refers to the Community Grant Scheme Application form and all of its attachments. It also includes the option to provide a separate Income and Expenditure statement relevant to the project.

4. POLICY STATEMENT

- 4.1 Applications will be accepted twice per year with the funding pool being determined in the annual Shire budget. Applications must be from an eligible organisation and be for no more than \$3,000 in any single financial year. The funding will support up to 75% of total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will meet at least one priority area identified within the above scope or have clearly identified and evidenced the need for the project.

For applications to proceed to assessment they must:

- Be lodged on time;
- Be submitted on the appropriate form;
- Include the required information, including insurance and financial details;
- Include agreement from the applicant to acknowledge the Shire if funding is successful;
- Ensure the applicant demonstrates its ability to manage the project;
- Not be due to commence until after the notification date.

4.2 Assessment

Applications will be assessed according to:

- The level of community benefit;
- The level to which it addresses an evidenced need;
- Long term sustainability;
- Appropriateness of the project financial statement;
- Partnerships, collaborations, community engagement and involvement or other funding sources that have been secured;
- Capacity to deliver the project.

Where projects are evidenced to support additional outcomes identified within the Shire's Strategic Community Plan, the project will be highly regarded. This could include, but not limited to projects that:

- Encourage tourism and increase visitation
- Activate local businesses and main streets
- Improve, conserve and promote heritage

Some projects, either in their entirety or elements of the project may not be eligible for funding. They are:

- Projects that have already commenced;
- Recurrent maintenance or operating costs;
- Projects that are considered to be private, commercial, individual or state government core responsibility;
- Elements that may be considered offensive;
- Fundraising, political or loan repayments.

4.3 Additional Information

- Applicants will be able to seek assistance prior to finalising their application, but the assessment process will occur based on the information provided and must therefore be sufficient and concise;
- Council reserves the right to request copies of quotes or audited financial information;
- It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application;
- Successful applications will be required to sign a grant agreement which will detail any relevant conditions necessary to minimise risk, meet Shire protocols or maximise and safe guard the project outcomes. Conditions will also include the need to acknowledge the Shire's funding and submit an acquittal form as agreed with photographic and promotional evidence.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Three Yearly
Council Adoption	17 May 2017, 19 July 2017, 18 July 2018, 18 March 2020
Previous Adoption	16 April 2014

Council Policy Name:	5.16 Sponsorship Policy
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to maximise financial and in-kind assistance to Shire activities, events, assets and services, to the mutual benefit of both parties

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Overview The Shire of Pingelly actively seeks financial and/or in-kind sponsorship from time to time from organisations, bodies, companies or individuals to support specific promotions, events, services, assets and other activities. This Sponsorship Policy adopted by the Pingelly Shire Council is aimed to ensure that probity and accountability is maintained in the selection or appointment of sponsors and in managing those sponsorships.

Objectives The Sponsorship Policy

1. To heighten awareness of probity and accountability issues within Council and protect Council, Councillors and staff from being compromised.
2. To reduce the risk of corrupt conduct and provide a useful starting point for potential commercial sponsors.
3. To ensure a consistent corporate approach to seeking sponsorship opportunities.
4. To set rules for entering into sponsorship agreements.
5. To clearly identify responsibility and accountability levels.

Sponsorship What is Sponsorship?
Sponsorship is the purchase of the right to associate the sponsor's name, products and/or services with the Shire's service, product or activity in return for agreed benefits. Sponsorship rights can be purchased through financial contributions or the provision of in-kind goods or services. Sponsorship is not a grant or donation. Sponsorship is a business relationship in which both the Sponsor as well as the Shire should benefit.

Policy

1. When this Policy applies: Sponsorship of the Shire of Pingelly's assets or events.

This Policy applies only when a Shire of Pingelly ("the Shire") project, event or asset funded/owned or managed by the Shire receives the sponsorship. The Chief Executive Officer (CEO) of the Shire will sign any Sponsorship Agreement, or Sponsorship Letter with the Sponsor in accordance with this policy.

2. Determining whether to have Sponsorship

Sponsorship benefit for an event may be in the form of assistance in funding the cost of holding an event, where the Sponsorship involves cash. Alternatively, it may be in the form of in-kind services for which payment would otherwise be required. Sponsorship may also take the form of participants at an event receiving products or services that are desirable or useful to the participants.

Sponsorship benefit for an asset may be in the form of assistance in funding the asset or its ongoing maintenances/costs, where the Sponsorship involves cash. Alternatively, it may be in the form of in kind services or products which would otherwise have had to be paid for, e.g. equipment or labour.

A decision should be made in regards to each Event/Asset about:

- whether or not to seek/accept Sponsorship.
- the identity of acceptable Sponsors.
- the benefits of the Sponsorship to the Shire and the Sponsor.
- the form of any Sponsorship.
- the resources required and obligations upon the Shire as a result of the Sponsorship.
- any risks to the Shire or Sponsor associated with the Sponsorship.

A Sponsorship Proposal outlining the above details will be completed for each Event/Asset. Any Event sponsorship over \$5,000 or Asset sponsorship shall be endorsed by Council prior to the signing of any Sponsorship Agreements or Sponsorship Letters.

3. Decision making framework

In making a decision about Sponsorship, the following framework will be considered.

Guideline 1: Identity of Sponsor

The Sponsor must be a responsible and reputable organisation whose name and identity would enhance the Sponsored Event.

Organisations that sell or promote tobacco or alcohol shall not be considered as potential sponsors.

Guideline 2: Shire's reputation and standing

The Sponsorship should enhance the public image of the Shire, and its reputation and standing. There should not be any risk to the Shire's reputation and standing arising from the Sponsor's identity, the identity of its affiliates, or the Sponsorship.

Guideline 3: No conflict of interest

There should not be any conflict of interest, nor any perceived conflict of interest between the Sponsor and the Shire. Sponsorship arrangements should be avoided where there is clearly a conflict between the objectives and mission of the Shire and its respective activities and those of the Sponsor.

Guideline 4: No negative impact.

Sponsorship arrangements shall not be entered into which could limit the Shire's ability to carry out its functions fully and impartially.

All sponsorship agreements will positively state that the Shire's functions will continue to be carried out fully and impartially, notwithstanding the existence of a sponsorship arrangement. Sponsorship agreements will clearly describe the process and possible consequences of any sponsorship related impacts on Shire's responsibilities (including, a statement to the effect that any attempted influence of the sponsored functions will result in an automatic review and/or termination of the sponsorship arrangement).

Guideline 5 – No explicit endorsement

Sponsorship of the Shire activities, events or assets will not involve explicit endorsement of the sponsor or the sponsor's products. Strong implicit endorsement of a sponsor's product will be avoided. Sponsorship agreements shall specifically state where the Sponsor's product(s) or name can be used.

Guideline 6: Benefit of Sponsorship

The specific sponsorship that is proposed should benefit the Pingelly community and the Sponsored Event. It is inappropriate for any Councillors or employee of the Shire to receive a personal benefit from a sponsor/sponsorship.

Where a benefit is provided by a sponsor on a corporate basis (such as cash payment for, or in-kind provision of hospitality at a conference), there shall be no perception of personal benefit being given to a member of Staff or Council as an individual.

Guideline 7: Appropriateness of Obligations

The specific obligations that the Shire will have as a result of the Sponsorship need to be assessed, including:

1. Does the Shire have the capacity and capability to complete the obligations?
2. Will the Shire have the resources to complete the obligations?
3. What are the risks to the Shire in relation to the obligations, and how will they be mitigated?

Guideline 8: Local preference; No favouritism

The Shire will endeavour to offer local organisations the opportunity to be a sponsor before extending the offer to other organisations. Excluding local preference; the Shire must not favour a sponsor in a particular industry sector to the exclusion of its competitors, but will use reasonable efforts to offer the opportunity to sponsor fairly without favouritism.

Guideline 9: A Business Approach

The Shire will apply a business approach to offering sponsorship opportunities, and to the negotiation of the commercial terms of sponsorship. The sponsorship benefits to be received by the Sponsor should correspond with the level of benefit which is received by the Shire from the Sponsor.

4. Operational Matters

A sponsorship arrangement is a formal business agreement and should be described in an appropriate written form. Sponsorship agreements constitute contracts and should only be administered by an Executive staff member.

Only sponsorship arrangements up to the value of \$5,000 being a cash payment for, or in-kind provision of hospitality at a conference or participants at an event receiving products or services that are desirable or useful to the participants are able to be approved by the CEO.

Sufficient resources must be made available to enable the promised sponsor benefits to be delivered.

Sufficient information should be collected and provided to enable the sponsor to evaluate the outcomes of the sponsorship.

The benefits which are provided should match the level of sponsorship.

5. Assessing/Approving Sponsorship Proposals

All Sponsorship Proposals must be appropriately documented outlining the benefits accruing to any potential sponsor and shall contain the following information:

- Type of event/asset.
- Amount/type of sponsorship.
- Sponsor's details.
- Responsibilities of the Shire.
- Conditions of the sponsorship, inc. any requirements – location, timing, expectations.
- Period of the sponsorship.

Where two or more sponsors are interested in sponsoring the same event/conference and the sponsorship needs to be exclusive, one sponsor will be selected and submitted to the CEO for endorsement. The request for endorsement will detail on what grounds the sponsor was selected.

All Sponsorship Proposals over \$5,000 must be approved by the CEO, endorsed by the Council and will be in compliance with the requirements of the sponsorship policy.

A formal offer of sponsorship will then be made in writing, specifying in detail the sponsorship and its outcomes to ensure there is no disagreement between the Shire's and the sponsor's expectations.

6. Sponsorship Agreements

There is no required format for a sponsorship agreement. Sponsorship agreements could vary to be in the form of a letter outlining the Shire's requirements and conditions, or, for larger amounts, could consist of a detailed legal contract. It may also be a requirement of the Sponsor who may stipulate and supply an agreement to be signed. Depending on the complexity of the sponsorship project, consideration will need to be given by the recommending officer as to the form of agreement that should be used. All sponsorship agreements need to state essential information as provided in this Policy.

7. Information on Sponsorship Agreements

All information about the full nature and extent of sponsorship agreements will be made available to the public upon request without disclosing any commercial in-confidence information.

8. Naming Rights

Where a Sponsor is seeking naming rights for a Shire project, asset or event, the Sponsorship Agreement, in addition to the initial Sponsorship Proposal must be endorsed by Council.

9. Signage

Where a Sponsor is seeking to erect permanent or temporary signage in the Shire, the Sponsorship Agreement or Sponsorship Letter must state the maximum size of the signage and specify the location of each sign.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	21 September 2017

Council Policy Name: 5.17 Correct Usage of Shire Fuel Cards Policy

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that all purchases made on Shire's Fuel Cards are correctly accounted and recorded.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all Shire employees and associated parties with Shire issued Fuel Cards.

3. DEFINITIONS

- 3.1 To provide an alternative mechanism for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), employees and associates are away from Pingelly or on weekends. (Employees are required to fuel up at sites only accepting the Shire issued fuel Card).
- 3.2 To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- 3.3 To ensure that all fuel dockets not relating to the fuel card for the designated vehicle are to be forwarded onto Council's Accounting Staff in a timely manner (Once a week).

4. POLICY STATEMENT

4.1 Procedures

Employees driving a Shire supplied vehicle, where required will be issued with a Shire owned Fuel Card.

- a) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel or Gas.
- b) As a minimum employees must provide the following information to the console operator after fuelling the vehicle:
 - Card PIN and or signature if required.
- c) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket.
- d) The fuel card dockets must be sent to Shire's Accounting Staff in a timely manner (once a week) this is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work. Fuel docket not relating to the designated vehicle should have the plant number written on it and be signed by the employee or associate using the vehicle.
- e) Accounting Staff will then verify that all fuel dockets have been received and will then process the fuel card statement for authorisation by the Director of Corporate and Community Services.

- f) The Accounting Staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.
- g) All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

4.2 Risk Management and Fraud Control

- a) Employees are to use the fuel card for the purchase of fuel relating to Shire business and for authorised private usage.
- b) All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.
- c) Annual reviews of the usage of the fuel card will be conducted by the Director of Corporate and Community Services. A report will be submitted to the Executive Management Team as required detailing any issues on the use of the fuel cards.
- d) Where a card is lost, stolen or damaged the holder must notify the Director of Corporate and Community Services immediately. Steps will then be taken to cancel the card and reissuing a new fuel card.
- e) Appropriate measures will be taken to ensure cardholders adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Chief Executive Officer. This could include disciplinary action.
- f) It is the responsibility of the cardholder to return the fuel card to the Finance department on resignation or termination from the Shire of Pingelly. The Shire's Senior Finance Officer will follow up on any cards that are not returned.
- g) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Shire operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Shire operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the Director of Corporate and Community Services or Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

- Acknowledgement and Acceptance of Conditions of Use of Fuel Card.
- Local Government (Financial Management) Regulation 1996.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 May 2018
Previous Adoption	16 May 2018

6. Fire Control

Council Policy Name: 6.1 Firebreaks – Installation, Inspection and Prosecution

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the requirements of the installation, inspection and prosecution of firebreaks in the Shire of Pingelly.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Firebreaks must be installed by the date required in the Firebreaks Order.
- 4.2 The inspection of townsite firebreaks is to commence no later than seven days after the required date.
- 4.5 The owners whose properties are found not to comply with the Firebreaks Order, are to be issued with an infringement, and a further Order to comply with the within 10 days of the inspection.
- 4.7 Where, after a minimum of 10 days following the first inspection, any property still does not comply with the Firebreak Order, the Chief Executive Officer is authorised to arrange for the carrying out of works so that the property complies. The property owner is to be responsible for all costs associated with the compliance works.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.2 Firebreaks on Road and Railway Reserves

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the rules for firebreaks on road and railway reserves.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Council does not permit the installation of firebreaks on road reserves nor burning of the railway reserve other than by authority of the Public Transport Authority within the Shire of Pingelly.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.3 Road Verge Burning

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for road verge burning.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Approval may be given by the Chief Executive Officer for the burning of road verges.

4.2 All applications for burning of road verges are to be made in writing.

4.3 Applications must demonstrate that the verge constitutes a fire hazard and positive protection is to be given to areas of natural vegetation.

4.4 During restricted burning periods, the normal procedures apply.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name:	6.4 Annual Bushfire Advisory Committee Meeting
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is in accord with S 67 of the *Bush Fires Act 1954*, a Bushfire Advisory Committee meeting is to be held in April each year.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Notices of meetings will be sent to all Brigade Secretaries and Fire Control Officers as well as advertised in local newspaper.
- 4.2 A DFES representative is to be invited to attend.
- 4.3 All Brigades are to be encouraged to hold their annual meetings prior to the Advisory meeting.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.5 Fire Control Officers Appointment

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process of appointing the Chief and Deputy Chief Fire Control Officers.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Council will consider the appointments of officers recommended by the Bushfire Advisory Committee meeting at its next Ordinary Council meeting.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.6 Fire Control Officers Training

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the requirements for Fire Control Officers training.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Council will not appoint or reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer's training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.

4.2 It is desirable that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer's training course certified by DFES within the previous five years. The Chief Executive Officer is to seek training status details from the nominating Shire.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 20 April 2011, 17 June 2015, 17 May 2017

Council Policy Name: 6.7 Harvest and Vehicle Movement Bans

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process involved with harvest and vehicle movement bans.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Chief Fire Control Officer, Deputy Chief Fire Control Officer, a Hotham Fire Control Officer, a Milton Fire Control Officer, Chief Executive Officer and Deputy Chief Executive Officer are authorised to issue and lift harvest and vehicle movement bans pursuant to Section 39 of the Bush Fires Act.
- 4.2 The decision to initiate or lift a Harvest and Vehicle Movement Ban is to be determined by a Fire Weather Reading from within the Shire of Pingelly using the Kestrel Weather Meter and the McArthur Grassland Meter Fire Danger Index. The Harvest Ban Calculation Instructions for the Kestrel Weather Meter are to be used for readings.
- 4.3 In the event that the Fire Danger Index reaches 32 or more, a Harvest and Vehicle Movement Ban is to be imposed over the whole of the Shire of Pingelly.
- 4.4 Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time as is lifted.
- 4.5 For the purpose of Media Releases relating to the issue of Harvest and Vehicle Movement Bans, the following wording will be utilised at all times:
- “A Harvest and Vehicle Movement Ban is in effect over the whole of the Shire of Pingelly until further notice”
- OR
- “Currently there are no Harvest or Vehicle Movement Ban within the Shire of Pingelly”.
- 4.6 The issue of a Harvest and Vehicle Movement Bans is to be recorded onto the telephone hotline and publicised through the local media together with an SMS to registered mobile telephones.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.8 Movement of Vehicles During Harvest Bans

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on movement of vehicles during harvest bans.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

- 3.1 **Laneway/Roadway (non gazetted)**
A laneway/roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of 4m wide. Overhanging vegetation has to be pruned back so as not to come into contact with parts of a vehicle.
- 3.2 **Yard**
A yard is defined as an area, more than four metres wide, with a constructed, trafficable surface, free from all inflammable trees save live standing trees.

4. POLICY STATEMENT

- 4.1 A Total Harvest and Vehicle Movement Ban requires a ban on the movement of all vehicles and machinery and the operation of internal combustion engines within the Shire during the time specified in the notice or broadcast (Reg 38A & B) with the exception of the movement of vehicles and machinery on made gazetted roads, laneways/roadways and yards.

The following activities are permitted provided these comply with specified conditions:

Regulated Activities

1. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are approved and registered by the Shire of Pingelly on an annual basis and which are clear of all inflammable material save live standing trees to a radius of at least 30m. A mobile fire fighting unit shall be in attendance at all times the site is in use during the ban period.
2. Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications (this also requires the retention of 400L of water at all times).
3. All necessary travel to, from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a vehicle with a mobile fire fighting unit attached.
4. All necessary carting of livestock provided that such a vehicle is accompanied by a mobile firefighting unit.
5. Activities which received specific exemptions from Council or the Chief Fire Control Officer.

- 4.2 All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans and Bans on the Operation of Internal Combustion Engines, after approval has been granted by the Chief Bushfire Control Officer or the CEO. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. It should be noted that approval may not be granted.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.9 Use of Shire Vehicles on Harvest Ban Days

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the use of Shire vehicles on harvest ban days.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 During the currency of Total Harvest and Vehicle Movement bans any Fire Control Officer is authorised to order the operator of any Shire plant to cease work or a particular kind of work, between times specified if, in the opinion of the Fire Control Officer, the continued operation of the plant should constitute a serious fire hazard.

4.2 The Fire Control Officer exercising this authority shall inform the Chief Executive Officer or Manager of Works of his action.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.10 Fire Fighter Attire

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's process for fire fighter attire at a fire.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The person in charge of a fire shall order away those not wearing adequate and appropriate attire, especially footwear.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 6.11 Bushfire Brigades Standing Orders

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Organisation And Maintenance Of Bush Fire Brigades

4.1.1 Officers to be supplied with Act

The local government is to supply each brigade captain with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

4.2. Chief Bush Fire Control Officer

4.2.1 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

4.2.2 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

4.2.3 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include -

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

4.3 Annual General Meetings Of Bush Fire Brigades

4.3.1 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March/April/May each year.

4.3.2 Nomination of bush fire brigade delegates to Bush Fire Advisory Committee
Members of Brigades shall appoint a member annually to represent their respective Brigade on the Shire of Pingelly Bush Fire Advisory Committee and those members appointed shall be entitled to have voting rights on the Committee. Brigades shall appoint a proxy member for attendance should the elected representative be unable to attend such meetings. All existing fire control officers are delegates to the Bush Fire Advisory Committee.

4.3.3 Bush Fire Advisory Committee members
Department of Environment and Conservation and FESA officers shall be entitled to representation in an advisory capacity at meetings except that such representation shall not incur voting rights on the Shire of Pingelly Bush Fire Advisory Committee.

4.3.4 Nomination of bush fire control officers to Bush Fire Advisory Committee
At the annual general meeting of a bush fire brigade, at least one brigade member, with the minimum qualifications and experience required to perform the role as set by the local government, is to be recommended to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next annual general meeting.

4.3.5 Minutes to be tabled before the Bush Fire Advisory Committee
The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Executive Officer within one month after the meeting.

Minutes of a bush fire brigade's annual general meeting are to be tabled at the next meeting of the Bush Fire Advisory Committee and Council.

4.4. Bush Fire Advisory Committee

4.4.1 Functions of Advisory Committee
The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act.

4.4.2 Bush Fire Advisory Committee to nominate bush fire control officers
As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to recommend to the local government from the persons nominated by each bush fire brigade a person or persons for the position(s) of a bush fire control officer for the brigade area.

