



# POLICY MANUAL



## Locations of the Current Policy Manual

Copies	Locations
1	Chief Executive Officer Office
2	Deputy Chief Executive Officer Office
3	Council Chambers
4	Website - <a href="http://www.mukinbudin.wa.gov.au">www.mukinbudin.wa.gov.au</a>
5	Public Library – Administration Office

Date	Review / Changes
18 June 2014	Version 1, Reviewed 18 June 2014
17 June 2015	Version 2, Reviewed 17 June 2015
18 May 2016	Version 3, Reviewed 18 May 2016
17 May 2017	Version 4, Reviewed 17 May 2017
16 May 2018	Version 5, Reviewed 16 May 2018
19 June 2019	Version 6, Reviewed 19 June 2019
19 May 2020	Version 7, Reviewed 19 May 2020
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17 May 2022	Version 9, Reviewed 17 May 2022
20 June 2023	Version 10, Reviewed 20 June 2023
21 May 2024	Version 11, Review 21 May 2024
18 June 2024	Amended Policy 3.7 Credit Card Policy
19 November 2024	Amended Policy 4.8 Drug & Alcohol Testing
18 February 2025	New Policy 4.23 Personal Leave
15 April 2025	Version 12, Review 15 April 2025
June 2026	Version 13, Reviewed 23 June 2026

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## FOREWORD

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The *Local Government Act 1995* envisaged the separation of the roles of the Council and the Chief Executive Officer.

In summary the *Local Government Act 1995* envisaged that the roles would be as follows:

**COUNCIL**

Responsible for strategic decision making and policy.

**CHIEF EXECUTIVE OFFICER (CEO)**

Responsible for day-to-day management under those policies.

The roles of the Council and the Chief Executive Officer are complementary and focused on achieving the strategic objectives of the Local Government.

Effective role separation provides several benefits to the organisation and promotes effective local government. In particular it achieves:

- A focus by the Council on the strategic issues;
- A real need for Council to identify policy issues and address decision making on key issues.

## **INTRODUCTION**

This Policy Manual is intended as a guide to elected members, staff and the public on the normal practices and activities of the Shire of Mukinbudin. The policies may be changed as circumstances dictate, in accordance with Council's directions and amended by Council from time to time.

Staff are expected to comply closely with the spirit and intention of the policies and to use care and discretion in implementing the policies to ensure the best possible outcome, whether or not a particular event complies totally with the stated policy. Implementation must be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

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

This document does not stand alone, but is part of a "hierarchy", which comprises (in order of priority) –

- **Legislation** – Acts of Parliament, Regulations etc.
- **Common Law** – legal precedent, interpretation and decisions made by courts.
- **Delegated legislation** – local laws, town planning policy
- **General policy** – administrative policy

To aid in understanding the complexity of the administrative process, the following information is provided to address the subjects of policy, procedures and delegations.

### **Definitions**

The Local Government Act 1995 has not defined the term "delegation" or "delegated power", however:

- s5.16 refers to "... the exercise of any of its powers and duties..."
- s5.42 refers to "... the exercise of any of its powers or the discharge of any of its duties..."

The term "policy" is not defined anywhere in the Local Government Act 1995.

Accordingly, throughout this document, the following terms apply, insofar as they are consistent with enabling legislation.

*"Authority"* means the permission or requirement for a committee or the CEO to act in accordance with:

- the *Local Government Act 1995* or other legislation or regulation;
- a delegation made by Council;
- a policy made by Council; or
- a specific decision of Council.

*“Delegation”* means the authority for a committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organisational review.

*“Policy”*, as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instructions in a particular way; or
- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

*“Instruction”*, means the requirement for a staff member to act in accordance with a direction given by a senior officer of the Local Government.

### **Head of Power**

Unless stated otherwise, the Local Government Act 1995 constitutes the head power for Council to make policies.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to assign responsibilities and authority to various officers. In order to maintain consistency with the concepts of the Local Government Act 1995, all directions are made by the CEO, who is then responsible for the implementation of the function, either personally or through management of officers and staff.