4.4.3 Local government to have regard to nominees
When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

4.4.4 Bush Fire Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades or issues requested to be considered by the local government.

4.5 Meetings - Notice And Business

4.5.1 Notice of Meetings - Members to Receive Notice

Before any meeting of the Bush Fire Advisory Committee, a notice signed by the Chief Executive Officer (or his nominee), stating the place, date and hour of holding the meeting and specifying the business to be transacted with an agenda and supporting electronic means (so long as it is capable of being printed out in its entirety), by post, or otherwise left or delivered to each Brigade Secretary, at least 7 days before the meeting, at the usual or last known place of abode or business.

4.5.2 Emergency Meetings

A meeting of the Bush Fire Advisory Committee for the purpose of dealing with an emergency situation may be called by the Chief Fire Control Officer, or in their absence, any three members. The Chief Executive Officer, or a person authorised by him or her, shall either personally or by telephone, facsimile or other electronic means or otherwise leave or deliver to each Brigade Secretary details of the nature of the emergency and the date, time place and purpose of the emergency meeting. Decisions made at this meeting must be by absolute majority.

4.5.3 Business to be Specified on Notice Paper

No business shall be transacted at any meeting other than that specified in the notice without the approval of the Chairman or if there is dissent by any Member to the Chairman's ruling, with approval of the majority of Member's present determined by vote, except;

- (a) matters which the Act permits to be dealt with without notice,
- (b) matters which this local law (clause 5.5) permits to be dealt with without notice.

4.6 Meetings - Quorum

4.6.1 Quorum at Meetings

The number of members necessary to form a quorum for any meeting shall be:

- (a) for the Bush Fire Advisory Committee meetings – five.
- (b) for bush fire brigades' meetings:
 - (i) where the total number of officers of member (whether vacant or not) is an even number, 50% plus one;
 - (ii) where the total number of officers of member (whether vacant or not) is an odd number, the integer nearest to, but greater than, one half of that total.

4.6.2 Count-out/Adjournment

- 4.6.2.1 If a quorum has not been established within the 30 minutes after a meeting is due to begin then the meeting shall be adjourned,

4.6.2.2 At any time during any meeting of the Bush Fire Advisory Committee any member or the Chief Executive Office may call the attention of the Chairman to the fact that a quorum is not present. The Chairman shall immediately suspend the proceedings of the meeting for a period of five minutes. If a quorum is not present at the end of this period, the meeting shall be deemed to have been counted out, and the Chairman shall adjourn it to a later hour of the same day or to any other time, not more than seven days from the date of adjournment.

4.6.2.3 Absence of Quorum - Record in Minutes

At all meetings of the Bush Fire Advisory Committee when the meeting is counted out, and an absence of a quorum noted, the circumstances, together with the names of the Member present, shall be recorded in the Minute Book.

4.7. Meetings – Minutes

4.7.1 Recording of Minutes

The Chairman of the meeting of the Bush Fire Advisory Committee is to cause minutes to be kept of the meeting's proceedings.

4.7.1.1 Recording of Votes

That all meetings of the Bush Fire Advisory Committee have the number of votes for and against each motion recorded.

4.7.2 Confirmation of Minutes

Reading of the minutes of a previous meeting of the Bush Fire Advisory Committee may be dispensed with provided that a copy of those minutes has been supplied to each Brigade Secretary at least 72 hours prior to the date of the meeting at which they are presented for confirmation.

The minutes of any preceding meeting or meetings of the Bush Fire Advisory Committee not previously confirmed, shall be submitted for confirmation to the next ordinary meeting of the Bush Fire Advisory Committee and no discussion of them shall be permitted except as to their accuracy as a record of the proceedings. The last page of the minutes must be signed and dated by the person presiding at the meeting certifying that the minutes have been confirmed.

Copies of unconfirmed minutes of each Bush Fire Advisory Committee meeting shall be made available for inspection at the Shire Office, Shire Library and such other publicly accessible places as determined by the Chief Executive Officer, for inspection by members of the public.

4.8 Meetings - Order Of Business

4.8.1 Ordinary Meeting - Order of Business

The order of business at meetings of the Bush Fire Advisory Committee, unless altered by resolution to that effect, shall be as nearly as practicable as follows:

- (a) apologies and leave of absence;
- (b) confirmation of minutes of previous meeting(s);
- (c) receipt of minutes or reports and consideration of adoption of recommendations from meetings held since the previous Committee meeting;
- (d) appointment of Office Bearers;

- (e) Chief Fire Control Officer's Report;
- (f) other reports - Brigade Reports & Agency Reports;
- (g) motions of which notice has been given;
- (h) urgent business.

4.8.2 Order of Business at Special Meeting

The order of business at any special meeting shall be the order in which that business stands in the notice of the meeting unless the Bush Fire Advisory Committee, by resolution, alters the order of business to that effect.

4.8.3 Unacceptable Business

If the Chairman is of the opinion that any motion or business proposed to be made or transacted at a meeting is disrespectful, he or she may, either before or after the matter is brought forward at any meeting, declare that the motion or business shall not be entertained. Any Member may move dissent from such a declaration made by the Chairman and in the event of the dissent being carried by a majority of the Members present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling of the Chairman shall stand.

4.8.4 Business at Adjourned Meeting

At an adjourned meeting of the Bush Fire Advisory Committee, no business shall be transacted other than such as shall have been specified on the notice of the meeting of which it is an adjournment and which remains indisposed of at the adjourned meeting shall have the precedence at such ordinary meeting of the Bush Fire Advisory Committee.

4.8.5 Urgent Business

A Member may move a motion involving urgent business that is not included in the notice paper for that meeting provided that the Chairman has agreed to the business being raised and the Chairman considers that either;

- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Bush Fire Advisory Committee;
- (b) the delay in referring the business to the next meeting of the Bush Fire Advisory Committee could have adverse legal or financial implications for the Bush Fire Advisory Committee.

Any Member may move without notice a procedural motion of dissent in respect of the Chairman's ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of Members present, the business must then be included as a matter of urgent business.

4.9 Meetings - Public Conduct

4.9.1 Admission and Removal of the Public

The public is admitted to Bush Fire Advisory Committee meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Bush Fire Advisory Committee shall take place. In the event of any such interruption, the Chairman may use discretion and without a vote of the Bush Fire Advisory Committee, require those interrupting to withdraw.

The person or persons concerned shall immediately withdraw from the meeting. This direction by the Chairman may not be challenged by moving dissent with the ruling and the Chairman's ruling is final.

4.10 Notice Of Motion

4.10.1 Notices of Motion to be in Writing

A Member may only bring forward at a meeting such business as is referred to in this clause in the form of a motion of which notice has been given, in writing, to the Secretary.

4.10.2 Notice of Motion

Notice of motion shall be given to the Chief Executive Officer either:

- (a) at the last previous Bush Fire Advisory Committee meeting, or
- (b) at least ten clear days before the meeting at which it is to be brought forward.

5. RELATED DOCUMENTATION / LEGISLATION

- Bushfires Act 1954

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	28 June 2001

Council Policy Name: 6.12 Permits to Burn – Public Holidays and Sundays

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process of issuing permits to burn on public holidays and Sundays.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may be issued on Public Holidays and Sundays with the exception of Easter falling within this period

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	16 March 2011, 20 May 2015, 17 June 2015, 17 May 2017

7. General

Council Policy Name: 7.1 Australia Day Celebrations

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to support the following Australia Day celebrations (with the stated conditions).

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Hosting of Australia Day Breakfast.

- 4.2 Tournaments : Pingelly Tennis Club
Pingelly Bowling Club

with support up to an amount as determined in the Budget each year, towards providing a trophy or trophies including engraving of medallions and Honour Boards as appropriate.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 17 June 2015, 17 May 2017

Council Policy Name: 7.2 Council Awards

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process of Council awards.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Each year, Council may present the following awards:

- (a) Community Service Award
- (b) Sportsperson of the Year Award

4.1 Nominations are to be advertised from October and presented to the Ordinary Meeting of Council in December.

4.2 The nominee must accept the nomination prior to it being submitted.

4.3 Presentations to the award winners shall be made as part of the Australia Day celebrations.

4.4 Invitations to the Award nominees are to be issued by the Shire President and/or Chief Executive Officer to the Australia Day breakfast each year.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	19 January 2005, 21 April 2010, 16 March 2011, 20 March 2013, 17 June 2015, 17 May 2017, 21 March 2018

Council Policy Name: 7.5 Pingelly Primary School - Trophies

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for issuing trophies to the Pingelly Primary School.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Council will meet the cost of "Sports Star of the Year" trophies for presentation to students in early December each year.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	7.6 Buildings Owned by the Shire of Pingelly
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the conditions that apply when hiring out a Shire building to a community group.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

In the event that the use of Shire of Pingelly owned buildings is granted to a community group, the following conditions shall apply:

- 4.1 All electricity, water charges etc. are to be met by the community group.
- 4.2 Satisfactory insurance cover for contents being carried by the community group.
- 4.3 Alterations and repairs to be approved by the Chief Executive Officer prior to work being carried out.
- 4.4 Cost of alterations to be met by the community group.
- 4.5 Cost of repairs may be equally apportioned between the Shire of Pingelly and the community group subject to prior consultation.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 7.8 Political Posters

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's regulations on political posters.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Political posters will not be permitted on road reserves within the Shire of Pingelly or on Shire of Pingelly owned property.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 7.9 Grazing of Reserves and Road Reserves

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the Shire's policy on grazing of reserves and road reserves.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Council does not permit the grazing of reserves and road reserves under its control.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 7.10 Permit Vehicle Movement Approval

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for permit vehicle movement approval.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Main Roads WA is authorised to permit oversize vehicles up to 27.5m in length on all roads outside the Pingelly townsite and within the Shire of Pingelly except:

- Walwalling Road SLK 2.00 to 6.18
- Tutanning Road SLK 0 to 4.29 and 4.94 to 15.37
- Dwarlaking Road SLK 2.0 to 6.0 and 10.12 to 12.90

4.2 Main Roads WA is authorised to permit oversize vehicles up to 27.5m on the townsite streets of:

- Park Street from Naylor Street to Paragon Street
- Paragon Street from Park Street to Review Street
- Review Street from Paragon Street to Parker Street
- Parker Street from Review Street to Brown Street
- Aldersyde Pingelly Road from Review Street to the town boundary
- Brown Street from Parker Street to Wickepin Pingelly Road
- Harper Street from Brown Street to Yenellin Road and onwards to the town boundary
- Vinicombe Street from Review Street to the fuel depot.

Information to be passed onto Main Road WA for inclusion in the Central Register.

5. RELATED DOCUMENTATION / LEGISLATION

See sketch map - \00179\2011-11-17 MRWA - Heavy Vehicle Routes.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 16 November 2011, 21 March 2012, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	Unknown

Council Policy Name:	7.11 Pingelly Museum Collection Management
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the collection management policy for the Pingelly Museum.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

- 3.1 By *museum* we mean a non-profit making, permanent institution, in the service of society and its development, and open to the public, which acquires, conserves, researches, communicates and exhibits, for purpose of study, education and enjoyment, material evidence of people and their environment¹.
- 3.2 By *best practice* we mean establishing and maintaining minimum standards for the full range of museological functions to provide a framework for the development and growth of the museum. This would include a high degree of innovation to maximise limited resources.

¹ Standard International Congress of Museums definition.

4. POLICY STATEMENT

- 4.1. **Origins**
The Museum of Pingelly was established through a partnership between the Pingelly Shire Council and the Pingelly Museum group, now under the umbrella of the Pingelly Development Association. The Museum building was originally built in 1898 as a School and operated as such until 1906. It then served a number of roles until 1977, most notably as a courthouse. The building is owned by the Pingelly Shire Council and operated by the Museum group.
- 4.2 **Mission Statement**
To serve the Shire of Pingelly and local districts through the establishment and operation of a best practice museum.
- 4.3 **Management**
Management of the collection and the carrying out of functions set out in this policy are the responsibility of the Pingelly Museum group, a sub committee of the Pingelly Development Association Inc.
- 4.4 **Ownership of Collection**
All material at the Museum shall be deemed the property of the Pingelly Shire and subject to management by the curatorial staff of the Pingelly Museum.
- 4.5 **Review of Policy**
Periodic reviews of the Collection, its policy and its operating procedures may be initiated by Council, acting either alone or on advice from staff responsible for the collection (ie at least once every five years).

Such reviews will normally be conducted by a committee, including members with relevant curatorial experience and museum staff.

4.6 Authority for this Policy

This policy was adopted by the Shire of Pingelly on the 17 September 2008. It shall provide the framework in which the Museum collection operates, and remain in force until it is withdrawn or amended following an expert review as provided in clause 5 above.

4.7 Geographic Area

Shire of Pingelly local government area, plus districts including Popanyinning and Pumphreys Bridge. Material offered to the Museum from surrounding Shires not relevant to our collection to be referred to the appropriate museum or historical society in those Shires eg Brookton, should the items on offer fall within their boundaries. All other items to be referred to place of origin.

4.8 Themes and Types of Objects

All themes which relate to the history and development of Pingelly and its people.

Two priorities to be maintained:

- (a) record and maintain an archive of oral histories focused on significant items within the collection.
- (b) Make use of environmental themes to integrate the existing collection when planning new exhibitions and educational activities.

Acceptance of material will be conditional upon the Museum being able to adequately care for the items through proper documentation and storage.

Note: The immediate priority is to care for the existing collection.

Generally, allowing for notable exceptions, the Museum will **not** collect the following:

- Moved buildings or items of moveable heritage that should be left in situ;
- Large agricultural machinery or parts of such machinery;
- Items which have no provenance to the Shire of Pingelly;
- Books, periodicals, magazines or documents unless they are directly linked to an item in the collection and add value to that item;
- Whole private collections of oddments which do not relate to the themes of the Museum;
- Cars, trucks, engines and other large mechanical items or parts of such machinery;
- Parts of demolished buildings;
- Firearms and explosive devices;
- Newspaper collections;
- Large medical equipment;
- Textiles which require specialised conservation;
- Skeletal remains.

4.9 Desirable Themes/Items for the Collection

When seeking new material the Museum would generally give priority to the following types of records:

- Oral Histories about the people, places and events of Pingelly
- Personal military material relating to Pingelly men and women at war;
- Diaries from people living in Pingelly;
- Historical photographs, albums and films relating to Pingelly;
- Pingelly businesses and industries;
- Products made in Pingelly;
- Pingelly sporting material.

4.10 How the Museum will Collect

- 4.10.1 The Museum will acquire material through donation, bequest, purchase or transfer.
- 4.10.2 The only time the Museum will accept material on loan is for specialised exhibitions with designated time periods.
- 4.10.3 No item(s) will be accepted with conditions attached eg a stipulation that item(s) must be placed on permanent display.
- 4.10.4 The Museum retains the right to refuse material which does not comply with the Collection Criteria.

An Acquisition Committee will determine whether an item is to be accepted into the Museum's collection (items which do not meet the **basic** selection criteria (i.e. 4.11.1, 4.11.2, and 4.11.3 listed below) are **not** to be forwarded to the Committee for a decision).

4.11 Collection Selection Criteria

Selection criteria for accepting material into the Museum's collection:

- 4.11.1 The donor or vendor has legal title to offer the item(s) to the Museum.
- 4.11.2 The item(s) relate to the Shire of Pingelly, its history, development and people in a significant way.
- 4.11.3 The item(s) have a good story that would enhance its historical value.
- 4.11.4 The item(s) is in a good original condition, complete and unmodified.
- 4.11.5 The item(s) is not duplicated in the collection.
- 4.11.6 The item(s) appears on the desirable list in point 9 of this policy.
- 4.11.7 The Museum has adequate storage space to house the item(s).
- 4.11.8 The Museum staff has sufficient time to document the item(s).
- 4.11.9 There are no restrictions whether legal, cultural or conservation which would prevent the item(s) being placed on display.
- 4.11.10 The item(s) is best suited for our collection and not that of another institution.

The minimum requirement for accepting new material into the collection is compliance with points 4.11.1, 4.11.2, and 4.11.3 above.

Should the item(s) meet the selection criteria, adequate information will be recorded in order to write a Significance Statement.

4.12 Declining Item(s)

When declining item(s) offer appropriate alternatives to donors:

- Keep the item(s) in the family or among friends.
- The item(s) may be better suited to another museum or collection etc.
- If the item fulfils the selection criteria, the donor retain the item until such time as we are in a position to properly care for it.
- If the item relates to another town, city or region, has a good story and is in good condition, offer it to a Museum in that town, city or region.
- Consider selling the item if they are comfortable doing so.
- Offer the item to a charitable organisation eg St Vincent de Paul's or Salvation Army.
- Discard the item(s) as a last resort i.e. disposal, recycle.

4.13 Care of the Collection

This section details collection management activities for processing material once accepted into the collection and management issues relating to items in the existing collection (accessioned and non-accessioned).

4.13.1 Documentation - Existing Collection:

The first priority is to document the existing collection using MOSAIC software.

Note: This will require an extended period of time as there is a backlog of material and in many instances rudimentary record keeping.

Where existing material is accessioned (ie written in accession register, allocated number and present in collection) this information be incorporated into MOSAIC.

If a previously accessioned item cannot be located in the collection the information is not to be incorporated in MOSAIC.

Where existing items have not being previously accessioned (ie not written in register and not allocated an accession number) the selection criteria be applied to these objects to determine whether they should be formally accepted for the registered collection.

If items do not meet the selection criteria they will be put aside to determine their fate in discussion and agreement with the Pingelly Museum group. Where such items relate to other towns or shires, they will be considered for transfer to museums in these localities after consultation and agreement with the Museum group, donors (if known) and those individual museums. Where such items cannot be conveniently relocated they will be put aside for an appropriate form of disposal in consultation and agreement with the Shire of Pingelly (See disposal procedures Section 15).

4.13.2 Documentation - New Material

With regard to new material accepted into the collection the following procedures to be followed:

- A receipt listing the name, address and contact numbers of the donor as well as a description of the item(s) to be issued on acceptance of material. Staff to use the receipt template created for this purpose. Receipt to be dated and issued in duplicate and both copies to be signed by both.
- As much information and history about the item(s) to be recorded on a separate form on acceptance. (In some instances the donor will have to be contacted again to supply further information.)

Note: Acquiring detailed information about an item in order to fulfil Selection and Significance Criteria is an extremely important part of the acceptance process.

- The item(s) to be assigned an accession number (the Museum's number system includes the year followed by a number in chronological order of acceptance ie 02/01, 02/02, 02/03 etc.
- The item(s) to be written into the Accession Register listing the date of acceptance, accession number assigned to an item, name and address of donor, brief description of item, location in Museum.
- The item(s) to be physically marked with their accession number (the application of the number not to damage item).

- The item(s) to be catalogued completing the information fields in MOSAIC software.
- The item(s) to be placed in an appropriate storage box and storage space with a printed copy of its Object Record printed out from MOSAIC and placed with it.
- A Significance Statement should be written for the item(s) using the Significance Criteria as a guideline.
- It is extremely important that when an object is moved its new location is recorded on MOSAIC software.

4.14. Conservation & Storage

The Museum will make a determined commitment and effort to provide the best possible physical care for the collection. The first priority is the existing collection and includes:

- Wrap or insert items in suitable material (tissue paper, bubble plastic, mylar sleeves, calico jackets, hanging files). pack them in boxes or storage cabinets and/or place them on shelving in a secure storeroom.
- Storeroom(s) to be kept dry, clean and free of pests and ultra-violet light.
- Large agricultural items to be kept under cover in outbuildings or sheds.
- Location of item(s) to be recorded and kept up to date on MOSAIC in order to facilitate locating items.

4.15. Deaccessioning

Deaccessioning is the administrative process whereby an item is removed from the collection. It is distinct from disposal which is the physical act of disposing an item.

4.15.1 Deaccessioning Criteria

Criteria for assessing whether an item should be considered for deaccessioning are:

- The item(s) is not from Pingelly but comes from another town, city or region.
- The item(s) lacks local significance ie there is an absence of supporting information to enable proper identification or relevance to the collection.
- The item(s) is in a poor physical condition ie irrevocably damaged or deteriorated beyond repair.
- The item(s) falls outside the scope of the Museum's collection policy.
- The item(s) is duplicated in the collection and of a lesser quality.
- The item(s) is not original ie a replica, copy or fake.
- The item(s) is subject to a substantiated claim by indigenous people for the restitution of sacred material.

4.15.2 Deaccessioning Procedure

The Museum shall prepare written documentation for each item being deaccessioned giving a reasoned recommendation stating why the item(s) should be formally removed from the collection (using the above deaccessioning criteria as a guide). The documentation includes the Museum's recommendation on disposal.

The Museum's recommendation(s) to be forwarded to the Pingelly Shire Council for approval.

Staff at the Museum (including casual staff and voluntary workers) and members of the Museum Advisory Committee, Councillors of the Pingelly Shire Council or their families, are prohibited from acquiring any deaccessioned item.

4.15.3 Disposal of Deaccessioned Material

Once items are deaccessioned a decision must be made on an appropriate form of disposal ie sale, gift, transfer, exchange, alternative internal use (eg educational tool) or destruction. It is essential to make sure that deaccessioned material is free of any conditions which would interfere with their disposal i.e. check the record keeping. As an additional safeguard a minimum period of one year should elapse between the approval for deaccessioning and disposal of an item, at which time it would be reviewed by the Museum. The review task should take place during September of each year.

The preferred form of disposal for material from another area would be to an institution (ie Museum, Library, Archive or Historical Society) from where the item came). In the event of an item being sold ie through auction, the funds received be used for caring for the collection.

Deaccessioned material to be destroyed only in rare and extreme circumstances ie item irreparably damaged, diseased, is no longer of historical, aesthetic, social or economic value or because it is dangerous to keep.

Details of deaccessioned material must be kept using the appropriate fields in MOSAIC.

4.16. Loans

There are two types of loans: incoming and outgoing. In both instances the Museum would only consider accepting loans or granting loans if they are for exhibition purposes or bona fide research purposes with prescribed time periods.

When dealing with Outgoing or Incoming Loans the Museum use its standard loan agreements. Permanent or long term loans to be avoided.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	16 June 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	17 September 2008

Council Policy Name:	7.13 CCTV
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the ownership, control, organisation, role and purpose of the Shire's CCTV operations.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Ownership And Control Of CCTV Operations

- The CCTV Operation is owned by and is the sole property of the Shire of Pingelly;
- The Shire of Pingelly will conduct CCTV Operations in accordance with approved CCTV Management Practices and Authorised Personnel will abide by the Code of Conduct, provided in the CCTV Management and Operations Manual.
- The Shire of Pingelly Duty Surveillance Officer has delegated control over the CCTV Operation.
- The Shire of Pingelly CCTV Organisational Policy establishes the purpose, key functions, and control parameters set by the Shire of Pingelly, in order to achieve the following:
 1. Maintain best practice and standards with reference to the Western Australian CCTV Guidelines, available at www.crimeprevention.wa.gov.au.
 2. Manage CCTV Operations in compliance with Australian Standards 4802:2006, Parts 1 – 4, and future or superseding standards.
 3. Manage CCTV Operations in compliance with Commonwealth and Western Australia legislation and amendments which may affect the use of CCTV and recorded material. The relevant and primary areas of compliance are privacy laws, camera fields of view and recording parameters, data storage, access control, and freedom of information provisions.
 4. Operate, use and maintain CCTV Operations in accordance with the Code of Conduct, acknowledged and signed annually by Authorised Personnel.
 5. Operate, use and maintain CCTV Operations to maintain effective oversight of Monitoring, Review, Auditing and Reporting.

4.2 Role And Purpose Of CCTV Operations

The Shire of Pingelly conducts CCTV Operations in order to:

1. Deter, detect and respond to criminal offences against person or property;
2. Facilitate and support an effective response by Shire of Pingelly Authorised Personnel, WA Police Officers or other emergency services personnel to situations of concern or interest; and
3. Manage and maintain community safety for residents, traders, retailers, workers, visitors and Shire of Pingelly staff.

4.3 Organisation Policy For CCTV Operations

The Shire of Pingelly's CCTV Policy provides for the manner in which the CCTV Operation will be operated, managed and the reporting protocols to the Shire of Pingelly's Chief Executive Officer ('CEO') and WA Police.

CCTV Management Practices will ensure CCTV Operations will be conducted in accordance to the following policy statements:

1. The CCTV System will be operated within applicable law, and for the ethical and beneficial purposes for which it is established or which are subsequently agreed in accordance with these approved policy statements.
2. The CCTV System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.
3. The public interest in CCTV Operations will be recognised by ensuring the security and integrity of recorded material.
4. All Stakeholders and Authorised Personnel will act in accordance with the CCTV Operation's Code of Conduct.
5. Access to Designated Surveillance Areas will be restricted to Authorised Personnel.
6. The Shire of Pingelly will be accountable to its Stakeholders for the effective management and control of CCTV Operations.
7. CCTV Operations will be monitored and evaluated to ensure compliance.
8. The Shire of Pingelly will make public annual reports in relation to CCTV Operations.
9. Recorded material released to Stakeholders shall be verified for accuracy, relevance and must not exceed that necessary to fulfil the purposes of the written request.
10. The retention of, and access to any recorded material will be only for the purposes provided by CCTV Policy Statement 4(Role and Purpose).
11. Recorded material will be retained for thirty one (31) days unless otherwise specified or required in relation to an approved police operation or the investigation of crime or events for court or formal review proceedings by the Shire of Pingelly. Recorded material, hard copy or electronic will then be erased, deleted or destroyed, with released material destroyed following written confirmation on the original release request.
12. Contact and exchange of information between the Shire of Pingelly and WA Police will be conducted in accordance with a signed Memorandum of Understanding.
13. Legitimate access may be allowed to live CCTV images which may be required by Shire Works personnel to view public areas for convenient public area familiarisation or reviewing, monitoring or verifying Shire of Pingelly maintenance services and public works.

14. CCTV Operations will make all reasonable attempts to serve the interests of all who may be affected by public space surveillance with a focus on community safety and crime prevention, and not be confined to the interests of the Shire of Pingelly or operational needs of the WA Police.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	27 June 2013

Council Policy Name: 7.14 Communications and Social Media

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 This Policy establishes protocols for the Shire of Pingelly's official communications with community to ensure the Shire of Pingelly is professionally and accurately represented and to maximise a positive public perception of the Shire.

2. SCOPE

2.1. This Policy applies to:

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

3. DEFINITIONS

Nil

4. POLICY STATEMENT

4.1 Official Communications

The purposes of the Shire of Pingelly's official communications include:

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

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

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

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

4.2. Speaking on behalf of the Shire of Pingelly

The Shire President and the Chief Executive Officer are authorised as the official spokespersons for the Shire of Pingelly and may represent the Shire in official communications, including; speeches, print, electronic and social media. In general, the Shire President will communicate in relation to strategic matters, and the Chief Executive Officer will communicate in relation to high level operational matters.

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

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

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

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

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

4.3. Responding to Media Enquiries

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

Elected members may make comments to the media in a personal capacity – refer to clause 4.6 below.

4.4. Website

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

4.5. Social Media

The Shire of Pingelly uses Social Media to facilitate interactive information sharing and to provide responsive feedback to the community. The use of Shire of Pingelly social media accounts is to specifically authorised by the CEO, or by persons authorised by the CEO.

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

When using social media, Elected Members should:

- avoid making personal comments about other Elected Members, staff or members of the community;
- encourage direct contact with the Shire where requests for service or official feedback has been posted, to enable the matter to be dealt with;
- encourage the original poster to make contact with the Shire for clarification, where misinformation or factually incorrect information is posted;

- remember that liking, sharing or reacting to a post on Social Media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended

4.6. Elected Member Statements on Shire Matters

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

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

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Pingelly.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Elected Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member;
9. observe confidentiality;
10. remember Council decision making is by majority, and while there may be decisions that are disagreed with, alternative points of view should be made respectfully and constructively;
11. not make public statements expressing their opinion on matters before the Council that would indicate a predetermined voting position.

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

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995
- Local Government (Rules of Conduct) Regulations 2007

6. REVIEW DETAILS

Review Frequency	Three Yearly
Council Adoption	
Previous Adoption	18 March 2020

8. Health and Building

Council Policy Name: 8.4 Temporary Accommodation

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on temporary accommodation.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 A person who owns or has the legal right to occupy land zoned "Rural Residential" or "General Agriculture" under the Town Planning Scheme may be granted Temporary Accommodation Approval to reside in a caravan and / or a shed on such land for a period up to 12 months, to supervise the construction of a new dwelling on the land, for which a building licence has been issued by the Shire of Pingelly.
- 4.2 Under the *Caravan Parks and Camping Ground Regulations 1997*, a "caravan" is defined as a vehicle that is fitted or designed for habitation.
- 4.3 Under the *Building Code of Australia* a "shed" is classified as a Class 10a non-habitable building.
- 4.4 An application to occupy a caravan and / or a shed on a temporary basis must include the following details:
1. A building licence application for the construction of a dwelling on the land.
 2. An application for the installation of an approved effluent disposal system.
 3. Where it is intended to temporarily reside in a shed, a building licence for the construction of the shed on the land, including the layout of an ablution facility containing a toilet and bathroom.
 4. Where it is intended to temporarily reside in a caravan, a building licence for construction of an ablution facility on the land, including the layout of the toilet and bathroom.
 5. A signed agreement stating that habitation of the caravan and or shed will cease after the expiration of the approval period.
- 4.5 Approval to occupy a shed and / or a caravan on a temporary basis will only be granted for a maximum of twelve months and is subject to compliance with the following conditions:
1. The provision of adequate ablution and kitchen facilities within the shed.
 2. The installation of an approved effluent disposal system.
 3. An approved building licence for the dwelling and the shed.
 4. Provision of a potable water supply.
 5. The installation of smoke alarms in accordance with the *Building Code of Australia*.

5. RELATED DOCUMENTATION / LEGISLATION

- Caravan Parks and Camping Ground Regulations 1997
- Building Code of Australia.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 8.5 Footpath Protection

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on footpath protection.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Where a building licence is issued for the construction of a new building and site access for heavy traffic may be required, the landowner is to be made aware of the requirements concerning the adequate protection and care of the road verge (footpaths, trees, etc).

4.2 Where it is viewed necessary by the Chief Executive Officer a bond of \$500 may be required as part to safeguard the Shire of Pingelly's interests prior to the issue of a building licence for the work.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

9. Record Keeping

Council Policy Name:	9.1 Management of Council Records
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Recordkeeping Policy is to define the principles that underpin the Shire of Pingelly's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of Shire's records in accordance with legislative requirements and best practice standards.

2. SCOPE

- 2.1 This policy applies to all government records created or received by a Shire of Pingelly employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Pingelly, regardless of their physical format, storage location or date of creation.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Custodianship of Records

The Shire of Pingelly recognises its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Pingelly.

4.2 Roles and Responsibilities of Recordkeeping

Elected Members: All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Pingelly in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Pingelly. Party political and personal records of Elected Members are exempt.

Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

Managers: All Managers are to ensure recordkeeping policy and procedures are known and adhered to in their area of responsibility.

All Staff: All staff (including contractors) are to create, collect and retain records relating to Shire of Pingelly business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping.

4.3 Creation of Records

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

4.4 Capture and Control of Records

All records created and received in the course of Shire of Pingelly business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

4.5. Security and Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

4.6. Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

4.7 Appraisal, Retention & Disposal of Records

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

5. RELATED DOCUMENTATION / LEGISLATION

- Recordkeeping Procedures Manual

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

10. Staff

Council Policy Name:	10.3 Senior Staff Designation and Appointment of Acting Chief Executive Officer
Responsible Directorate:	Chief Executive's Office

1. PURPOSE

- 1.1 To designate Senior Employees in accordance with Section 5.37 (1) of the Local Government Act 1995.
- 1.2 To provide for the appointment of a Senior Employee as Acting Chief Executive Officer during periods of leave, such that the continuous and efficient execution of the Shire's functions are maintained.

2. SCOPE

- 2.1 This policy applies to the role of Chief Executive Officer and those employees designated as Senior Employees.

3. DEFINITIONS

- 3.1 Act means Local Government Act 1995
- 3.2 Council means the Council of the Shire of Pingelly
- 3.3 Leave means annual, long service or personal leave

4. POLICY STATEMENT

- 4.1 In accordance with Section 5.37(1) of the Act, a local government may designate employees or persons belonging to a class of employees to be Senior Employees.
- 4.2 In accordance with Section 5.37(2) of the Act, the Chief Executive Officer is to inform the Council of each proposal to employ or dismiss a Senior Employee.
- 4.3 The Senior Employees of the Shire are designated as:
 - a. Executive Manager Corporate Services; and
 - b. Executive Manager Technical Services.
- 4.4 Council recognises that the appointment of Senior Employees to the role of Acting Chief Executive Officer is an effective succession planning strategy, providing Senior Employees with valuable exposure to and experience in the functions of a Chief Executive Officer.
- 4.5 In accordance with the requirements of the Local Government Act 1995, section 5.36(2)(a), the Council has determined that the persons appointed as the permanent incumbent to the position of a Director are suitably qualified to perform the role of Acting Chief Executive Officer.
- 4.6 The Chief Executive Officer may take leave during periods that are approved by the Shire President in writing. Senior Employees will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer subject to performance and dependent on availability and operational requirements.
- 4.7 Appointment of a Senior Employee to the role of Acting Chief Executive Officer will be determined by Council resolution:
 - a. for any period exceeding four continuous weeks; or
 - b. in the event that the Chief Executive Officer is incapacitated or otherwise unable to make an appointment under paragraph 4.6.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June, 2015, 16 September 2015, 17 May 2017, 18 July 2018, 20 November 2019
Previous Adoption	19 January 2005

Council Policy Name:	10.4 Corporate Uniform – Administration Staff
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for obtaining uniforms for administration staff.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Unless as specifically authorised by the Chief Executive Officer, or as negotiated in a salary package, the Shire of Pingelly will provide administrative employees with a subsidised corporate uniform.

- 4.1 Full-time Administration staff will be provided with subsidised uniforms to the value of \$500 per annum from the Local Government Corporate Collection.
- 4.2 Staff are entitled to the uniform subsidy after a qualifying period of three months.
- 4.3 Unused uniform subsidy may not be accrued.
- 4.4 Staff leaving Council's employ within three months of receiving the subsidy are required to repay 50% and those that leave between three and six months after receiving the subsidy, 25% of Council's contribution.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 10.5 Protective Clothing – Outside Staff

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for obtaining protective clothing for outside staff.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Outside staff are to be issued with protective clothing and equipment appropriate to their duties.

- 4.1 Protective clothing issues may include the following:
- (a) Annually – work clothing, safety boots or shoes; and
 - (b) As necessary – sunscreen, water bottles, safety vests and wet weather gear.
- 4.2 Upon cessation of employment with the Shire of Pingelly for whatever reason within 8 weeks of commencement, the employee concerned shall return to the Manager of Works such protective clothing and footwear which has been issued or make arrangements with the Chief Executive Officer to produce the items.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 10.6 Employer Contributions to Superannuation

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on contributing to employee's superannuation funds.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly will match employee superannuation contributions up to maximum of 5%.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	16 March 2005

Council Policy Name: 10.7 Shire Housing – Water Usage

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on water usage in Shire housing.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 To ensure maintenance of gardens etc, the Shire of Pingelly will subsidise the usage of water in all Shire of Pingelly owned houses to a maximum of \$75 per Water Corporation of WA billing period.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 10.8 Gratuity Payments to Employees

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on gratuity payments to employees.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

The Shire of Pingelly will only pay a gratuity to those employees whose employment with the Shire of Pingelly is terminating.

4.1 The gratuity will not exceed \$25 for every completed year of service to a maximum payment of \$500.

5. RELATED DOCUMENTATION / LEGISLATION

- Local Government Act 1995

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	10.11 Injury Management and Rehabilitation
Responsible Directorate:	Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to clarify the process for injury management and rehabilitation.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Taken from the "Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006".

Of the Employer:

- To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- To treat all workers with dignity and respect.
- To guarantee that all information is treated with sensitivity and confidentiality.
- To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the "Key Principles of Injury Management", as identified by WorkCover, will be adopted. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
- Maintenance in or a safe return to work is the expected outcome.
- Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual.

Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

5. RELATED DOCUMENTATION / LEGISLATION

- Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name:	10.12 Noise
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to identify and reduce all noise hazards in the workplace.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly is committed to identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained "Noise Exposure (Machinery and Equipment) Register".
- 4.2 It is mandatory to refer to the "Noise Procedure" for the Management of noise in the workplace.
- 4.3 It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing thereafter, and recorded on their personal file, which is stored in a secured location.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name: 10.13 Health, Safety & Environment

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to enable the Shire of Pingelly to minimise risk to its employees, the general public and the environment through the adoption of safe practices and compliance with relevant legislation.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.
- 4.2 Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Pingelly. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.
- 4.3 All workers engaged with the Shire of Pingelly are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.
- 4.4 At the Shire of Pingelly, we are monitoring our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.
- 4.5 We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.
- 4.6 Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

- 4.7 This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	{Insert}
Previous Adoption	19 November 2014

Council Policy Name:	10.16 Chief Executive Officer Annual Performance Review
Responsible Directorate:	Chief Executive's Office

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the process for the annual Chief Executive Officer performance review.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 At least once annually the performance of the Chief Executive Officer is to be reviewed by a Committee of the President and two Councillors appointed by Council.
- 4.2 Prior to review all Councillors and the Chief Executive Officer are to complete the performance indicators sheet.
- 4.3 The review is to be conducted in a manner described in the relevant Contract of Employment.
- 4.4 Council is to be informed of the result of the review at the next Council Meeting. Council is then required to accept the review, with or without modification or to reject the review. (Regulation 18D – *Local Government Administration Regulations*).

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	17 May 2006

Council Policy Name: 10.18 Staff Housing

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to offer staff housing as part of the salary package to employees with essential qualifications, experience and other position skills that are unlikely to be met from local recruitments.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 General

- 4.1.1 Prior to an employee occupying a Shire owned residence, the employee and the Shire of Pingelly are to enter into a formal tenancy agreement for the period of their employment, or a lesser period as determined by the Chief Executive Officer.
- 4.1.2 The tenancy agreement will contain a condition regarding the rent payable. There shall be a condition on the Tenancy Agreement that the Agreement shall cease on termination of the tenant's contract of employment with the Shire of Pingelly or at some other time as agreed between the parties.
- 4.1.3 The form of agreement will be in accordance with the Residential Tenancies Act 1987.
- 4.1.4 The maximum number of people, including both adults and children, permitted to reside at the residence shall be specified in the tenancy agreement to a maximum of the number bedrooms plus one or the number of persons in the employee's immediate family, being his/her spouse and their children if the residence is able to support such numbers at the discretion of the Chief Executive Officer.
- 4.1.5 The tenancy agreement shall specify that only members of the employee's family, including defacto spouses and their children, are permitted to reside in the property. Any other people wishing to reside other than those mentioned above is restricted to three months in any 12 month period at the Shire owned residence unless otherwise specifically approved in writing by the Chief Executive Officer on the basis of personal hardship or special circumstances.

4.2 Bond

4.2.1 It is a requirement of the agreement that tenants will pay a bond to the equivalent amount of two weeks rent to be paid in advance.

4.2.2 A pet bond of \$100 is applicable under this agreement to be paid in advance where applicable.

The bond will be reimbursed to the employee if the employee:

- Leaves the premises in a clean and tidy condition as per the signed property condition report;
- Has had the carpets professionally cleaned and provide the Shire with proof of the carpet cleaning;
- Made the necessary repairs to all areas of the property that has sustained damage during the tenancy agreement not associated with acceptable general wear and tear;
- Has replaced all light globes within the property that no longer work;
- Unless otherwise specified has transferred the Western Power account back into the name of the Shire of Pingelly;
- Has returned all keys to the premises to the Administration Technical Officer; and
- Has complied with all terms contained within the Residential Tenancy Agreement.

4.2.3 If an employee leaves the property without complying with any of the items mentioned above, then the Shire shall have the right to withhold the bond to the equivalent of the cost associated with completing any of the above items.

4.2.4 If the bond is not sufficient enough to reimburse the costs associated with covering the items mentioned above then the Shire, under the terms of this policy, shall be able to withhold the equivalent amount under the employee's termination payment to cover such expenses. The provision shall be included as an express term under the employee's contract of employment prior to commencement.

4.3 Maintenance

4.3.1 The tenants shall keep the premises in a reasonable state of cleanliness, repair and free of damage. The Administration Technical Officer is to be notified as soon as practicable but within three days of any damage to the premises.