It is Council’s expectation that the CEO will assign responsibilities relevant to a specialist or specific position to the appropriate person.

### **Process**

It is a requirement of the Local Government Act 1995, s5.18 and s5.46 (1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, and to ensure consistency and relevancy, Council and the appropriate officers will also formally review all policies at the same time, and their application confirmed.

In this way, the Policy Manual will be reviewed and a formal motion of application passed, prior to the commencement of the new financial year.

### **New Policies**

Council may make new policies at any time.

However, unless specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or on-going policy.

As new policy is made, they will be appended to this Policy Manual for update at the next review.

**Amended and Revoked Policies**

Revoked and amended policies are to be retained as a Council record.

The full text of a policy will be retained as a Council record for future reference, to ensure that actions when reviewed in later years can be substantiated, and so that, should queries be raised, the application of policy and any amendments can be traced. New text pages will be replaced, amended and revoked. All replacements, amendments and revocations will be filed as required by the State Records Act 2000.

The history of the policy will be amended to show date and resolution number of the motion of the amendment.

**Certification**

Council formally reviewed this Policy Manual on 23 June 2026 Ordinary Council meeting and Resolution No 07 06 2026 confirming its application.

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Gary Shadbolt  
President

23/06/2026

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Tanika McLennan  
Chief Executive Officer

23/06/2026

## POLICY

### **DEFINITION**

Policy development for the Shire of Mukinbudin is proposed within the following guidelines.

- Intent  
Policy is a high-level statement of how the Council will act.
- Outcome  
Policy should be enabling and focus on outcome.
- Certainty  
Policy should be non-negotiable.
- Conceptual  
Policy does not detail procedures for implementation.

### **PROCEDURES – What are they?**

*(see separate Procedures Manual)*

These are the detailed tasks to be performed by staff in the completion of certain specified activities.

In the past, many procedures have had the consideration of the Council and acted as a guide to staff as to how the Council wished certain matters to be approached or resolved.

Procedures allow staff to expedite action without the need to refer the matter to Council. Given the separation of roles under the Act, with Council relinquishing involvement with day-to-day management, procedures are now the responsibility of the CEO.

### **DELEGATION – What is it?**

*(see also Council's Delegation Register)*

Section 5.42 of the Act provides for the delegation, by absolute majority, of some powers and duties to the CEO. Section 5.43 places limits on the extent of delegation where a local Government **cannot delegate** to the CEO any of the following powers or duties:

- Any power or duty that requires a decision of an absolute majority or a 75% special majority of the local government;
- Accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph of section 5.43;
- Appointment of an auditor;
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government i.e. \$1,000.00; being one thousand dollars.
- Any of the local government's powers under sections 5.98, 5.99 and 5.100 (relating to the payment of sitting fees for elected members).
- Borrowing money on behalf of the local government;
- Hearing or determining an objection of a kind referred to in section 9.5 of the Act.
- Any power or duty that requires the approval of the Minister or the Governor; or
- Such other powers or duties as may be prescribed.

For the purpose of further clarity, the following matters are identified as powers that cannot be delegated:

- Any matter relating to the payment of compensation in any form to either staff or members of the public;
- Any matters which substantially change the direction of Council's Strategic Plan;
- Any decision that is likely to involve unbudgeted expenditure;
- The changing or altering of any budget;
- The making or passing of Local Laws;
- Any decision which directly is intended to involve the Council in any litigation;
- The preparation, or adoption of, a Town Planning Scheme amendment;
- The adoption of policy;

Under the accepted interpretation of the *Local Government Act 1995*, the *Health Act 1911* and the *Local Government (Miscellaneous Provisions) Act 1960*, **the CEO is given a clear duty to carry out:**

- All of those administrative procedures that are not clearly specified under the Acts as a power of the elected Council;
- All administrative and management functions related to human resources (subject to s5.37 of the Act relating to Senior Employees);
- All functions that have been defined by the elected Council in Policy, Local Laws or are supported by previous accepted practices of the Council that comply with statutory and best practice standards;
- All those procedures that are contained within the Procedures Manual as endorsed by the elected Council.