4.3.2 The tenant shall not intentionally or negligently cause or permit damage to the premises.

- 4.3.3 The Shire of Pingelly is responsible for carrying out regular maintenance on the air conditioning systems, fire extinguishers and smoke alarms and half yearly pest control treatments. Urgent repair work will be carried out as reasonably possible by the Shire.
- 4.3.4 Any repairs required to be completed by the Shire or by an external contractor, where such repair is required due to damage caused by the occupants and not acceptable general wear and tear or damage caused by natural occurring conditions such as weather, the employee will be liable to reimburse the Shire of such expense.
- 4.3.5 Employees shall pay the utility costs when occupying the Shire's housing as specified in their Tenancy Agreements or Contract of Employment.
- 4.3.6 The Shire of Pingelly offers an allowance of up to \$300 on an annual basis to tenant in Shire housing, to assist in establishing gardens and/or improving existing gardens. The allowance will only be payable upon an inspection of the work by the Administration Technical Officer and upon presentation of receipts. Claims for annuals or vegetable gardens will not be approved.

4.4 Permanent Fixtures

4.4.1 Permanent fixtures to be installed are as follows:

- Hot water system
- Clothes line
- Authorised air-conditioning units (inbuilt ducted systems or wall mounted units installed and owned by Council)
- Floor coverings
- Window treatments
- Light fittings (except globes)
- TV Aerial appropriate to local BHF television broadcast services
- Stove
- Dishwasher

- 4.4.2 Costs associated with maintaining and replacing the permanent fixtures shall be the responsibility of the Shire.

4.5 Tenancy Conditions

- 4.5.1 The tenants shall not affix any fixture or make any renovation, alternation of addition to the residential premises, without the prior written consent of the Chief Executive Officer.
- 4.5.2 Employees allocated staff housing shall have included in their contract of employment with Council the provision that the housing is provided as a benefit only while the employee remains employed by the Shire and that on termination of employment the Tenancy Agreement shall cease.

4.5.3 Prior to the handing back of the premises, the tenant is responsible for ensuring the following items are carried out:

- Organise an inspection with the Administration Technical Officer.
- Leave the premises in a clean and tidy condition as per the signed property condition report.
- Have the carpets professionally cleaned at the cost to the employee and provide the Shire with proof of the carpet cleaning.
- Unless otherwise specified the tenant is to have the Western Power account transferred back into the name of the Shire of Pingelly.
- Unless otherwise specified in the agreement, the tenant is to have the phone disconnected.
- Return all keys to the premises to the Administration Technical Officer.

4.6 Allocation

4.6.1 The allocation of staff housing to particular positions is at the discretion of the Chief Executive Officer.

4.6.2 Positions generally offered staff housing as part of the salary package are those requiring essential qualifications, experience and other position requirements that are unlikely to be met from local recruitment.

4.6.3 If the Council supplied house is deemed not to be suitable to the employee they may elect to receive a monetary allowance. Only under exceptional circumstances at the discretion of the Chief Executive Officer and where possible the Shire will offer alternative housing to an employee where the previously offered housing is not suitable.

4.6.4 Where any employee (including his or her family / partner) currently resides in a property that is owned by the Shire as part of their contract of employment, the Chief Executive Officer is authorised to offer the employee the opportunity to accept a monetary allowance in lieu of receiving subsidised housing supplied by the Shire.

4.6.5 Where an employee agrees to forfeit their right to subsidised housing supplied by the Shire they shall be eligible to receive an allowance up to \$8,000 per annum.

4.6.6 Any such agreement is required to be in writing and the monetary allowance will be paid to the employee on a pro-rata basis every pay period and will be subject to PAYG tax.

4.6.7 Any employee agreeing to accept a monetary allowance in lieu of subsidised housing supplied by the Shire is required to vacate the premises at a time suitable convenient to both parties once suitable alternative housing can be found.

4.6.8 If an existing employee is currently provided with housing as an expressed term of their contract of employment, then the Shire will not be able to provide the employee with a monetary allowance in lieu of the housing unless agreement can be reached in writing.

- 4.6.9 An employee that has accepted and agreed to leave the property and receive a monetary allowance in lieu shall ensure that the provisions contained within the Termination of Tenancy clause above are complied with or the appropriate penalties may apply.
- 4.6.10 Once an employee has elected to receive the monetary housing allowance in lieu of subsidised housing supplied by the Shire, the employee is not eligible to reverse their decision and receive the subsidised housing as opposed to the allowance unless agreed to, at the discretion of the Chief Executive Officer.
- 4.6.11 Employees who are not entitled to receive subsidised housing shall not be eligible to receive the Housing Allowance.

5 RELATED DOCUMENTATION / LEGISLATION

Nil

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 May 2014

11. Subdivisions

Council Policy Name: 11.1 Road Design Standards

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to clarify the road design standards of the Shire.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Road within any subdivision within the Shire of Pingelly are to be constructed to the standard as detailed in Council Policy 12.1 relevant to their appropriate zoning.

4.2 Prospective applicants for subdivisions are to be made aware of the Shire of Pingelly's Road construction requirements.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

12. Works, Services and Plant

Council Policy Name:	12.2 Road Making Materials (Acquisition, Compensation, Pit Rehabilitation)
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's Policy for road making materials.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations where the required quantity, quality or type of material is not available from Shire of Pingelly controlled areas and the material may be available from private properties, the following procedure is to be adhered to where possible.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 Request permission to search for materials from the owner. Entry powers to be used only as a last resort.
- 4.2 Calculate approximate requirement for the project or yearly requirement of material from the proposed pit, and the expected life of the pit.
- 4.3 If suitable material is located, a written agreement is to be reached with the owner as to compensation for materials removed.
- 4.4 Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to the Shire of Pingelly and the private property owner.
- 4.5 Should agreement for the removal of road making materials not be reached with the landholder, procedures to resume an area sufficient for immediate and future needs may be instituted.
- 4.6 Compensation is to be made for the acquisition of road making materials from private land. Compensation (up to the value of the royalty) may take the form of:
1. Works on the owner's property such as grading, gravel sheeting, drainage works on works to enlarge or improve entrances.
 2. Resumption of the portion of land on which the materials are located at a mutually acceptable rate.
 3. Payment of royalty calculated on the volume of material extracted.

- 4.7 Works to rehabilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed on before material extraction takes place.

Rehabilitation works may include:

1. fencing,
2. tree planting,
3. deep ripping,
4. levelling,
5. stockpiling of original topsoil and spreading after extraction is completed,
6. creation of a dam site and roaded catchments, etc.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 12.4 Private Works

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for private works within the Shire.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 All private works shall be subject to a written agreement on the Private Works Application form, supported by a Local Purchase Order where appropriate e.g. Western Power, Telstra.

4.2 All private works for non-ratepayers shall be prepaid unless a Local Purchase Order is supplied.

4.3 All private works exceeding a total estimated cost of \$5,000 are to be prepaid, or progress payments made as determined by the Chief Executive Officer.

4.3.1. Minor private works may be carried out on the Manager of Works' authorisation.

4.3.2. Major works are defined as those exceeding a total estimated cost of \$15,000 and are to be referred to the Chief Executive Officer for acceptance or rejection.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name:	12.6 Crossovers
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to confirm the Shire's definition of crossovers.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

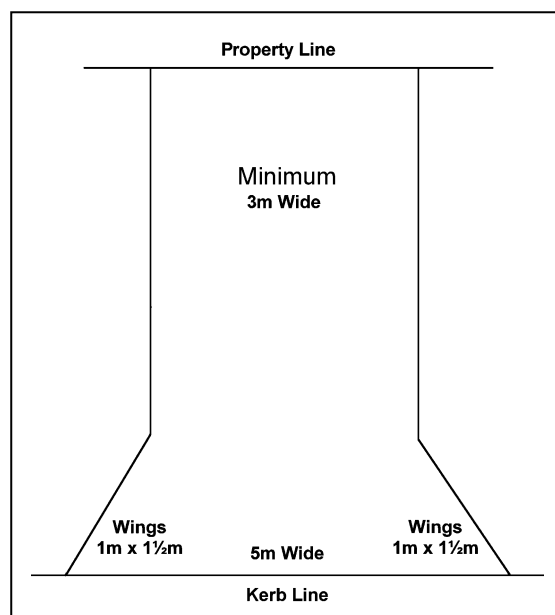
3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 **Access To Property On Land Outside Of The Townsite Boundary:**
An appropriate crossover access will be provided from the Shire of Pingelly road network to location boundaries within the Shire and outside of the townsite boundary, where it is considered necessary, appropriate or practicable. Only one access per location will be provided. Any additional access required on a location or on locations that are contiguous to a location where a crossover has been provided, will be at the owner's expense.
- 4.2 **Access To Property On Land Within The Town Boundary:**
An appropriate crossover access will be provided from the Shire of Pingelly road network to lot boundaries within the townsite, where it is considered necessary, appropriate or practicable. Only one access per lot will be provided subject to an approved building being constructed (or planning approval and building license issued) on the lot. Any additional access required will be at the owner's expense.
- 4.3 **Townsite Lot Crossovers:**
On application by the owner of land adjoining a Shire of Pingelly network road in the Pingelly townsite a contribution of 50% of the cost of the construction of standard crossover will be reimbursed, subject to the following:
- the standard crossover is deemed to be constructed to a maximum width of 8m to a hot mix seal standard or equivalent.
 - All standard crossovers are to be constructed such that the level at the property line is higher than the road surface at the kerb line or if un-kerbed, the crown of the road.
 - Crossover to be constructed from the edge, or as near as practicable to the edge of a sealed road or the anticipated edge in the event the road is unsealed, to the owner's property boundary.
 - Any extra width required on the crossover to be at the owner's expense.
 - Additional cost for crossovers being constructed in brick paving, concrete or other similar material to be at the cost of the owner.
 - Contribution will only be made towards one crossover per lot.
 - Reimbursement will not be made for crossovers constructed to lots without an approved building being constructed (or planning approval and building license issued).

See Local Government (Uniform Local Provisions) Regulations 1996 Regs 12-16



5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 12.7 Rural Driveways - Grading
Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for grading of rural driveways.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Upon request of the occupier, the main driveway to each residence in the General Farming Zone may be graded once per year, free of charge, during the course of maintenance operations, and subject to roadworks priorities.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 12.10 Annual Town Clean Up
Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for the annual town clean up.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Following advertisement each year, the works crew are to carry out a general town clean-up in March to assist residents to clear rubbish that is not normally removed, or rubbish that they are unable to dispose of.

4.2 Where the rubbish is of such size or quantity that a loader is required, application must be made to the Shire Office prior to the day before the clean-up, and the Chief Executive Officer may determine that a charge be levied.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 12.12 Laying of Water Pipes Under Roads
Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process of laying water pipes under roads.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Applications to lay water pipe under the road shall be in writing and may be approved by the Chief Executive Officer.

4.2 The approval shall take the following form:

PERMISSION TO LAY WATER PIPES

Permission is hereby granted for you to lay a water pipe under the road between locations _____ to _____, subject to:

1. the pipe being enclosed in a pipe of larger dimensions where the pipe passes under the road;
2. the water pipe being installed 375mm below the road and table drain;
3. a sign on either side of the road being erected for each water pipe, employing 65mm lettering being black on a white background reading WATER PIPE; and
4. pavement being reinstated to the satisfaction of the Chief Executive Officer.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	19 January 2005

Council Policy Name: 12.15 Volunteer Management

Responsible Directorate: Corporate Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's Policy on volunteer management.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.
- 2.2 This policy applies to all management, employees, councillors and volunteers working on Shire of Pingelly activities or Shire of Pingelly committees.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 The Shire of Pingelly recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation.
- 4.2 The Shire of Pingelly will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.
- 4.3 The Shire of Pingelly will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.
- 4.4 The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.
- interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
 - provide volunteer staff with orientation and training;
 - provide volunteer staff with a healthy and safe workplace;
 - provide appropriate and adequate insurance coverage for volunteer staff;
 - not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
 - differentiate between paid and unpaid roles;
 - define volunteer roles and develop clear job descriptions;
 - provide appropriate levels of support and management for volunteer staff;
 - provide volunteers with a copy of policies pertaining to volunteer staff;
 - ensure volunteers are not required to take up additional work during Industrial disputes or paid staff shortage;
 - provide all volunteers with information on grievance and disciplinary policies and procedures;
 - acknowledge the rights of volunteer staff;

- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions;
- acknowledge the contributions of volunteer staff.

4.5 A register of volunteers will be kept. Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name: 12.16 Visitor Management

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's visitor management policy.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 The Shire of Pingelly is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the *Occupational Safety and Health Act 1984*, if visitors to workplaces are injured through not being appropriately cared for.

4.2 All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.

4.3 Visitors are not permitted to wander around workplaces unaccompanied. All visitors are to report to the front counter (where applicable) or to the appropriate supervisor before entering any workplaces/sites.

4.4 Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

4.5 Staff members are to accompany all visitors at all times.

4.6 Visitors are restricted from entering all high hazard areas.

4.7 It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 February 2007

Council Policy Name: 12.17 Road Name Sign Design

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline Shire's Policy on road name sign design.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Road Name signs comply with the following standard:

4.1 Shape and Size

- Sign blade depth 150mm
- Minimum length 500mm
- Maximum length 1200mm for a single post end mounted sign, 1800mm for a centre-mounted sign and 2000mm for a two post mounted sign
- Single mounted post signs to have a cutaway end

4.2 Background and Lettering (refer to attached art work below)

- Background to be yellow in colour class 1 reflectorized material.
- Text to be nikalite or royal blue in colour non reflectorized material
- Text height 100mm

4.3 Street Name Sign Posts

- Street name post are to be frangible 60mm NB pipe
- Pingelly Town Site – Posts are to be powered coated nikalite or royal blue in colour.
- Shire of Pingelly rural areas – Posts are to be plain galvanized finish

5. RELATED DOCUMENTATION / LEGISLATION

- Works, Services and Plant Procedure

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 August 2005
Previous Adoption	14 November 2014, 17 June 2015, 17 May 2017, 18 July 2018

Council Policy Name: 12.18 Street Trees Plan

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's street trees plan.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1 Generally Red Flowering Gums are to be planted on the same side of the street as the power lines and that Jacarandas be planted where they will not interfere with power lines. *Lagerstroemia* – Indian Summer Crepe Myrtle are to be used in Parade Street CBD.

The Plan in detail is (SSR=South Side of Road, NSR=North Side of Road etc):

Street	Existing Plants	Proposed Plants
Park Street (Balfour St to Stone St)	Very few, natives from seeds.	Leave as is - rocky outcrops prevent street trees.
Park Street (Stone St to Paragon St)	NSR - Red Flowering Gums. SSR–Nil.	NSR –Leave as is. SSR –Leave as is.
Park Street (Paragon St to Queen St)	NSR - Red Flowering Gums. SSR - Jacarandas.	NSR–Leave as is. SSR–leave as is.
Park Street (Queen Quadrant) to	NSR - Red Flowering Gums SSR –Jacarandas.	NSR - Leave as is. SSR - Leave as is.
Park Street (Railway Line to Stratford St)	NSR - Red Flowering Gums. SSR - Red Flowering Gums.	NSR - Red Flowering Gums SSR – Remove low scrub.
Brown Street (Stratford St to Raglan St)	NSR – Red Flowering Gums. SSR – Mixed natives. SSR – Peppercorns.	NSR –Leave as is. SSR - Replace with Jacarandas. SSR – Leave existing Peppercorns.
Brown Street (Raglan St to Somerset St)	NSR – Red Flowering Gums. SSR - Plums, Jacarandas and natives. SSR – Peppercorns.	NSR - Plant 4 Plums opposite existing Plums on SSR. SSR - Replace with Jacarandas except where Plums trees already exist. SSR – Leave existing Peppercorns.

Street	Existing Plants	Proposed Plants
Brown Street (Somerset St to end)	NSR – Red Flowering Gums to Parker Street. SSR – Box Trees	NSR – Plant Red Flowering Gums from Parker Street to end SSR – Replace with Jacarandas.
Review Street (Realm St to Aldersyde Rd)	WSR - Some Natives. Golf Club Side – Natives.	WSR – Replace with Red Flowering Gums on the inside of the fence line of the oval reserve Golf Club Side – Leave as is.
Stratford Street	WSR – Jacarandas, mixed natives Bottlebrushes, Coral Gums, Box Trees ESR – Large Sugar Gums, Bottlebrushes.	WSR – Replace with Jacarandas. ESR – Remove all large Sugar Gums replace with Red Flowering Gums, complete drainage work.
Quadrant Street (Aviation St to Review St)	WSR - Red Flowering Gums planted behind planted natives. ESR – Red Flowering Gums	WSR and ESR - Clear native vegetation and plant Flowering Red Gums to Aviation St.
Quadrant Street Review to Park	WSR – Red Flowering Gums. ESR – Planted trees and shrubs.	WSR – Leave as is. ESR – Leave as is
Parade Street (Sharow St to Pitt St)	WSR – Red Flowering Gums planted from Sharow to Taylor Streets. ESR – Bottlebrushes.	WSR – Continue planting Red Flowering Gums from Taylor to Pitt Streets. ESR – Replace existing plants with Red Flowering Gums
Parade Street (Pitt St to town entrance)	WSR – Gums, planted natives and bush. ESR – Gums, planted natives and bush.	WSR – Plant Red Flowering Gums. Leave planted natives. ESR - Plant Red Flowering Gums. Leave planted natives.
Paragon Street (Pasture St to Palm St)	WSR – Red Flowering Gums. ESR – Natives and bush.	WSR - Leave as is ESR - Jacarandas.
Raglan St (Brown St to Shire St)	ESR – Peppercorns.	ESR – Leave existing Peppercorns.
Sharow St (Somerset St to Raglan St)	NSR – Red Flowering Gums. SSR – Red Flowering Gums.	NSR - Leave as is SSR – Leave as is
Sharow St (Raglan St to Stratford St)	NSR – Natives and bush. SSR – Red Flowering Gums	NSR - Jacarandas. SSR - Leave as is.

Street	Existing Plants	Proposed Plants
Stone Street (Prestige St to Park St)	WSR – Flowering Red Gums. ESR – Natives and bush.	WSR - Leave as is. ESR - Jacaranda trees.
Somerset Street Review St to Brown St)	WSR - Red Flowering Gums ESR – Natives and bush.	WSR - Leave as is. ESR - Plant Jacaranda trees.
Murdoch Street (paragon St. to Stone St.)	NSR – Red Flowering Gums SSR – Natives and bush.	NSR - Leave as is. ESR - Jacarandas.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 November 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	20 October 2010

Council Policy Name: 12.19 Roadside Memorials

Responsible Directorate: Corporate Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's Policy on roadside memorials.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

3.1 A roadside memorial can be described as an object or image constructed, erected, planted, painted or placed within the road reserve in honour of family or friends whose lives have been lost on the road or road reserve.

4. POLICY STATEMENT

OVERVIEW

Every year, too many people lose their lives on Western Australian roads. Frequently, family and friends have chosen to honour their memories by erecting some type of roadside memorial.

Memorials at fatal crash sites provide a means for assisting people to grieve for their loved ones as well as serving as a visual deterrent to road users, delivering a powerful road safety message. The Shire of Pingelly respects the need for people to erect roadside memorials, but it must also provide a safe and efficient road network to all road users to meet its obligations under the *Main Roads Act 1930*. To do this the Shire of Pingelly needs to consider potential safety hazards including visual distractions to motorists, physical objects that could harm road users and the possible movement of personal items onto the road. The Shire of Pingelly also needs to consider the safety of pedestrians in close proximity to fast moving vehicles.

The Shire of Pingelly's overall objective is to respect people's grief and ensure the road environment is safe for all road users. This policy has been developed in consultation with the community and various interest groups. It has been prepared to inform the public and contractors of the types of roadside memorials approved and supplied by the Shire of Pingelly on local roads throughout the Shire of Pingelly. It also outlines how the Shire of Pingelly will arrange the installation and ongoing management of road side memorials.

STATEMENT OF POLICY

The Shire of Pingelly has an obligation to provide a safe and efficient road network. The Shire of Pingelly will:

- Be considerate and respectful of the needs of persons wishing to install roadside memorials;
- Approve the placement of roadside memorials;
- Supply roadside memorials (as defined in section 4.3);
- Install or assist in the installation of roadside memorials at suitable locations as detailed in the guidelines attached to this policy;
- Not accept responsibility for the security or maintenance of roadside memorials;
- Remove any roadside memorials not conforming to this policy;
- Not approve or provide roadside memorials for animals; and
- Will only approve or provide roadside memorials for accident sites where fatalities have occurred.

4.1 Requests for Roadside Memorials

When touched by tragedy, family and friends find a roadside memorial can help comfort and heal, as it provides a tangible record of a life lived and serves as a reminder to the community to drive carefully. Where requests are received, the Shire of Pingelly can provide support to family and friends by assisting them to understand the requirements of this policy and install or assist in the installation of a suitable roadside memorial at the safest location. It should be noted that this policy is intended to provide guidance to Shire of Pingelly Staff and each case should be dealt with on an individual basis.

The Shire of Pingelly's foremost concern is that all road users are provided with a safe road environment and that family and friends and the road user are safe whilst a road side memorial is being erected, visited, or is being maintained. It is important that family and friends park their vehicles safely and clear of the road while attending the roadside memorial.

4.2 Recording Requests for Roadside Memorials

The Shire of Pingelly will maintain a record of requests for roadside memorials. The details will be documented so the person/s responsible for the roadside memorial can be contacted if necessary.

4.3 Memorial Requirements to Maximise Road Safety

The Shire of Pingelly will approve, supply and assist with the installation of a cross, paver, or decal as per the specifications in section 4.3.1, depending on the family and/or friends preference. Alternatively, the applicant may purchase a plant compliant with the Shire of Pingelly's guidelines and the Shire of Pingelly will subsidise the purchase up to \$50 and assist with the installation.

4.3.1 Roadside Memorials – Types and Structure

In consideration of safety to all, the following specifications are recommended. If unsure, please contact the Shire of Pingelly.

Note: These specifications should be used as a guide only. Common sense should prevail when assessing specific locations for placement of roadside memorials.

4.3.1.1 Cross

Crosses are constructed from timber and are:

- 850mm long (600mm out of the ground) and 400mm wide;
- Built from pieces 40mm x 18mm; and
- Painted white and are non-reflective.

Crosses shall be located:

- No closer than 3 metres from the edge of any bitumen/road seal;
- No closer than 1 metre from behind the line of guideposts; and
- No closer than 1 metre from the edge of any shared path.

Crosses shall not be located:

- Where they may interfere with the role of any traffic control item;
- In close proximity to residential dwellings where they may cause concern to the occupants;

4.3.1.2 Paver

Pavers are of grey concrete and are 600mm long and 300mm wide. Pavers should be flush with the existing surface and shall be located:

- No closer than 1 metre from behind the line of guideposts;
- No closer than 3 metres from the edge of any bitumen/road seal;
- No closer than 1 metre from the edge of any shared path;
- On control of access highways and freeways; and
- On traffic islands and medians where the landscaping permits.
- Pavers shall not be located:
 - Within the area which is regularly graded during shoulder grading or drain maintenance;
 - In close proximity to residential dwellings where they may cause concern to the occupants;
 - On landscaped verges; and
 - On roundabouts.

4.3.1.3 Decal

Decals are adhesive labels, 160mm long and 130mm wide, which display a white cross on a black background. Decals shall be located:

- At the base of traffic signal poles; and
- At the base of street light columns.
- Decals shall not be located:
 - On any traffic signs; and
 - On street name signs.

4.3.1.4 Plant

Plants must comply with the Shire of Pingelly vegetation placement guidelines in regards to trunk size and setback distance. The requested plant type must be stated as part of the application/approval process and the Shire of Pingelly will verify the appropriateness of the plant type for the location.

Examples of locally occurring plants that would be suitable for rural areas are:

- Geraldton Wax; and
- Albany Woollybush.

Other plants that are typical from other regional areas would also be considered if the plant is of special significance to the family. (For further information Shire of Pingelly Staff should be contacted).

Plants shall be located:

- Outside of the maintenance clearing zone;
- No closer than 1 metre from the edge of any shared path;

Plants shall not be located:

- Where they may interfere with the role of any traffic control item;
- In close proximity to residential dwellings where they may cause concern to the occupants; and
- On landscaped verges.

4.3.1.5 Memorial Options

If a cross is not suitable, please contact the Shire of Pingelly to discuss alternative options.

4.3.1.6 Memorabilia and Personalisation

The Shire of Pingelly understands that personalising a memorial may provide comfort to families and friends of people who have lost their lives on the road. In the interest of preserving safety for all, items such as flowers, toys and other personal effects must be firmly secured to the memorial. Where possible, memorabilia should not exceed the dimensions outlined in the memorial requirements, the reason being that such items may be a visual distraction to road users. Physical objects could harm road users and the possible movement of personal items onto the road could be a potential road safety hazard. Only one (1) roadside memorial shall be allowed per life lost.

Some items that are a safety hazard and should not be used include:

- Reflective material such as foil and cellophane
- Solar lights
- Rocks, bricks or other non-frangible items

Personalisation of crosses should be limited to non-reflective material.

4.3.2 Installation of Roadside Memorials

A Shire of Pingelly representative will assist in the installation of approved road side memorials as detailed in section 4.3.1. The Shire of Pingelly will ensure its placement is in accordance with the Shire of Pingelly's standards and requirements and most importantly take into consideration the safety of road users. The Shire of Pingelly will consider safety issues such as where the road geometry is less than optimum i.e. road crests, bends and high-speed locations.

4.3.3 Maintenance of Roadside Memorials

The road reserve is maintained by the Shire of Pingelly. The Shire of Pingelly does not accept responsibility for the loss or damage of roadside memorials that may occur due to vandalism. The Shire of Pingelly, will as part of its regular maintenance program, report on memorials on its network which have been subject to vandalism or are in a significant state of disrepair.

If the condition of a memorial has deteriorated, or after a period of five years, the Shire of Pingelly will endeavour to contact the owners of a memorial to discuss its condition and to confirm their wish for the memorial to remain in place.

4.3.4 Visiting a Roadside Memorial

The Shire of Pingelly is concerned for the safety of people who visit roadside memorials. They may expose themselves and other road users to safety risks. If people visit road side memorials they must understand that roadsides can be hazardous locations and take appropriate precautions. The Shire of Pingelly can provide advice as to what precautionary steps may be taken to maintain a safe environment.

4.4 Roadworks / Maintenance Near Approved Roadside Memorials

The Shire of Pingelly will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials.

Where works are required to the ground on which an approved roadside memorial is located, the memorial will be carefully shifted away from the work area for the duration of works and then re-installed as close as practical to the original location at the conclusion of works unless otherwise advised by the memorial owner. Care will be taken to minimise damage to the roadside memorial.

For unregistered memorials, the Shire of Pingelly will make every effort to locate the owners of the memorial before the removal, which may include placing a notice on the memorial prior to removal for roadworks to take place. The Shire of Pingelly will store these removed memorials for 4 months or the period of the road works (whichever is the greater).

4.5 Roadside Memorial Removal Procedure

One of the Shire of Pingelly's key objectives is to maximise road safety on Western Australian roads. Any roadside memorial presenting a safety hazard will be removed without notice. Every effort will be made to contact the responsible person/s regarding the removal of the roadside memorial.

Person/s responsible for roadside memorials that comply with section 4.3 but require removal because of their poor state of repair or concerns raised by the local community, shall be contacted by the Shire of Pingelly. If the Shire of Pingelly is unsuccessful in contacting the appropriate person, a notice will be attached to the memorial asking the person who has placed, or requested the placement of the memorial, to contact the Shire of Pingelly within 60 days.

If the Shire of Pingelly is not contacted within the given timeframe, the roadside memorial will be removed. The Shire of Pingelly will store the removed roadside memorial for a period of 4 months.

4.6 Existing Memorials

The Shire of Pingelly will treat all existing roadside memorials in a sensitive manner and will address each one on an individual basis with the aim of making all road side memorials compliant with this policy.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	18 May 2011

13. Building and Planning

Council Policy Name: 13.1 Commercial Tree Plantations

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to assist Council in determining applications for commercial tree plantations within the Scheme Area by setting out the minimum standards and requirements for applications to establish plantations under the *Shire of Pingelly Local Planning Scheme No 3*. Also to set out standard conditions that will be considered by the Shire of Pingelly in its assessment of plantation applications.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

Commercial Tree Plantation means a continuous area of three hectares or more on private land, used for the purpose of planting commercial quantities and species of softwood/hardwood trees, with the intent of harvesting the wood grown for fibre or products but does not mean a continuous area planted to trees for the specific purposes of:

- shelter belts or windbreaks,
- areas planted for the purposes of:
 - i) the prevention of soil erosion,
 - ii) maintaining water quality,
 - iii) landscape protection,
 - iv) improving water balance and the hydrology system,and not intended to be harvested.

4. POLICY STATEMENT

The Aims of the Policy are:

- To encourage a balanced and integrated approach to Commercial Tree Plantations.
- To reduce potential adverse impacts from inappropriate siting and development of commercial tree plantations, with respect to existing agriculture, horticulture, aquaculture, viticulture and natural resources with community consultation.
- To encourage the integration of commercial tree plantations in conjunction with traditional (eg. grazing) rural uses and the use of plantation timbers to improve water quality.
- To protect and enhance native vegetation, wetlands and water courses, and prevent salinity.
- To encourage the preparation of sound environmental assessment and management plans for commercial tree plantations.

Council recognises that commercial plantations provide a viable diversification for farmers within suitable areas.

The Code of Practice for Timber Plantations in WA sets out goals and guidelines for specific areas, including management plans, plantation location, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting, fire prevention and control, research and development, safety and investment. The goals and guidelines will be the minimum acceptable standard.

Sustainable plantations depend upon careful and responsible management. It is essential that plantation practice is compatible with a range of environmental values and responsible land management. The Code is intended to complement related Acts, regulations, management plans, other codes of practice, local government planning schemes and State and national statements that relate directly or indirectly to plantations.

Some of the standard conditions set out below in this Policy have been extracted from the Code, therefore their compliance should be an acceptable practice for the plantation industry.

4.1 Applications – Minimum Requirements

All plantation applications require Planning Approval under the requirements of the *Shire of Pingelly Local Planning Scheme No 3*. An Application for Planning Consent must be lodged with each application and the applicable fee paid.

Plantations should be developed according to environmental assessment and plantation management plans prepared specifically for the purpose.

A Plantation Management Plan will contain sections for different aspects of plantation management, including a:

- Plantation establishment plan
- Plantation tending plan
- Fire management plan
- Harvesting Plan

The Code of Practice suggests that a timber-harvesting plan be submitted at the application stage as part of the Plantation Management Plan. A detailed harvesting plan is also required to be submitted 2 years prior to the anticipated harvesting date.

Details of local production/use of the plantation timber should be included.

The detail required to be stipulated in these plans is contained in Attachment 1 to this policy statement, and applicants are encouraged to submit the Plantation Management Plan in its entirety.

4.2 Standard Conditions

The following conditions will be considered at the application assessment stage for all plantation applications:

- Compliance with the Shire of Pingelly's Fire Control Order.
- Planting to be in accordance with submitted plan. Council recognises that variations to the existing plan may be required. Variations to planting areas of less than 5% of the planting area need not be resubmitted to council for approval. Variations greater than 5% will require specific approval.
- In all cases an *as planted* plan is required to be provided at the completion of planting.

- That where evidence of declared weeds exist, a control program is to be conducted prior to planting. Spraying procedures for declared weeds are to be conducted in accordance with the *Code of Practice for Timber Plantations in WA* and other applicable statutes.
- It is encouraged that Plantations be integrated on farms in conjunction with approval and other rural uses, (i.e. shelterbelts), rather than whole of farm plantations. Where whole of farm plantations are proposed, it is encouraged that a minimum of 100ha is maintained as the homestead block including sheds and dwellings.
- If found to be suitable, Council will support the creation of homestead or agricultural lots, or alternatively Council will support the landholder or tree company retaining habitable dwellings within suitable buffer zones to allow for Council approved and other rural uses.
- To maintain water quality and to protect the ecological values of waterways and their foreshore areas, and to prevent erosion and sediment movement, a buffer zone will be required to be maintained between any waterway and a plantation. The following minimum buffer width guidelines may be required for watercourses on private land where the end use is not for public water supply:
 - water courses – permanent water 50m
 - water courses – seasonally flowing 30m
 - water courses – flow in response to specific event 10m

The above buffers may be used as a minimum guide, and an analysis of slope, soil, drainage and fringing vegetation may require greater and/or variable buffer widths.

Measurements should be made from the edge of riparian vegetation or the edge of the 1 in 100 year floodway where the floodplain is wide.

This matter is to be addressed in the applicant's Plantation Establishment Plan.

In accordance with relevant statutes, any clearing of vegetation will be referred to the Environmental Protection Authority and the Department of Agriculture & Food for comment and assessment.

The buffer zone should not contain cultivated land, firebreaks or vehicle access (other than at creek crossings) as a consequence of the plantation.

The replanting of these buffer zones may be required if clearing has taken place.

A waterway is described as those that are shown on a 1:50,000 cadastral plan.

4.3

Statutes

Commercial tree farming proposals must comply with the relevant statutes and requirements of State Government Agencies including:

- the Department of Agriculture & Food (clearing of remnant vegetation)
- Waters & Rivers Commission (catchment management, protection of water resources – rivers and streams)
- Western Power (power lines through tree farms)
- Main Roads WA (access to main roads)
- Department of Environment and Conservation (proposals next to reserves eg. fire protection and control)
- DEP/EPA (environmental issues)

As part of the determination process for commercial plantation forestry, the Shire of Pingelly reserves the right to refer any proposal to, or consult with any government agency it deems relevant, including those listed above, and may seek public comment on any proposal prior to making a decision.

4.4 Remnant Vegetation

Generally, to prevent erosion, Council does not support the clearing of any remnant vegetation for the establishment of commercial tree plantations. Clearing of remnant vegetation will be referred to the relevant government agencies for assessment.

4.5 Water

All permanent dams and water points within the plantation are to be connected by the internal roads and trafficable firebreaks within the plantation. Where an abundance of such dams exist in a plantation compartment only one dam or water point per compartment will require connection to the internal road network. This condition will only be imposed if deemed necessary after inspection.

4.6 Streams

Where there is no native vegetation adjacent to a stream, plantations may be established and harvested provided that buffer areas as per condition 5 are complied with, where appropriate, and water quality values are not compromised.

Where it is necessary for a road to cross a stream or drainage line, it must be by means of a bridge, culvert or ford designed to meet the transport needs, minimise impacts on water quality and riparian vegetation, and designed to cater for unusual flood events without damage to the structure or to the immediate environment.

4.7 Signage

All internal roads and trafficable firebreaks within the plantation are to be adequately signposted for direction to water points and plantation exits.

4.8 Spraying

To protect sensitive industries and the general health of residents within the district, applicants will be required to develop a Spraying Protocol Plan and an operational plan, in accordance with attachment 1, addressing how spraying controls and spray drift will be managed.

Aerial spraying of insecticides for pest control is not permitted, without consultation with adjoining landowners and within the guidelines of the protocol for spraying agreement with strict rate controls as per material data sheet.

4.9 Contribution to Road Repairs

The Shire of Pingelly may require the applicants to pay a contribution to cover the cost of road repairs due to excessive wear or damage to the local road network as a result of vehicles involved with the harvesting of commercial trees. The contribution will be based on road conditions prior to and after harvesting. An audit of the local road system to be used will be undertaken prior to and after harvesting and recover the cost to repair excessive wear or damage to the local road network as a result of vehicles involved in the harvesting of commercial tree farms.

Consideration will also be given to the Timber Industry Road Evaluation Strategy (TIRES) to establish procedures for the maintenance of roads to be used for the haulage of timber products.

Applicants are required to identify gravel supplies that are located on their land within the Plantation Establishment Plan at the initial application stage.

It is recommended that plantation owners not plant an area of identified gravel supply and that access be provided to that unplanted area in the event that gravel is required to maintain and/or upgrade the haulage route in a safe condition, once harvesting commences.

In selecting a suitable area of gravel supply, it is recommended that the plantation owner consult with Shire of Pingelly Staff.

4.10 Infestation

Measures to prevent possible invasion of plantation timber into surrounding bushland must be undertaken. If there is substantial evidence that an infestation is the result of a neighbouring plantation then the plantation owner shall be required to contribute to its removal.

4.11 Conclusion

The above conditions will not be automatically imposed on all plantation applications. Rather they will be considered for imposition during the application assessment process including site inspection.

It should also be noted that under the *Shire of Pingelly Local Planning Scheme No 3*, "Tree Plantations" are not a use specifically mentioned in the Zoning Table, therefore Council may [Clause 4.2.2]:

"determine by absolute majority that the proposed use may be consistent with the objectives and purpose of the zone and thereafter follow the advertising procedures of Clause 9.4 in considering an Application for Planning Consent."

Clause 9.4 requires, among other things, a 14-day advertising period.

Attachment 1 – Matters to be addressed in Plans

A plantation management plan is prepared to provide the relevant information in respect of the way in which plantations are developed and managed and, to demonstrate the means by which the principles of environmental care and objectives of silviculture and protection are achieved.

The components of a plantation management plan will be prepared in advance of the operation and available before operations commence.

Maps and descriptions should detail the following information:

Land Information

- Area
- Locality plan and access roads
- Natural features:
 - Streams, rivers, lakes, ponds, swamps, drains, and proclaimed groundwater areas or viable water reserves/aquifers
 - Principal soil types
 - Areas of native vegetation with high natural integrity
 - Areas of remnant vegetation with low natural integrity
 - Significant landscape, cultural and heritage values
- Improvements
 - Buildings
 - Roads, bridges, creek crossings
 - Fences, gates, powerlines, dams
- Area left for traditional rural use
- Gravel supplies.

These features should be included for a distance of 50 metres on adjoining properties

Plantation Establishment Plan

- Areas of native vegetation, including paddock trees to be cleared (first rotation)
- Management of logging residue (second rotation)
- Control of vermin and declared weeds
- Areas to be planted, compartment sizes
- Species to be planted and source of seedlings
- Direction of planting lines in relation to contours, natural drainage, watercourses and proclaimed groundwater areas or viable water reserves/aquifers
- Description of soil preparation methods
- Description of weed control methods, including rate of herbicides application and buffer zones
- Planting techniques
- Access roads and firebreaks
- Compliance with existing relevant statutes.

Plantation Tending Plan

- Grazing strategy
- Pruning and thinning schedule
- Fertilising schedule

Harvesting Plan

- Proposed year/years of harvesting
- Agree to undertake a revision of harvesting plan 2 years prior to anticipated harvesting date and then annual harvesting plans
- Local production / use to create employment opportunities

Fire Management Plan

- Complying with Council's Fire Break Order
- Marking of tracks to water and exit points
- Fire suppression equipment available

Spraying Protocol Plan

- Development of a property plan that includes an awareness zone chart. The chart will identify and locate all sensitive or potentially sensitive areas in an awareness zone of 5km from the target area for aerial spraying, and within an awareness zone of 1km for ground spraying.
- The submission of a pre spray report to Council, by the Chemical User/Plantation Owner, in accordance with attachment 2 prior to any spraying being conducted, which also details how spray drift will be managed/minimised.
- The submission of an operational report to Council in accordance with attachment 3 after the spraying program has been completed by the Chemical User/Plantation Owner.

Pre Spray Report

TASK	TICK	NOTES ON ACTION TAKEN
Chemical users Name		
Land Owner		
Location		
Area to be Sprayed		
Nature of pest problem		
Are there any alternative methods to spraying		
Consult an up to date Awareness Zone Chart		
Sensitive areas within Awareness Zone		
Communication with neighbours		
Check user training credentials		

Detail how Spray drift will be Managed:

Operational Report

APPLICATION	TICK	NOTES ON ACTION TAKEN
Equipment in proper working order and calibrated?		
Spray Equipment to be used		
Nozzle Type (If applicable)		
Nozzle Number (If applicable)		
Droplet Size (If applicable)		
Settings (If applicable)		
Spray Pressure (If applicable)		
Product Label and MSDS read and understood?		
Check wind direction – away from sensitive areas?		
Wind Direction at spraying time		
Wind speed at commencement of spraying		
Temperature at commencement of spraying		
Relative Humidity at commencement of spraying		
Cloud Cover at commencement of spraying (1/8ths)		
Approximate stability Class (unstable, neutral, stable)		
Is there a ground surface temperature inversion?		
Are weather parameters within acceptable limits?		
Is the chemical user wearing correct PPE for Job?		
Date		
Time of Start Spraying		
Time of End Spraying		
Description of Chemical Type(s) used		
Product Application Rate (L/ha)		
Bulk Volume Rate (L/ha)		
Amount of Product used		
Treated area (ha)		
In crop or other buffer used?		
POST SPRAY EVALUATION	TICK	NOTES ON ACTION TAKEN
Were results satisfactory?		
Could there be any improvements?		
Copy of spray records kept by landowner and user?		

Name of Chemical User: _____ Date: _____

Signature: _____

5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No 3

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 April 2010

Council Policy Name:	13.2 Outbuildings
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 This policy provides direction and guidance on the area and height of outbuildings and the like that Council will permit within the Shire boundaries. Outbuildings and structures that comply with the following requirements may be approved by Council's Building Surveyor without having the need to be submitted to an Ordinary Meeting of Council.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

- 3.1 **Outbuilding** is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.
- 3.2 **Carport** is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side and being without a door.
- 3.3 **Garage** is any enclosed and roofed structure, other than a carport, designed to accommodate one or more motor vehicles.
- 3.4 **Patio** is a roofed shade structure either attached to a dwelling or free standing is required to be open on fifty percent of its sides.
- 3.5 **Pergola** is a light weight shade structure that does not have a solid roof. It may be attached to a dwelling or can be free standing.
- 3.6 **Statutory Powers:** This policy has been prepared in conjunction with the requirements of the *Residential Design Codes of Western Australia*, i.e. The performance criteria relative to outbuildings (Clause 5.4.3) states:
"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."