This manual has been prepared to assist Council and staff members to administer the Shire of Mukinbudin by providing a copy of policies adopted by Council on a variety of matters.

The Manual should reduce the need to refer matters of a repetitive nature and/or of minor importance to Council for a decision as well as assisting Councillors and staff to readily answer queries raised by elector

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## 1. GOVERNANCE

### 1.1 Policy Manual Amendments

POLICY	Addition, deletions or alterations to Council Policy shall only be affected by specific Council resolution stating – the proposed policy, and that the Policy Manual be updated
OBJECTIVES	To ensure that the Policy Manual is up to date, relevant and reflects only Council’s specific instructions.
GUIDELINES	If it is not in the Policy Manual, it may be usual practice, but it is not policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing policy.
HISTORY	Former Policy 1.1.8 Policy Change and Review
REVIEW	Chief Executive Officer

## 1.2 Meeting Dates

POLICY	Council is to meet <i>ordinarily on the third (3rd)</i> Tuesday of each month, February to December at 2.30pm (there is usually no Ordinary Meeting of Council in January of any year). Council is free to amend the meeting date as deemed necessary.
OBJECTIVES	To regulate and set Ordinary Council meeting dates
GUIDELINES	Dates to be published at least once per year. <i>Local Government Act 1995 - s5.3</i> <i>Local Government (Administration) Regulations 1996 – reg 12</i>
HISTORY	Former policy 1.1.1 Updated May 2024
REVIEW	Chief Executive Officer

### 1.3 Governance

#### POLICY

The Shire is committed to maintaining an emphasis on integrity, ethical values and competence.

The Council is responsible for mandating a strong internal control framework be implemented to ensure Council objectives are achieved efficiently and effectively and the principles of good governance are applied throughout the organisation.

#### OBJECTIVES

To evidence Council's commitment to appropriate and effective internal controls and their importance to the organisation through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets as follows:

- a) Implement and maintain risk management activities to consider and address the risk of loss caused by fraud, error and / or misstatement;
- b) Protect the Shire's assets, including people, property, reputation, finances and information;
- c) Continually monitor, review and address gaps / weaknesses with internal controls in place;
- d) Ensure appropriateness of internal controls to meet compliance with regulations, good governance principles and achievement of strategic objectives; and
- e) Maintain adequate safeguards and supervision to any update or changes to established internal controls.

#### GUIDELINES

The Chief Executive Officer is responsible for developing and maintaining an internal control framework and will report periodically through the Audit and Risk Committee on the appropriateness, effectiveness, monitoring and evaluation of internal controls. All employees are accountable for documenting and implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework.

Elements of an Internal Control Framework:

The essential elements and examples of an effective internal control framework includes:

1. Control environment
  - Structure and culture of Council
  - Senior management compliance
  - Proper tone at the top
2. Risk Assessment
  - Risk identification and evaluation
  - Assessment of impact and likelihood
  - Implementing safeguards to treat risks
3. Control activities
  - Delegations of Authority
  - Policies and procedures
  - Trained and properly qualified staff

- 4. Information and communication • IT controls
  - Liaising with auditors and legal advisors
  - Consultation and organisational communication
  - Review process e.g. internal audits
  - Self-assessment and continuous improvement
  - Evaluation and reporting

**Elements of an Internal Control Framework:**

Monitoring, Reviewing and Reporting:

Procedures are to be established to allow for the appropriate development, review, amendment and authorisation of internal control documentation (such as processes and checklists). This is intended to reduce the risk of breakdowns in controls through unilateral undocumented changes to authorised established procedures.

Internal controls will be reviewed and assessed through risk management activities aligned with the Risk Management Policy and Strategy and reported through the appropriate channels as detailed in these documents.

In line with Regulation 17 of the Local Government (Audit) Regulations 1996, the Chief Executive Officer is required to report on a review of risk management, internal controls and legislative compliance every three calendar years. This is in addition to the three yearly review required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 which also includes a review of the Shire’s financial internal controls.

HISTORY

No previous policy

REVIEW

Chief Executive Officer

## 1.4 Legislative Compliance Policy

OBJECTIVE	<p>To ensure that the Shire upholds its commitment to meet a high level of compliance with legislative requirements applying to local government and takes any necessary action to rectify any breach as soon as reasonably possible.</p> <p>Background</p> <p>Many principles of good governance make reference to ensuring appropriate policies, procedures and processes are in place for local governments to comply with both the letter and the spirit of the law.</p> <p>The community, elected members and employees of the Shire have an expectation that the local government will comply with applicable legislation and the Council should take all appropriate measures to ensure this expectation is met.</p>
POLICY	<p>The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the local government.</p>
GUIDELINES	<p>These processes and structures will aim to:-</p> <ul style="list-style-type: none"> <li>• Develop and maintain a system for identifying legislation applicable to the Shire’s activities;</li> <li>• Assign responsibilities for ensuring that regulatory obligations are fully considered and implemented;</li> <li>• Provide relevant and appropriate training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements affecting them;</li> <li>• Provide necessary resources to identify and remain up to date with new legislation;</li> <li>• Establish a mechanism for recording and reporting non-compliance;</li> <li>• Review instances where there may have been non-compliance and report through risk management processes to mitigate against future occurrences;</li> <li>• Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved;</li> <li>• Ensure audits are performed to assess compliance;</li> <li>• Requires necessary action to rectify any identified breach as soon as reasonably possible; and</li> <li>• Establish an internal audit function to provide an independent and objective evaluation of the Shire’s internal procedures and controls.</li> </ul>

### Roles And Responsibilities

#### Elected Members and Committee Members

Councillors and Committee members have a responsibility to be aware of and to abide by legislation applicable to their role.

Senior/Executive Management

Senior staff should ensure that directions relating to compliance are clear, unambiguous and applicable legal requirements for each activity they are responsible for administering are identified. All staff are to be given the opportunity to be regularly informed, briefed, updated and/or trained about key legal requirements relative to their position description, utilising available resources to accomplish this.

Employees

Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of non-compliance they become aware of.

Implementation of Legislation

The Shire will have procedures in place to ensure that when legislation changes, steps are taken to ensure future actions comply with the amended legislation and changes are appropriately communicated to all required personnel.

Amendments to this Policy

Amendments to this policy require a simple majority decision of council.

HISTORY  
REVIEW

Nil  
Chief Executive Officer

## 1.5 Internal Control Policy

- POLICY AND OBJECTIVE** To evidence Council's commitment to appropriate and effective internal controls and their importance to the organisation through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets as follows:
- Implement and maintain risk management activities to consider and address the risk of loss caused by fraud, error and / or misstatement;
  - Protect the Shire's assets, including people, property, reputation, finances and information;
  - Continually monitor, review and address gaps / weaknesses with internal controls in place;
  - Ensure appropriateness of internal controls to meet compliance with regulations, good governance principles and achievement of strategic objectives; and
  - Maintain adequate safeguards and supervision to any update or changes to established internal controls.

- GUIDELINES**
- The Shire is committed to maintaining an emphasis on integrity, ethical values and competence.
- The Council is responsible for mandating a strong internal control framework be implemented to ensure Council objectives are achieved efficiently and effectively and the principles of good governance are applied throughout the organisation.
- The Chief Executive Officer is responsible for developing and maintaining an internal control framework and will report periodically through the Audit and Risk.
- Committee on the appropriateness, effectiveness, monitoring and evaluation of internal controls. All employees are accountable for documenting and implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework.