4. POLICY STATEMENT

Policy Intention

- To provide some flexibility in the requirements for outbuildings and the like in residential areas.
- To ensure that the provisions of the current *Residential Design Codes* are appropriately addressed.
- To improve customer service standards through the timely processing of planning and building applications for outbuildings.

Buildings are to comply with any local planning policy made under the Scheme in respect of the design of carports and garages, including the colour, scale, materials and roof pitch of buildings. This policy provides design requirements for carports and garages, however it does not interfere with any other requirement of the *Residential Design Codes* relating to carports and garages.

This policy does not alter or change in any way the acceptable development criteria of the *Residential Design Codes* currently in force.

Within all "Residential" and "Rural Residential" zoned areas of the Shire and on Farming zoned lots with an area of 2ha or less except as otherwise stated, planning consent for all outbuildings is required. If planning consent is granted, building approval will be issued for outbuildings which are appurtenant to a dwelling, provided all boundary setbacks and building separation requirements have been complied with, the building is of single storey construction, located behind any residence on-site and provided the proposed development complies with the following:

4.1 In any residential zone with an R10 code or above in the Shire:

- a. Non-masonry construction, where the total non-masonry outbuilding area does not exceed 60m² and the total outbuilding area does not exceed 75m²;
- b. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 75m² and no parapet wall is greater in length than 8m;
- c. Wall height of any outbuildings not to exceed 3m. This height limitation also applies to parapet walls. In the case of gable roof construction, the maximum building height is not to exceed 4.2m;
- d. Prior to considering a parapet wall construction over 8m in length, the applicant will present Council with written agreement to the same by any affected adjoining landowner;
- e. No planning consent or building licence approval will be granted or issued for any outbuildings, on any Residential zoned lot, which does not contain a residence;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above, shall be referred to Council for consideration.

4.2 In any residential zone with an R code below R10, the rural residential zone of the Shire and on farming zoned lots which have an area of 2ha or less

- a. Non-masonry zincalume construction, where the total zincalume outbuilding area does not exceed 75m² and the total outbuilding area does not exceed 200m², or
- b. Non-masonry colorbond construction, where the total colorbond outbuilding area does not exceed 150m² and the total outbuilding area does not exceed ²
- c. Masonry or other approved construction, where the total outbuilding area has walls constructed of the same materials and appearance as the house and does not exceed 200m²,
- d. Wall height of any outbuilding not to exceed 4m. In the case of a gable roof construction, the maximum building height is not to exceed 5m;
- e. No planning consent or building licence approval will be granted or issued, for any outbuildings on a residential or rural residential zoned lot where a building licence has not been issued for a residence and / or where an outbuilding is not located at least 4m from any boundary of the lot;
- f. The applicant providing the Shire with a written undertaking that the outbuilding constructed, will only be used for purposes permitted within the zone in which it is located under the provisions of the Shire's operative Local Planning Scheme;
- g. Any development application which does not comply with the above shall be referred to Council for consideration.

4.3 Distance from boundaries on any residential zoned lot with an R code of 10 or above:

- a. Garages, shed, pergolas and patios - brick construction
 - i. Attached to house - 1m from side boundaries. Eaves not closer than 750mm measured from the outer edge of the gutter.
 - ii. Detached from house - Must be 1.8m clear of house with either parapet wall on boundary or walls 1m from boundary with eaves 750mm clear of boundary.
- b. Garages, sheds, pergolas, and patios - steel framed construction - Detached from house only - Must be at the rear of the residence 1.8m clear of the residence, leach drains and septic tanks and 1.2m clear of side and rear boundaries.
- c. Carports - Columns of brick (350mm x 350mm) or steel may be erected on a boundary provided no more than 4 columns are used and roofing including guttering is at least 750mm clear of the boundary. Beams must be of steel within 750mm of a boundary and a dividing fence forming a side wall of the carport must not be higher than 1.8m. Timber framed carports must be sited 1.2m clear of boundaries.
- d. On corner lots - Where an outbuilding is constructed in brick or clad in colorbond, Council will permit a setback of 3.75m to the minor street. Where an outbuilding is clad in zincalume a setback of 7.5m to the minor street will apply.

4.4 Distance from boundaries in any residential zone with an R code below R10 and the rural residential zone of the Shire and on farming zoned lots which have an area of 2 hectares or less

- a. Detached outbuildings - To be at the rear or the residence on-site, at least 1.8m clear of the residence, leach drains and septic tanks. All boundary setbacks to be as laid down in the Shire of Pingelly's operative Local Planning Scheme.
- b. On corner lots - The setback to the minor street to be the same as the frontage setback laid down in the Shire of Pingelly's operative Local Planning Scheme.
- c. Garden sheds - Under this policy, Council will without the need for planning consent or building permit approval, permit the erection of one only garden shed per lot which has a maximum area of up to 10m². The garden shed is to be located on the lot in a position and in a manner agreed to in writing by the Shire's Building Surveyor and such shed is in addition to any other shed permitted under this "Policy".

5. RELATED DOCUMENTATION / LEGISLATION

- Residential Design Codes of Western Australia,

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	15 November 2017

Council Policy Name: 13.3 Sea Containers

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire of Pingelly's development standards in regards to the location and use of sea containers within the Shire and to support the provisions of the *Shire of Pingelly Town Planning Scheme No 3* specifically 5.10.2.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

It is Council's objective to regulate the use of sea containers within the Shire of Pingelly so as to ensure that they do not detract from the amenity of the area.

The Policy does not address the placement of transportable dwellings, relocated dwellings, railway carriages, or transportable offices, or the type of building commonly referred to as "Dongas".

For the purpose of this Policy, a sea container is a metal transportable structure designed for the storage and transport of goods from one location to another by road and sea, but can be used generally in 4 different ways:

- a) Road and Sea Transport: Used by transport and shipping companies to transport and store goods or are temporarily used for storage on private or public property.
- b) Temporary storage of owner's furniture or personal items whilst a house is being built.
- c) Temporary storage of building materials or tools on a building site.
- d) Conversion to a building for personal or commercial storage on a property.

- 4.1 Only one sea container up to 30m² in area will be permitted on properties within the town site boundaries (zoned Residential).

- 4.2 An application is required prior to siting a sea container on a property within the townsite or rural residential zoned properties and the following details shall be submitted:

- 4.2.1 A completed Application for Planning Consent and payment of the appropriate fee, if the sea container is to be located on a permanent basis. If approval is granted then a building license will need to be obtained.
- 4.2.2 A neatly drawn and scaled site plan showing the proposed location of the sea container and detailing setbacks to boundaries. The site plan shall also include other buildings, access ways, watercourses and vegetation on the property.
- 4.2.3 The proposed size and use of the sea container and if approval is being sought for a temporary period (state time period) or on a permanent basis.
- 4.2.4 The CEO is delegated the authority to issue temporary permits without the need for such applications to go to Council.
- 4.2.5 Evidence by photos that the sea container is structurally sound and can be upgraded externally to a standard acceptable to Council if it is to be relocated on a permanent basis.

- 4.3 Sea containers are permitted in General Agriculture zoned properties subject to the issuing of a Building License. Sea containers are defined as “Outbuildings” i.e. an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.

- 4.3.1 The Building Surveyor may approve the temporary use of a sea container for a period of 12 months to enable an owner to store furniture or other personal items whilst a dwelling is being erected. Such approval will only be considered if a building license has been issued for the dwelling.

Upon application approval may be extended for a further period subject to satisfactory building progress being made on the dwelling.

- 4.3.2 In all zones, a sea container may be placed on a property to store building materials while construction of a dwelling or commercial building is being carried out on the property, without requiring town planning approval or a building license. A sea container must not be placed on the property prior to the issue of a building license for the above structures and must be removed immediately upon completion of construction or expiry of the building license.

- 4.3.3 An application to permanently place a sea container on a property will not be supported unless the following criteria are met:

- i. planning approval and a building license will need to be obtained and the sea container will be assessed as though it was an “out building”.
- ii. the sea container must not be used for habitable purposes.
- iii. the sea container must be located and set back from boundaries as per the requirements of the Residential Design Codes and/or Town Planning Scheme 3. (also see (vi) below).
- iv. all sea containers within the town boundaries are required to be externally reclad with new colorbond sheeting so that the unit has the appearance of a new shed. (see below (b)).
- v. a maximum of one sea container per property shall be permitted.
- vi. a sea container must not be located forward of a dwelling in the town centre.

- 4.3.4 Conditions of approval shall be applicable as deemed necessary by the Building Surveyor. Without limiting the generality of the foregoing, approvals are to contain the following conditions:

- a. The development is to occur in accordance with the plans and specifications as submitted and approved and these shall not be altered or modified without the prior written approval of Council.
- b. The exterior of the sea container shall be upgraded to blend with the surrounding development or landscape in terms of colour and finish within three months of being placed on site to the satisfaction of Town Planner.
- c. The sea container is permitted to be used for storage purposes only and shall not be used for habitable purposes.
- d. In the case of a permanent siting then if the sea container is not upgraded to the satisfaction of the Building Surveyor within the three month period then the unit is to be removed forthwith unless a further extension of time has been given.

Advice to Applicant

1. Planning approval and a building license is required prior to the placement of the sea container permanently on site and consideration needs to be given to how the sea container will be bide down structurally.
2. Approval will not be considered for sea containers to be located in the area zoned as “Town Centre” on a permanent basis.
3. Only one sea container will be allowed on residential properties within the “town site” boundaries and with the maximum size permitted being 30m².
4. Consideration will be given to more than one sea container being located on lots zoned “Industry”, “Mixed use” or “Development” within the town site boundary and lots zoned as “Rural Residential”, but such proposals will need to be submitted to Council for planning approval.

5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Town Planning Scheme No 3

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	22 April 2009

Council Policy Name: 13.4 Relocated Second Hand Houses

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's Policy on relocated second hand houses.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N
/A

4. POLICY STATEMENT

- 4.1 In addition to plans and specifications, the application for planning approval and for a building licence, for the relocation of second hand houses shall include:
 1. recent photographs of the building.
 2. an Engineers Certificate stating the building is suitable for relocation and that it can be made to comply with the *Building Code of Australia*.
- 4.2 The Building Surveyor may make arrangements for an inspection of the building prior to its removal and will issue a report in regard to any defects to be rectified as a condition of a building licence.
- 4.3 Where a second hand dwelling proposed to be relocated contains asbestos materials, such material is to be removed from the building prior to its transportation. All asbestos is to be disposed of in accordance with the *Health Asbestos Regulations 1992 and the Environmental Protection (Control of Waste) Regulations 2001*. Should it become necessary it is the applicant's responsibility to provide technical evidence that the house does not contain asbestos.
- 4.4 The building must comply with the *Building Code of Australia* and all other State and local government legislation applicable to Class 1A Structures (i.e. Dwellings).
- 4.5 Where possible, connection to the sewerage scheme is compulsory. Where connection to the sewerage scheme is not possible, a complete new septic installation must be installed to the requirements of the *Health Act 1911*.
- 4.6 Verandas will generally be required to be added to the front and rear of relocated houses. This will however depend on the size of the house in question and will be applied in accordance with Section 5.10.1 of the *Shire of Pingelly Local Planning Scheme No. 3*, which takes into account the design and location of the building and the amenity of the locality.

- 4.7 The applicant may be required to paint the building externally and all external defects rectified within 6 months of the building being positioned on its new site. This may be extended by written application stating reasons for extension. Extension may be for another 6 month period.
- 4.8 The dwelling shall not be occupied until the following have been completed to the satisfaction of the Chief Executive Officer and a letter certifying the house is suitable for occupancy has been issued:
- external appearance of the building;
 - connection to the sewerage system or installation of a septic system and issue of the necessary certifications;
 - all rubbish and building rubble removed from the site;
 - all planning conditions complied with;
 - all requirements of the building licence complied with.

The following deposits are required to be paid by the applicant prior to building licence issue:

- inspection deposit if required – this will be levied in accordance with the Shire of Pingelly's fees and charges based on mileage travelled and time spent by Staff (Non – Refundable);
- satisfactory completion deposit \$5,000 (Refundable).

(NOTE: The house must be fully completed in accordance with all approvals prior to the completion deposit being refunded. Part refunds of the deposit will not be considered at an intermediate stage of completion.

5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3.
- Building Code of Australia
- Health Act 1911
- Health Asbestos Regulations 1992
- Environmental Protection (Control of Waste) Regulations 2001

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010, 17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 October 2009

Council Policy Name: 13.5 Application for Planning Consent

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the process for planning consent.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

4.1. Applications for planning consent made in accordance with Part 9 of the Scheme shall be in the form of Schedule 6.

4.2 Unless the Shire of Pingelly waives any particular requirement every application for planning consent shall be accompanied by:

- a. a plan or plans to scale, showing:
 - i. street name, lot number(s), north point and the dimensions of the site,
 - ii. the location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site,
 - iii. the existing and proposed means of access for pedestrians and vehicles to and from the site,
 - iv. the location, number, dimensions and layout of all car parking spaces intended to be provided,
 - v. the location and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas, and
 - vi. the location, dimensions and design of any landscaped, open storage, or trade display area and particulars of the manner in which it is proposed to develop those areas;
- b. details of development and uses of lots immediately surrounding the subject land; and
- c. any other plan or information that may reasonably be required to enable the application to be determined.

4.3 The Chief Executive Officer is authorised to waive any particular requirement, or to require additional information as is deemed necessary in order for the application to be determined.

4.4 The notice of an application for planning consent advertised in accordance with Part 9 of the Scheme shall be in the form of Schedule 6 with such modifications as circumstances require.

4.5 The decision regarding an application for planning consent shall be notified in the form of Schedule 9.

- 4.6 The Chief Executive Officer is authorised to determine and approve planning consent where the proposed development:
- is permitted under the Scheme;
 - is consistent with the provisions of the Scheme and all relevant Planning Policies;
 - is to be constructed of all new materials.
- 4.7 The Chief Executive Officer shall refer any application not complying with the delegated authority to Council for determination.

5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	18 July 2018
Previous Adoption	17 June 2015, 17 May 2017

Council Policy Name: 13.6 Pingelly Town Centre Landscaping

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Pingelly Town Centre Townscape.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

- 4.1 When considering an application for planning consent within the Town Centre zone, consideration will be given for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.
- 4.2 Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.
- 4.3 Scale and Form
- Scale of new buildings should be based on existing building elements.
 - Limit height of any new buildings to two stories.
 - Verandas should be located on road edges and include the reinstatement of timber or metal posts.
 - Shop windows / doors should be of similar heights to the turn of the century type.
- 4.4 Materials
- Walls / parapets to be brick, either painted or fairfax brickwork of appropriate colour. Modern coloured bricks are not appropriate.
 - Roofs to buildings / verandas should be corrugated iron.
 - Veranda posts and framing should be either timber or steel in proportion to the original verandas and include detailing and decoration where appropriate.
 - Windows and doors to existing buildings should be retained in timber, as aluminium and other contemporary materials are not really appropriate.
 - Windows and doors to new buildings could be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.
- 4.5 Colours
- Colour schemes which were fashionable at the turn of the century provide a large variation in colour selections. It is important to recreate the building tones and to highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style.

The colours of adjoining and newly constructed buildings should be in similar colours and toning as the historic buildings.

- a. Building colours should preferably follow themes used at the turn of the century.
- b. Original materials such as brickwork and stucco should be highlighted, not painted over.
- c. Original colours can be found by scraping the site.
- d. Painting a group of individual buildings in one colour scheme should be discouraged.

4.6 Signs / Sign Writing

- a. Old sign types should be encouraged. Where possible, appropriate turn of the century lettering should be used. The range offers numerous variations for individual businesses to express their advertisements.
- b. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandas, on panels above the shop windows, or as hanging signs under verandas.
- d. Components to be discouraged:
 - i. covering up historic facades;
 - ii. construction of blank facades;
 - iv. use of modern materials ie. acrylic sheets; and
 - v. construction of pseudo colonial verandas with turned posts and lacework.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 May 2017
Previous Adoption	17 June 2015, 21 April 2010

Council Policy Name: 13.7 Rural Residential Development

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy on rural residential development.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

Any rural residential development proposal, and subsequent rezoning and / or subdivision, must take account of the following:

- 4.1 Except in special circumstances, development will not be considered in locations where servicing and management requirements cannot be met at reasonable cost to the community.
- 4.2 Areas suitable for future urban use and having reasonable likelihood of being developed, are to be avoided.
- 4.3 Special attention must be given to the protection of the environment in site selection and design.
- 4.4 Fire hazard must be given particular consideration. Areas in which fire control measures cannot be practically met are to be avoided. Details of bush fire evaluation and / or mitigation measures which have been or will be undertaken, may be required, and must be to the satisfaction of FESA and the Shire of Pingelly. The *Guidelines for Planning for Better Bush Fire Protection* should be taken into account.
- 4.5 Lots may be created for specific rural activities (eg. rural industry) provided that residential development is restricted by town planning scheme provisions.
- 4.6 A subdivisional concept plan, including proposed staging, is to be provided at the rezoning stage to guide future subdivisions within the area of development.
- 4.7 Particular care must be taken in determining the availability of water supplies and in conserving available water resources.
- 4.8 Except in special circumstances, lots under five hectares in size are to be provided with reticulated water, and a hydrant installed.

- 4.9 In general, where reticulated water is not available, a 92kL rain water tank or other potable water supply shall be provided for domestic use, upon application for a building licence. Where small holdings lots are designed for uses in addition to, or other than residential, an appropriate secondary water supply should be demonstrated to be available. The advice of the Hydrological Section of the Geological Survey Division of the Mines Department, or other appropriate authority, should be obtained regarding water availability and applied in determining lot sizes and land use appropriate for the water supply limitations.
- 4.10 Provisions must be included to advise prospective purchasers of the facilities they will be required to provide (eg. water, waste disposal) and of special conditions, such as water supply or clearing controls, with which they will need to comply.
- 4.11 Where land use and servicing restrictions are severe, a memorial is to be placed on new titles advising prospective purchasers to contact the local authority for advice.
- 4.12 Areas for public open space should be identified where:
- the land constitutes an important landscape feature or conservation area;
 - the land is an integral part of the development's purpose;
 - the proposed development will be primarily residential or the land is required to achieve a linear open space system; and
 - there is a need for incidental local open space.
- 4.13 As far as practicable, direct access from new subdivisions and development will not be permitted onto a main road or highway. Where such access is proposed, advice from the Main Roads Department must be sought.
- 4.14 At point of sale, all lots are to:
- be completely fenced around the perimeter to a minimum standard of either:
 - 6 strand prefabricated fence (*Ringlock* type) with one plain and one barbed or two plain strands, using steel posts to a maximum of 10m apart, or
 - 7 strand prefabricated fence (*Ringlock* type) with one plain or one barbed strand, using steel posts a maximum of 10m apart, or
 - an equivalent fence approved by Council;
 - comply with the Shire of Pingelly Firebreak Order; and
 - be separated and clearly identified by owner, and by lot and / or street number in some permanent manner.
- 4.15 Roads are to be constructed to a standard satisfactory to the Shire at the developer's cost and vested in the Shire of Pingelly.
- 4.16 Street lighting is to be provided at developer's cost if required.
- 4.17 All lots are to be sold as freehold title.

5. RELATED DOCUMENTATION / LEGISLATION

Development Control Policy Manual of the State Planning Commission.

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 April 2010

Council Policy Name: 13.9 Home Occupations

Responsible Directorate: Technical Services

1. PURPOSE

1.1 The purpose of this Policy is to outline the Shire's policy for home occupations.

2. SCOPE

2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

N/A

4. POLICY STATEMENT

The "Home Occupation" use allows for home based businesses which do not lead to adverse impacts on local amenities. For example, primary land use in the residential zone is residential, and a home occupation should not lead to a diminution of the agreeable features that make the area a pleasant place to live.

4.1 This Policy is to be read in conjunction with Town Planning Scheme No. 3, specifically clause 5.1.5 (Home Occupation).

4.2 This Policy shall apply to all home occupations, subject to the individual conditions imposed or variations permitted.