### Elements of an Internal Control Framework:

The essential elements and examples of an effective internal control framework includes:

- Control environment
- Structure and culture of Council
- Senior management compliance
- Proper tone at the top
- Risk Assessment
- Risk identification and evaluation
- Assessment of impact and likelihood

- Implementing safeguards to treat risks
- Control activities
- Delegations of Authority
- Policies and procedures
- Trained and properly qualified staff
- Information and communication • IT controls
- Liaising with auditors and legal advisors
- Consultation and organisational communication
- Review process e.g. internal audits
- Self-assessment and continuous improvement
- Evaluation and reporting
- Monitoring

Monitoring, Reviewing and Reporting:

Procedures are to be established to allow for the appropriate development, review, amendment and authorisation of internal control documentation (such as processes and checklists). This is intended to reduce the risk of breakdowns in controls through unilateral undocumented changes to authorised established procedures.

Internal controls will be reviewed and assessed through risk management activities aligned with the Risk Management Policy and Strategy and reported through the appropriate channels as detailed in these documents.

In line with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of risk management, internal controls and legislative compliance every three calendar years. This is in addition to the three yearly review required by Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* which also includes a review of the Shire's financial internal controls.

Amendments to this policy require a simple majority decision of council.

HISTORY

Nil.

REVIEW

Chief Executive Officer

## 1.6 Risk Management Policy

OBJECTIVE	<p>To encourage an integrated, effective and organisation wide approach to risk management within the Shire of Mukinbudin, facilitating value creation and protection. Council is committed to the use of risk management in the course of achieving its strategic objectives and delivery of services to the community. Management of risk is considered the responsibility of all council members, employees and contractors, and is to be integrated throughout the Shire. A Risk Management Strategy is to be maintained and implemented utilising the Principles, Framework and Process as defined within AS/NZS ISO 31000:2018 Risk management.</p>
GUIDELINES.	<p>Risk Tolerance and Appetite: Risk tolerance or risk appetite refers to the amount and type of risk that the Shire is willing to take in order to meet its strategic objectives. As a public body, there is an expectation the Shire will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect, the Shire, and its stakeholders. Council’s risk tolerance and appetite is articulated with the Risk Management Strategy and any change to the level of risk tolerance and appetite within the Strategy can only be made with Council approval.</p> <p>Risk Management Commitment: Council will maintain a continual commitment to risk management through the appropriate allocation of resources to facilitate application of the principles, framework and process as defined within AS/NZS ISO 31000:2018, through the ‘Risk Management Strategy’. The Risk Management Strategy will assist the organisation to integrate risk management into decision making and operational activities, across the organisation. This commitment will work towards:</p> <ul style="list-style-type: none"> <li>• Aligning the objectives, culture and strategy of the Shire with risk management;</li> <li>• Addressing and recognising all obligations (including voluntary commitments) of the Shire;</li> <li>• Communicating the risk appetite of the Shire to guide the establishment of risk criteria, to all employees, contractors and elected members and stakeholders;</li> <li>• Promoting and conveying the value of risk management across the Shire;</li> <li>• Encouraging methodical monitoring of risks;</li> <li>• Ensuring that the Risk Management Strategy remains relevant to and considers the context of the organisation.</li> </ul> <p>This policy is to remain in force until otherwise determined by Council.</p>
HISTORY	Nil
REVIEW	Chief Executive Officer

## 1.7 Legal Representation Cost Indemnification

POLICY	That Council adopt the Department of Local Government, Industry Regulation and Safety “Legal Representation Cost Indemnification” as amended from time to time.
OBJECTIVES	To establish firm parameters for cost indemnification
GUIDELINES	Adopted Department of Local Government and Communities Model Policy to be applied as and when required.
HISTORY	
REVIEW	Chief Executive Officer