4.3 All approvals to conduct a home occupation shall lapse on 30 June each year.

4.4 An initial application for approval to conduct a home occupation shall consist of an application for planning consent in accordance with Town Planning Scheme No. 3 clause 5.1.5;

4.5 On receipt of an initial application, the Shire shall advertise the details in accordance with Town Planning Scheme No. 3 clause 9.4, prior to consideration of the application.

4.6 In considering an initial application, regard is to be given to the following:

- a. desirability of the business proposed;
- b. effect on existing businesses in appropriately zoned areas;
- c. amenity of the surrounding area, including traffic and parking;
- d. the comments, if any, received during the submission period; and
- e. any other factor considered pertinent.

4.7 A renewal application shall be accompanied by:

- a. a declaration in the form of Schedule 9B; and
- b. the renewal fee of \$20.

- 4.8 A renewal application:
- a. may be approved by the Chief Executive Officer, subject to:
 - i. there being no significant alteration to details, and
 - ii. there being no variation to the conditions imposed on the initial application; and
 - b. shall be referred to Council in all other instances.
- 4.9 Council may approve with or without conditions, or reject an initial or renewal application. (Note: A right of appeal does exist under the Town Planning Scheme.)
- 4.10 The applicant shall be advised of approval or refusal in the Form of Schedule 1C - Decision on Application for Planning Consent.
- 4.11 Where an application is refused by Council, the fee paid is to be refunded to the applicant.
- 4.12 A home based business shall not:
- a. display a sign exceeding 0.6m² in area;
 - b. display a sign which is not of a suitable standard of presentation;
 - c. conduct business before 8:00am nor after 6:00pm daily; and
 - d. display or offer for sale, motor vehicles, machinery or like products (other than those manufactured or serviced on the premises).
- 4.13 Where the conditions of approval to conduct a home occupation are breached, the approval may be revoked.
- 4.14 Where approval is not renewed or is revoked, the business shall cease trading within fourteen days, or be liable to prosecution.

5. RELATED DOCUMENTATION / LEGISLATION

Nil

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	21 April 2010
Previous Adoption	17 June 2015, 17 May 2017, 18 July 2018

Council Policy Name: 13.12 Dog Kennels / Dog Keeping

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on the keeping of dogs and dog kennels.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

- 3.1 For the purposes of this policy, dog keeping and kennels are considered to be a commercial operation and excludes the maintenance of a kennel for private purposes.

- 3.2 Kennels may be "Breeding Kennels" or "Boarding Kennels".

Breeding Kennel

- 3.3 A "Breeding Kennel" is a formal establishment for the propagation of purebred dogs, whether or not the animals are actually housed in a separate shed, garage, a state of the art facility or the family dwelling.

"Breeding Kennels" are heavily regulated and must follow rules laid down by the breed club, the Kennel Council and relevant legislation.

Boarding Kennel

- 3.4 A "Boarding Kennel" is a place where dogs are temporarily housed for a fee. Many kennels offer grooming and training in addition to boarding. Day boarding is when a dog is housed during the day only and not overnight.

- 3.5 For the purposes of this policy, dog keeping or dog kennels includes:
- the keeping of a significant number of dogs (ie. more than two);
 - dog keeping in confined accommodation (ie. in a kennel, shelter or pound);
 - involving a boarding or racing or training establishment or dog breeding for commercial, show or private purposes.

4. POLICY STATEMENT

- Dog Kennels are not permitted in the Shire of Pingelly except in the "General Farming" zones where they are an "A" use in the *Shire of Pingelly Local Planning Scheme No. 3* (LPS).
- An "A" use is one that is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4 of the LPS.
- Clause 9.4 outlines the process by which the proposal is to be advertised and the opportunities for public submissions to be made.
- The Shire of Pingelly shall not permit the establishment or maintenance of a kennel establishment in any area if in its opinion such a kennel would adversely affect the environment, be a nuisance to or in any way be detrimental or prejudicial to adjoining residents and land.

- Furthermore, the owner or occupier of any land within the Shire of Pingelly shall not, unless the premises have been granted exemption under Section 26 (3) of the *Dog Act 1976*, keep, or permit to keep more than two dogs over the age of three months and the young of those dogs under that age within a townsite or four dogs over the age of 3 months and the young of those dogs under that age, if the premises are situated outside the townsite, unless such premises are:
 - situated within the zone approved for the establishment of a kennel under the LPS; and
 - is a kennel establishment approved under the LPS.
 - The Shire of Pingelly considers that dogs licensed as dogs used for droving or tending to stock under the *Dog Regulations (1976)* (commonly referred to as ‘working dogs’) up to a maximum of 6 dogs as an exemption under Section 26 (3) of the *Dog Act (1976)* provided they are located on premises in the “General Farming” zone of LPS No. 3.
- Nothing in this policy precludes compliance with the relevant State Government Legislation eg. the *Dog Act 1976*, this includes the issuing of a licence for a kennel establishment under the *Shire of Pingelly Dogs Local Law* as well as obtaining planning approval.
- The applicant is reminded of his/her general environmental responsibilities, as required by the *Environment Protection Act 1986*, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

4.1 Purpose

The purpose of the Policy is:

- 4.1.1 To provide guidance to applicants who wish to keep dogs or seek to establish kennels on their property.
- 4.1.2 To guide the Shire of Pingelly in determining the appropriateness and adequacy of proposed kennel development in the “General Farming” zone.
- 4.1.3 The policy has been adopted by Council as a Local Planning Policy in accordance with the provision of Part 2 of *Local Planning Scheme No. 3*.
- 4.1.4 Under sub clauses 2.3.2 and 10.2 of the Scheme, the Shire of Pingelly shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

4.2 Planning Considerations

- 4.2.1 Dog keeping, which may include the use of dog kennels, can have minimal social and environmental impact if it is located in an appropriate area and sited, designed and managed property.
- 4.2.2 The main impacts are noise, visual impact, loss of productive agricultural land and compatibility with adjoining uses.

4.2.3 The following information is required by the Shire of Pingelly to undertake an adequate assessment:

- number of kennels
- survey of surrounding properties to establish separation distances from residential or other sensitive receivers
- air quality protection measures
- noise mitigation measures
- water demand and use
- water and soil protection measures including:
 - wastewater containment and disposal
 - chemical storage and work areas
 - stormwater pollution prevention
 - solid waste storage and disposal.
- Experience of applicants in dog management.

4.3 Management Measures

4.3.1 Noise

- The potential for noise may be increased where animals are kept in close proximity to other animals or to sites where other animals are kept (e.g. one dog barking may lead to other dogs barking in the same, or nearby, kennels). Therefore, the more dogs kept on the premises the greater the potential for noise impact and complaint. Strategies to reduce nuisance noise may need to be implemented, such as citronella collars or advice from a qualified noise consultant or both.
- Boarding kennels in particular may give rise to noise problems because of the large numbers of dogs, the range of different breeds and the stress experienced by the dogs in unfamiliar conditions.
- The number of dogs (including pups over the age of four months) kept on the site may therefore need to be limited to a specific number.
- A minimum separation distance of 500 metres from sensitive receptors (i.e. houses on neighbouring properties) is recommended unless it can be demonstrated that management measures can be put in place to ameliorate the noise impact.
- Noise disturbance should be minimised by:
 - locating and constructing kennels and other facilities to visually screen dogs from external stimuli such as other dogs, animals, traffic or passers-by.
 - Use of earth banks and/or vegetation and/or manually constructed sound barriers. Barriers should have no gaps.
 - Management regimes that minimise opportunities for noise generated external stimuli. Some kennels may need to be fully enclosed or acoustically buffered at a ratio of 1:15 for particularly noisy animals (electronic masking noise devices to reduce audible stimuli to the dogs).
 - Restriction of feeding to within hours of 7am – 6pm where practicable.
 - Exercise of dogs to be performed between the hours of 9am and 5pm.

- Appropriate construction materials for kennels which reduces the impact of noise. Use of sound absorption materials (eg. glass, fibre or wool) on the side of the barrier facing the noise source can help to reduce noise levels by reducing noise reflections.
- Ventilation needs to be considered in conjunction with any noise insulation work – air conditioning if installed should ensure that external units are located so as to avoid any impact on neighbours.
- Buffers appropriate to the size of the facility and based on the requirements for ongoing compliance with the above noise controls, be largely provided within the boundaries of the property.

4.3.2 Waste Management

- Attention to the cleanliness of the kennels and effective waste management will minimise the potential for odour nuisance. Kennels should be cleaned daily. All faecal matter, old bones and uneaten food must be collected from the kennels and yards at least twice a day and temporarily stored in lined and sealed containers prior to removal from the site so that odour does not cause a nuisance beyond the boundaries of the site. Such waste must be disposed of to a licensed waste depot, by an appropriate waste disposal service.
- All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Pingelly's public health standards.
 - Materials should be selected for ease of maintenance and cleaning, durability and non-toxicity. Floors of animal housing areas of kennels must be made of an impervious materials to assist clearing and drainage. Wood, brick, dirt or grass floors are not acceptable.
 - The internal surfaces of the external walls of kennels must be constructed of impervious, solid, washable materials optimally curved at the wall/floor junctions to facilitate cleaning and disinfection.
 - Kennel floors must be sloped to enable wastes and water to run off. A collection drain must be provided to take away water after cleaning.
 - Owner to ensure land is free from excrement, food waste and all other matter likely to become or create a nuisance. Land must be free from excrement, food waste so that it cannot attract or breed pests.

4.3.3 Water Quality

- Pollutants from dog kennels have the potential to contaminate water resources unless the facilities are properly designed and managed. Pollutants may include dog faeces, veterinary products, food additives, disinfectants and other chemicals. The long-term impact of intensive dog keeping can be detrimental to the soil and may lead to groundwater pollution and odour issues if waste is not managed properly.

- Liquid wastes from kennels and yards should be drained to a septic tank and subsurface soakage type system designed and constructed to meet public health standards. Compliance with these standards should avoid potential insanitary conditions and water pollution.
- Stormwater from roofs should be collected and kept separate from kennel runoff and effluent systems, and reused where practicable (eg. yard washdown). Rain falling outside the kennel area must be directed away from dog yard areas and the kennel effluent system.

4.3.4 Mortalities

- Mortalities must be dealt with on day they occur. They can be taken to a vet for disposal, buried on site in an approved mortality pit or taken to a waste depot licensed by the Environment Protection Authority (EPA) to take such wastes.
- A mortality pit must:
 - be greater than 50 metres away from any watercourse;
 - not exceed 1.2 metres in depth; and
 - be backfilled with a minimum of 600 millimetres of earth, slightly mounded and compacted to control odour, vermin and fly breeding.
 Lime should be added at the time of deposition to assist decomposition.

4.3.5 Public Liability

- All boarding establishments must carry a minimum of \$10,000,000 Public Liability Cover.
- All animals entering boarding establishments must be identified and all reasonable and special requirements in particular relating to vaccination must be complied with.
- The proponent (or nominated manager) of a kennel establishment is responsible for the operation of the kennel in accordance with these guidelines.

4.4 Animal Husbandry

4.4.1 Nutrition

- All dogs must have a permanent supply of fresh, clean water and must be fed at least once per day.
- Food and water containers must be non spillable and of a design that can be easily cleaned and does not cause injury to the dogs.
- Pests including fleas, ticks, flies, mosquitoes and rodents must be effectively controlled. Chemicals used for pest control must be either prescribed by a registered veterinarian and/or registered by the Australian Pesticides and Veterinary Medicines Authority (APVMA) under the Agricultural and Veterinary Chemicals Code (Commonwealth) and used only in accordance with manufacturer's instructions.

4.4.2 Pen sizes

- All adult dogs must be housed one to a pen unless the owner(s) has given permission in writing for dogs to be housed together, the dogs are compatible and are normally housed together at home.

Guidelines for pen sizes are as follows:

Size of Dog	Height of dog at shoulder (cm)	Minimum floor area * (m ²)	Minimum width (cm)	Minimum height (cm)	Increased floor area for each additional dog (m ²)
Large	> 70	3.5	120	180	1.7
Medium	40-70	2.4	90	180	1.2
Small	< 40	1.5	90	180	1.0

* The minimum pen sizes are for one adult dog (older than 16 weeks).

- Dogs demonstrating aggressive tendencies can only be admitted if they are housed separately from other animals. Facilities must be available to house problem dogs separate from other dogs.
- Ideally new dogs should be placed in an introductory run next to main enclosures for assessment prior to being placed in group enclosures.

4.5 Enclosures

- 4.5.1 Fencing between enclosures (both internal & external) must prevent dogs from escaping from one enclosure to another and must be in such condition that they prevent injury.

Guidelines for enclosure sizes are:

Size of Dog	Minimum Width (m)	Minimum Height (m)	Minimum floor area (1 dog) (m ²)	Additional space per dog (m ²)	Maximum No. of dogs per enclosure	Maximum No. large dogs per enclosure
Enclosures	2	1.2	10	3.5	17	8
Rest areas	2	1.2	4	2	5	5

For example if a total of 17 dogs are kept in an enclosure, only 8 can be large dogs and the enclosure would need to be at least 66m² in size.

- 4.5.2 Suitable rest areas must be provided (as per above table) where more than 6 dogs are being boarded at any one time. Rest areas are not to be included as parts of the enclosure floor area but are in addition to minimum requirements for enclosure size. ie if 17 dogs are being housed a minimum enclosure of 66m² must be provided plus the rest area (as per above table).

- 4.5.3 An area suitable to isolate animals must be provided which is physically separated from other animal housing areas and caters for the animal's welfare. Animals may only be housed in such areas for short periods to allow them to be claimed by owner or transport arranged for animal to vet

4.6 Security

- 4.6.1 Kennels must be able to be securely locked to prevent unauthorised entry.
- 4.6.2 Each individual kennel, module or colony pen must be fitted with a secure closing device that cannot be opened by the dogs.
- 4.6.3 Any security methods used must allow for ready access to dogs and ready exit for staff and animals from the premises in the event of an emergency.
- 4.6.4 All boarding establishments must have an external perimeter fence surrounding the establishment to prevent the escape of dogs.

Boundary perimeter fencing must:

- be a minimum height of 1.8m and must be constructed of:
 - brick, concrete, timber, iron or similar solid material;
 - chain mesh manufactured from 3.15mm wire to form a uniform 50mm mesh or
 - 4mm weld mesh wire with a maximum mesh spacing of 50mm
 - be maintained in a manner which prevents a dog from being able to dig out;
 - have self-closing and self-locking gates or doors;
 - be designed to prevent a person from climbing into the enclosure.
- 4.6.5 The external walls of the facility may serve as the perimeter fence if it prevents a dog from escaping from its pen or cage.
- 4.6.6 There must be a minimum of two gates between animal and escape.
- 4.6.7 Design and materials used must ensure the security of the facility.
- 4.6.8 Dogs when boarded should be safe from attack, stress or injury and their behavioural needs should be met.

4.7 Facilities

- 4.7.1 Each animal boarding establishment must provide an area for reception, records storage, and include washing and toilet facilities for staff.
- 4.7.2 Boarding facilities must be designed, constructed, serviced and maintained in a way that ensures the good health and well-being of the animals, whilst preventing escape or injury to humans.
- 4.7.3 Pens may be separated by either solid partitions, galvanised chain wire or weld mesh wire dividers. Pens must be completely enclosed having either a solid or wire roof or have an overhang of 700mm at an angle of 35 degrees to the horizontal.

- 4.7.4 All kennels must be provided with a weatherproof sleeping area containing raised beds.
- 4.7.5 Where dog kennels are constructed indoors, temperature, humidity and ventilation must be considered. Ventilation must be adequate to keep animal housing areas free of dampness, noxious odours and draughts. Cage or pen areas must have an ample supply of fresh air.
- 4.7.6 Suitable facilities for bathing, drying and grooming animals must be available and must be hygienically maintained. These facilities may be provided by a grooming service provided that the boarding establishment has a business agreement with the service.
- 4.7.7 Housing must provide protection from the weather (wind, rain, sun and extremes of climate), vermin and harassment from other animals.
- 4.7.8 Facilities must have appropriate fire extinguishers or other fire protection.

4.8 Exercise

- 4.8.1 The proprietor (or nominated manager) must ensure that dogs housed in pens of the minimum recommended size for more than two weeks are exercised daily.
- 4.8.2 Dogs in enclosures larger than 20m² do not require additional exercise unless they are boarded for longer than four weeks. Care must be taken to ensure that dogs being exercised cannot escape and are not in danger of attack or other injury.
- 4.8.3 Exercise areas must be well maintained, not muddy or bare and dusty. Health and hygiene of both animals and humans must be taken into consideration.

Exercise can be provided by:

- allowing dogs access to an exercise area for at least 10 minutes twice daily; and/or
- walking dogs on a lead for at least 10 minutes twice daily.

Very active or old dogs may require more or less exercise than specified.

- 4.8.4 Dogs can also be exercised/socialised during daylight hours in the same manner as for day boarding establishments provided all requirements for day boarding are met including supervision levels and the owner has given written permission for this to occur.
- 4.8.5 Dogs must not be walked on roads but confined within the premises for safety reasons unless:
 - they are on a lead at all times;
 - they are under the supervision of a competent person who is 17 years of age or older;
 - no more than two dogs are being walked by the one person;
 - they are on a leash at all times including in areas designated as off-lead; and
 - the owner has given written approval for this to occur.

4.9 Supervision

4.9.1 Where enclosures are separated by physical barrier (ie different room) a staff member must be in visual and audible range of animals in each enclosure at all times.

4.9.2 Staff numbers and animals per enclosure at facility must at least meet the requirements below:

No. of dogs at facility	Minimum No. Staff	Maximum of dogs per enclosure/minimum staff number
1-17	1	6
18-30	2	12
30-40	3	17
For every 10 dogs over 40	Add 1 extra staff member	

4.9.3 For example if there is one staff member at the facility there can be no more than 17 dogs boarded and they must be separated into at least 3 separate enclosures with no more than 6 dogs per enclosure.

4.9.4 At least one staff member must be on call to come in and assist where necessary. It is recommended that if more than 10 dogs are booked in for a day an extra staff member is present particularly during main check in and check out times.

4.10 Information Requirements from Applicant

4.10.1 An application must be supported with the following information, to the satisfaction of the Shire of Pingelly, as appropriate:

- A fully dimensioned site context plan showing adjoining land and the closest residences.
- A detailed site layout plan, including elevations, drawn to an appropriate scale showing the location of all proposed pens, runs and buildings on the site.
- Full details of all landscaping, including the type and location of all plants and the type of ground surface treatment (ie. lawn, sand, concrete, gravel etc).
- Details of the height, style and location of all fences.
- Details of lighting.
- Materials of construction of all kennels and buildings associated with the use including type and method of insulation.
- A site stormwater management plan.
- A management plan to include the following:
 - Number of dogs kept on the site and the proposed number of litters per year.
 - Details of exercising and training which will occur on the site.
 - Method of waste collection, storage and disposal.
 - Details as to whether boarding of dogs not belonging to the operator will take place, including the number and frequency of turnover.
 - Details of day to day operations of the facility to include such items as exercising times and feeding times and visiting procedure.
- Response to the relevant Environmental Protection Authority guidelines.
- A Noise Impact Assessment, undertaken by a qualified acoustic consultant, may be required for applications for the keeping or training of six or more dogs.

- 4.10.2 An application for planning approval must be accompanied by information in the form of Schedule 1 of the *Shire of Pingelly Dogs Local Law*, in order for a licence to be issued in accordance with the Local Law's requirements and must be lodged with the Shire of Pingelly together with –
- (a) plans and specifications of the kennel establishment, showing the specifications of the kennels, modules and yards and including a site plan as detailed above which shows the distances between the proposed development to property boundaries and the nearest residences;
 - (b) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the Shire of Pingelly, sufficiently close to the premises so as to control the dogs and ensure their health and welfare;
 - (c) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs which may be nominated from time to time by the Shire of Pingelly.

4.11 Determination of the Application

- 4.11.1 In determining an application for a planning approval, the Shire of Pingelly is to have regard to -
- (a) any written submissions received on the proposed use of the premises;
 - (b) any economic or social benefits which may be derived by any person in the district if the application for a planning approval is approved;
 - (c) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
 - (d) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
 - (e) whether or not the imposition of and compliance with appropriate conditions of an approval will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.12 Standard Conditions of Approval

- 4.12.1 This approval relates to the plans..... date stamped.....
- 4.12.2 The number of dogs (including pups over the age of four months) kept on the site at any time must not exceed X in total.
- 4.12.3 All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Pingelly's public health standards.
- 4.12.4 Stormwater from kennel roofs must be collected for use on the property with overflow directed away from the kennel or yard wastewater treatment and disposal system in a manner that does not result in soil erosion.
- 4.12.5 Solid waste from the kennels or yards must be collected and contained in sealed bins, prior to removal off site, so that odour does not cause a nuisance beyond the boundaries of the site.

- 4.12.6 The facility must be inspected daily by the owner or operator for any mortalities. Any mortalities must be removed from the kennels on the day of occurrence and disposed via one of the following means:
- taken to a veterinary surgery for disposal;
 - buried on site in an approved mortality pit; or
 - disposed of at a waste depot licensed by the EPA to take such waste.
- 4.12.7 The kennels and yards must be cleaned at least daily to ensure that there is no accumulation of wastes and the generation of offensive odours is minimised.
- 4.12.8 This approval may be for a prescribed period and if in the option of the Shire of Pingelly is causing a nuisance or annoyance to adjoining land owners or occupiers, the Shire of Pingelly may refuse, withdraw or not renew the approval.
- 4.12.9 Standard requirements relating to the construction of kennels are contained in Schedule No. 2. of the *Shire of Pingelly Dogs Local Law* and will form part of a licence issued under the *Shire of Pingelly Dogs Local Law*.

5 RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No. 3.
- Dog Act 1976
- Shire of Pingelly Dogs Local Law
- Environment Protection Act 1986

6 REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 June 2015, 17 May 2017, 18 July 2018
Previous Adoption	21 November 2011

Council Policy Name:	13.13 Street Walls and Front Fences in Residential Areas
Responsible Directorate:	Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to provide clear direction as to circumstances under which the local government may approve street walls and fences in accordance with the Performance Criteria P4 of Clause 5.2.4 of the Residential Design Codes.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

For the purpose of this Policy and as defined in the R-Codes:

- 3.1 “Frontage” means the width of a lot at the primary street setback line, provided that in the case of a battleaxe or other irregularly shaped lots, it shall be as determined by the decision-maker.
- 3.2 “Natural ground level” means the levels on a site which precede the proposed development, excluding any site works unless approved by the decision-maker or established as part of subdivision of the land preceding development.
- 3.3 “Primary street” unless otherwise designated by the local government, means the sole or principle public road that provides access to the major entry (front door) of the dwelling.
- 3.4 “Secondary street” in the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.
- 3.5 “Setback” is the horizontal distance between a wall at any point and an adjacent lot boundary, measured at right angles (90 degrees) to the boundary.
- 3.6 “Street setback” means the horizontal distance between the street alignment and a building, measured at right angles (90 degrees) to the street alignment.
- 3.7 “Street setback area” is the area between the street alignment and the street setback line as set out in Tables 1 and 4 or as established in a particular case in accordance with the provisions of design element 5.2 or 6.2. (NB: Tables and elements are in the R-Codes.)
- 3.8 “Visually permeable” in reference to a wall, gate door or fence, that the vertical surface has:
- continuous vertical or horizontal gaps of at least 50mm or greater width occupying not less than one third of the total surface area;
 - continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
 - a surface offering equal or lesser obstruction to view;
- as viewed directly from the street.

4. POLICY STATEMENT

4.1 Background

- 4.1.1 The erection of front fences and street walls Residential zones is regulated by the State Planning Policy 3.1 – Residential Design Codes (or R-Codes). In other zones, they are regulated by the provisions of the Shire of Pingelly Local Planning Scheme No. 3 (or LPS3).

- 4.1.2 Clause 5.2.4 of the R-Codes generally requires fences higher than 1.2m to be visually permeable aiming to permit surveillance and enhance streetscape. The exceptions to this principle are where a dwelling fronts onto a road carrying high traffic volumes (protection from noise and headlight glare), or where a wall is desirable to provide privacy to an outdoor living area.
- 4.1.3 Clause 5.2.5 of the R-Codes generally requires walls, fences and other structures to be truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences and other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect.
- 4.1.4 Clause 5.13.3 of LPS3 also requires fences or other forms of visual obstruction greater than 0.75m in height to be truncated.

4.2 Scope

- 4.2.1 Clause 3 of the Planning and Development (Local Planning Schemes) Regulations 2015 provides for the preparation of local planning policies to apply generally or to a particular class or classes of matters and throughout the Scheme area or in one or more parts of the Scheme area.
- 4.2.2 This policy will apply to the construction of street walls and fences on Residential zoned land throughout the Scheme area (i.e. the whole of the Shire of Pingelly).
- 4.2.3 A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.
- 4.2.4 It is not intended that a policy be applied rigidly, but each application be examined on its merits, with the objectives and intent of the policy the key for assessment.
- 4.2.5 The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances, the local government is open to considering (and encourages) well-presented cases having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.
- 4.2.6 This Policy when adopted will supersede any previous policies regulating street walls and fences in the Shire of Pingelly in accordance with Clause 3(4) of the Planning and Development (Local Planning Schemes) Regulations 2015.

4.3 Exempt Development

The following development is exempt from this Policy and therefore does not require development approval:

- Street wall and fencing proposals that comply with the requirements of State Planning Policy 3.1 – Residential Design Codes.
- 'Like for like' repairs and maintenance to existing street walls and fencing.

4.4 Development Requirements Residential zone – R10 Coding or higher

4.4.1 Objective

To establish an appropriate regulatory framework for the construction of street walls and fencing in Residential zones with a density coding of R10 or higher.

4.4.2 Residential Design Codes

The acceptable development criteria for street walls and fences on R-Coded land is set out in Clauses 5.2.4 as follows:

“C4 Front fences within the primary street setback area that are visually permeable above 1.2m of natural ground level, measured from the primary street side of the front fence.”

Clause 5.2.5 relating to sight lines also applies to the construction of street walls and fences as follows:

“C5 Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect.”

Where a proposed development for street walls and fencing does not comply with the acceptable development criteria of the R-Codes, a development can be assessed against the performance criteria.

The Performance Criteria of Clause 5.2.4 for street walls and fencing states:

“P4 Front fences are low or restricted in height to permit surveillance (as per Clause 5.2.3) and enhance streetscape (as per clause 5.1.2), with appropriate consideration to the need:

- *for attenuation of traffic impacts where the street is designated as a primary or district distributor or integrator arterial; and*
- *for necessary privacy or noise screening for outdoor living areas where the street is designated as a primary or district distributor or integrator arterial.”*

Additionally, the Performance Criteria of Clause 5.2.5 must be considered:

“P5 Unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights-of-way, communal streets, crossovers, and footpaths.”

4.4.3 General Criteria

If the proposed street wall or fence meets the following criteria, it is considered that the proposal meets the performance criteria of Clause 5.2.4 of the R-Codes and accordingly, does not require development consent:

- (a) Does not exceed 1.8 metres in height;
- (b) has contrasting forms of construction (eg. brick piers with contrasting infill or landscaping recesses) or be finished in an acceptable colour so that in the opinion of the local government the wall or fence enhances (or at the very least does not detract) from the streetscape;
- (c) has a length of no more than 50% of the total frontage of the lot and is located from one side only (ie. no ‘middle’ fencing);
- (d) is located so that at least one habitable room window of the dwelling has a clear view of the street; and
- (e) complies with the acceptable development criteria for truncation as specified in clause 5.2.5 of the R-Codes.

- 4.5 Setbacks
As per provisions of the State Planning Policy 3.1 – Residential Design Codes.
Residential zone – R5 Coding or less

4.5.1 Objective

To establish an appropriate regulatory framework for the construction of street walls and fencing in Residential zones with a density coding of R5 or less.

4.5.2 General Criteria

Given the location of this area on the periphery of the townsite, and the general sense of openness that is associated with 'larger' lot sizes, it is considered inappropriate that front walls and fences should be built higher than 1.2m.

Protection from noise and headlight glare is not applicable in these areas and the size of the lots ensures that there will always be alternatives for outdoor living areas not to be located in the front setback.

NOTE: Should there be any conflict between this Policy and the Shire of Pingelly Local Planning Scheme No. 3, the Local Planning Scheme shall prevail.

5. RELATED DOCUMENTATION / LEGISLATION

Shire of Pingelly Local Planning Scheme No 3

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 May 2017, 18 July 2018
Previous Adoption	15 June 2016

Council Policy Name: 13.14 Stocking Rates and Keeping of Large Animals

Responsible Directorate: Technical Services

1. PURPOSE

- 1.1 The purpose of this Policy is to outline the Shire's policy on stocking rates and keeping of large animals.

2. SCOPE

- 2.1 This Policy is applicable to the Shire of Pingelly and its operations.

3. DEFINITIONS

Unless the context otherwise requires, words and expressions used in this Policy have the same meaning as they have in the Scheme.

The following are definitions that relate directly to the application of this policy:

- 3.1 "*Council*" means the Council of the Shire of Pingelly;
- 3.2 "*Large Animal*" means an adult horse, cow, camel or similar sized animal;
- 3.3 "*Livestock*" means any animal determined as livestock by the Stock (Identification and Movement) Act 1970 as amended and shall include all cattle, horses, pigs, sheep, goats, camels, alpaca, llama and other breeds as determined by this Act;
- 3.4 "*Lot*" has the same meaning as in the Planning and Development Act 2005, but does not include a strata or survey strata lot;
- 3.5 "*Previously Cleared Land*" means land lawfully cleared of natural vegetation;
- 3.6 "*Property*" has the same meaning as "Lot"
- 3.7 "*Scheme*" means Shire of Pingelly Town Planning Scheme No.3;
- 3.8 "*Shire*" means the Shire of Pingelly;
- 3.9 "*Stock*" has the same meaning as "Livestock".

4. POLICY STATEMENT

4.1 Objective

- To encourage sustainable community;
- To accommodate animals commensurate with the carrying capacity of the land;
- To protect the natural vegetation and water quality;
- To lessen the likelihood of soil erosion and land degradation; and
- To maintain the rural character of the Shire.

4.2 Background

- 4.2.1 The Shire of Pingelly is primarily an agricultural district, with the majority of its land used for rural, particularly pastoral, purposes.

- 4.2.2 While primarily rural, the Shire is also located within 1.5 hours from the Perth metropolitan area and could be undergoing a rapid influx of people, particularly those seeking a semi-urban lifestyle, where they can live with their animals. The keeping of stock can be a rewarding hobby or occupation for many small landowners and occupiers within the Shire. However, even small stock numbers, particularly horses, have the potential to cause environmental damage and can present a nuisance to adjoining neighbours, for this reason, the Council wishes to promote responsible management practices, which are environmentally sustainable and sympathetic to the needs and attitudes of the broader community.
- 4.2.3 Whatever the cause, guidelines on stocking rates and land management for the keeping of animals are desirable to prevent environmental degradation. There is no intention to interfere with normal agricultural practices within the Shires General Agriculture Zone. Stocking rates that are specified for small lots that can be increased in individual cases where management plans are prepared. It is possible to temporarily accommodate young and old animals, whose impacts are generally less, above and beyond specified stocking rates, within the specified policy.
- 4.2.4 This policy interprets the requirements of the Scheme and has been created to help small property holders, the Council, developers and land owners achieve the sustainable keeping of stock and other animals, in a manner that preserves the rural character of the Shire.
- 4.3 Interpretation
Statutory Context
- 4.3.1. Town Planning Scheme (TPS) No. 3 refers to land and management under clauses 4.2 of the Scheme.
- 4.3.2 The Shire makes this Local Planning Policy regarding Stocking Rates and Keeping of Large Animals (Policy) with the Pingelly Town Site under Part 2 of the Scheme.
- 4.3.3 If any provision of this policy is inconsistent with the Scheme then the Scheme prevails. This Policy is not part of the Scheme and shall not bind the Shire in any respect of an application for Planning Approval. The Shire shall, however, have due regard to the provisions of this Policy and the objectives that this Policy is designed to achieve before making its decision.
- 4.3.4 This policy applies to all zoned land with the Pingelly Town Site only. It applies to all animals but not poultry, pigeons, reptiles, crustaceans, fish or bees, some of which are covered by the Shire's Health Local Laws.

4.4 Policy General Requirements

4.4.1 Within the Town Site of Pingelly Zone:

- a) planning consent is required for the keeping of any animal in Town of Pingelly Zone unless exempted (see below);
- b) Council may refer any application for keeping of livestock to appropriate Government agencies for advice and in determining the application will have regard to that advice;
- c) applications for planning consent for livestock and other animals may be dealt with by the Chief Executive Officer under delegation issued by Council in accordance with Section 5.42 of the Local Government Act;
- d) as a condition of planning consent the Council may require the landowner or occupier to undertake a replanting program or remedial works to the Council's satisfaction;
- e) as a condition of planning consent the Council may require fencing to exclude the keeping of animals from watercourses, areas of natural vegetation, areas liable to flooding and/or land where soil erosion or other land degradation may occur;
- f) all animals shall be kept secure within the confines of the property by fences or other means;
- g) a stable or any other structure used for housing stock shall be located a minimum distance of 15 metres from any dwelling on a property, in accordance with the Shire's Health Local Laws;
- h) no grazing animals are permitted in areas of uncleared natural vegetation without approval in writing of the Council;
- i) where trees with a diameter greater than 50mm occur within horse yards, where goats graze or where they are likely to be subjected to ringbarking by any animal, they are to be fitted with guards to prevent damage;
- j) all animals shall be kept in such a way as not to cause nuisance;
- k) where in the opinion of the Council at its absolute discretion land or vegetation is considered degraded or animals are causing a nuisance, a landowner or occupier may be ordered to reduce the number of animals on the lot and undertake other remedial action as is considered appropriate; and
- l) notwithstanding the number of animals permitted by this policy, special circumstances such as poor soils, the occurrence of declared rare flora, excessive land slope or wetland conditions, may reduce or totally preclude the number of animals permitted.

4.4.2 Rural Residential and Residential Light Industry Zones

In the Rural Residential and Residential Industry Zones:

- a) Subject to the General Requirements of the Policy and the requirements of this clause, the keeping of animals is permitted
 - (i) in accordance with the Shire's Local Laws
 - (ii) with the planning consent of the Council, which may include advertising in accordance with Part 9 of the Scheme;

- b) Pigs are prohibited;
- c) Where large animals can be accommodated, planning consent is deemed to have been granted for one large animal for each hectare of cleared site area;
- d) Other animals can be accommodated in lieu of large animals at the rate of 5 dry sheep equivalents for each hectare of cleared site area, as shown in Schedule 2.
- e) Where a Property Management Plan is prepared in accordance with Schedule 1, and it can be demonstrated that the method of management proposed (e.g. irrigated pasture, supplemental feeding) is unlikely to result in degradation of land and vegetation, Council may grant approval for the stocking rates to be increased above the specified in points c) and d) above, provided that the minimum lot size on which a large animal may be kept is 10,000m² or 1Ha,
- f) Planning consent is not required for:
 - g) dogs over the age of 3 months and the young of those dogs
 - h) up to 3 cats over the age of 3 months.

Schedule 1: Format of PROPERTY MANAGEMENT PLAN FOR

Title Page

Contents Page

- 1.0 Introduction - purpose of plan, lot number and area, zoning, site location, district context (including similar uses nearby), (Map 1: Location Plan showing the position of the property in relation to the town site or estate, with lot boundaries, roads, major water courses);
- 2.0 Site Plan - physical features of property, such as soil type, vegetation, particularly the occurrence of un-cleared bush, water courses, existing land use, buildings and water supply, condition of property at time of purchase or prior to development (Map 2: Existing Property e.g. contours, vegetation (bush, pasture), site features, existing improvements, fire breaks, access roads);
- 3.0 The Proposal - location of any proposed house, sheds, stables/shelter, yards, arena, tree plantings (windbreaks and decorative), access ways, fences, number and type of animals, pasture, water and feed supply, chemical storage and use, waste collection and disposal, special equipment/lighting, any stages of development, duration of use if temporary (Map 3: Property Management Plan showing existing and proposed improvements, any buildings to be removed or land to be cleared and measures to protect the environment);
- 4.0 Environmental Risk - potential for damage to soils and water quality (ground and surface water), loss of natural vegetation, possibility of flies, noise, odour, dust, weeds, fire risk, disease risk;
- 5.0 Management Plan - ways of reducing hazards of bushfire, waste disposal, conserving soil, preventing erosion, preserving trees, preventing nutrients getting into water, control of sediments, dust, flies.
- 6.0 Summary - why proposal is acceptable, owner/operator's Responsibilities.
- Appendices - additional information as required e.g. letter of support from Department of Agriculture or specialist consultant.

Endorsement Page – CEO

Name: _____

Signature: _____

Dated: _____

Schedule 2: COMPARISON OF DRY SHEEP EQUIVALENTS (DSES) FOR VARIOUS GRAZING ANIMALS

Species	Average Annual DSE Rating	No of Animals permitted at 5 DSE per hectare on a cleared 1ha site without a management plan 9to be taken to nearest whole number for each property)
Alpaca	1	10
Camel	10	1
Cattle / Cow	10	1
Deer	2	5
Donkey	8	1.25
Emu	4	2.5
Goat	1.5	6.66
Horse	10	1
Horse or pony 4.4 hands and under	6	1.66
Horse, miniature	2	5
Kangaroo	0.5	20
Llama	2	5
Mule	8	1.25
Ostrich	4	2.5
Sheep	1	10
Sheep, Pregnant or Lactating	2	5

With a property management plan at a stocking rate of 10 dry sheep per hectare, the following could be accommodated on a previously cleared two hectare site:

2 large horses, or 3 ponies, or
 1 large horse and 1 cow, or 1 cow and 10 sheep, or
 1 large horse, 1 deer, 1 llama, 2 goats and 3 sheep or
 20 sheep etc.

Schedule 3:

TYPICAL PLANNING APPROVAL

(Appropriate conditions are to be based on the following list)

“Council grants planning approval to the owner of (lot number, road, locality) for (the proposal, e.g. keeping of 2 [two] horses), subject to the following conditions:

1. Development shall generally occur in accordance with the Property Management Plan submitted with the application for planning approval (Planning Application No.); or
2. The applicant to prepare a property management plan in accordance with Schedule 1 of Local Planning Policy 1 - Stocking Rates, addressing the following issues to the satisfaction of the Chief Executive Officer:
3. Stable design, including drainage controls of manure;
4. Manure handling and disposal to avoid odour and flies;
5. Manure management to prevent nutrient export from the site;
6. Fencing of appropriate design;
7. Pasture management to prevent soil erosion;
8. (Natural vegetation/wetlands/watercourses) shall be fenced to exclude livestock to the satisfaction of the Chief Executive Officer;
9. No livestock shall be permitted in areas of un-cleared natural vegetation without approval in writing of the Council;
10. All trees with a diameter greater than 50mm that occur where livestock are kept are to be fitted with approved guards to prevent damage;
11. Land shall be managed in a sustainable manner and where in the opinion of the Council at its absolute discretion land or vegetation is considered degraded or animals are causing a nuisance, the landowner or occupier may be ordered to reduce the number of animals on the lot and/or undertake other remedial action as is considered appropriate;
12. Perennial pasture shall be established before livestock are introduced to the site, to prevent soil damage and wind erosion;
13. The applicant shall undertake a vegetation replanting program of (describe location and amount), comprising native species, to the satisfaction of the Chief Executive Officer;
14. Fencing shall be of a minimum rural standard capable to retain the livestock on the property;
15. Manure shall be collected daily, in accordance with the Shire's Health Local Laws, 5.18 Manure Receptacle and disposed of (off-site or to the satisfaction of the Chief executive Officer);
16. Prior to the issue of a building licence there shall be approved for the development:
17. Waste Management Plan, describing the collection, storage and disposal of wastes;
18. Compliance with the Planning in Bush Fire Prone Areas as part of the Building Code of Australia;
19. If the development, the subject of this approval, is not substantially commenced within a period of two years from the date of the approval, the approval shall lapse and be of no further effect. Where an approval has lapsed, no further development shall be carried out without the further approval of Council having first been sought and obtained.
20. Breach of conditions may result in cancellation of this approval.

Notes:

1. This approval does not constitute a building licence;
2. The applicant should refer to the publication on Environmental Guidelines for Horse Facilities and Activities, published by the Water and Rivers Commission, 2002.
3. The applicant is encouraged to contact the Department of Water's Swan Avon Region office to discuss water management options.
4. Should an Applicant be aggrieved by a decision of Council, the State Administrative Tribunal can be requested to review the decision. Such a request should be lodged within twenty-eight (28) days of Council's decision.
5. *Should there be any conflict between this Policy and the Shire of Pingelly Local Planning Scheme No. 3, the Local Planning Scheme shall prevail.*

5. RELATED DOCUMENTATION / LEGISLATION

- Shire of Pingelly Local Planning Scheme No 3

6. REVIEW DETAILS

Review Frequency	Bi-Annually
Council Adoption	17 May 2017, 18 July 2018
Previous Adoption	15 February 2017