## 1.8 President's Allowance

POLICY	The President's Allowance is to be set as part of annual budget deliberations and as set in Council's annual budget, is to be paid annually.
OBJECTIVES	To establish the fee payable and to ensure that the President's annual allowance is paid regularly.
GUIDELINES	Salaries and Allowance Tribunal <i>Local government Act 1995 - s5.98(5)</i> <i>Local Government (Administration) Regulations 1996 – reg 33</i>
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

## 1.9 Councillor Attendance Fees

POLICY	The President and Councillors meeting attendance fees are to be set prior to the annual budget deliberations and as set in Council's annual budget, are to be paid annually.
OBJECTIVES	To establish the fees payable for attendance at meetings and to ensure that the attendance fees are paid regularly.
GUIDELINES	Salaries and Allowances Tribunal <i>Local government Act 1995 - s5.98(1)</i> <i>Local Government (Administration) Regulations 1996 – reg 30</i>
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

## 1.10 Councillor and CEO Attendance at Events

### POLICY

This policy applies to Councillors and the CEO of the Shire of Mukinbudin in their capacity as a Councillor and CEO of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

### OBJECTIVES

To address attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government and to provide transparency about attendance at events by Councillor and the (CEO).

### GUIDELINES

#### **Provision of tickets to events Invitations**

All invitations or offers of tickets for a Councillor or CEO to attend an event should be in writing and addressed to the Chief Executive Officer.

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

#### **Pre-approved attendance**

In line with the objectives of this policy, the below events have been pre-approved and attendance at these events will not need to be disclosed if invitations are received. Nothing in this section mandates attendance at any of these events or raises an expectation of free or discounted tickets to these events.

- Any public event which is free.
- Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
- Meetings of clubs or organisations within the Shire of Mukinbudin.
- Australian or West Australian Local Government Association events.

- Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Mukinbudin or the Wheatbelt.
- All Shire hosted, run or sponsored events.
- Events run by professional associations of which employees are members or to which membership is encouraged by the CEO for the benefit of the Shire.
- Opening or launch of an event or facility within the Shire of Mukinbudin or the Wheatbelt.
- Recognition of Service events within the Shire of Mukinbudin or the Wheatbelt

### **Approval of attendance**

In deciding on attendance at an event, the Council will consider:

- a) Who is providing the invitation or ticket to the event?
- b) The location of the event in relation to the local government (within the district or out of the district).
- c) The role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
- d) Whether the event is sponsored by the local government.
- e) The benefit of local government representation at the event.
- f) The number of invitations/tickets received and
- g) The cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

### **Non-Approved Events**

Any event which is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event and is not excluded from gift and disclosure provisions.

If the event is ticketed and the Councillor, CEO or employee pays the full ticketed price and does not seek reimbursement, then no action is required.

If the event is ticketed and the Councillor, CEO or employee 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 \$50 for employees, other than the CEO, and greater than \$300 for Councillors and the CEO.

### **Payments in respect of attendance**

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determine attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved or listed as pre-approved, the Council will determine whether it is in the best interests of the local government for a Councillor or the CEO or another officer to attend on behalf of the Council

If the Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the Council.

Local Government Act 1995 s.5.87A and 5.87B disclosure of gifts.

Local Government Act 1995 s.5.90A Policy for attendance at events.

HISTORY

Nil

REVIEW

Chief Executive Officer

## 1.11 Members Conference/Course Attendance and Partner Expenses

POLICY	<p>Council shall pay registration fees for members attending approved conferences.</p> <p>Council accepts no liability for conference registration fees incurred for partners of attendees. The Council may, at its discretion, pay these fees in advance and recover the full cost from the elected member.</p> <p>Members wishing to attend a course/conference will obtain Council resolution at a convened meeting of Council prior to committing to attend. Pre-approval of attendance at the annual WALGA convention is assumed. In circumstances requiring a decision before the next monthly Council meeting, Members will seek authority from the Shire President and CEO before committing approval of registration.</p>
OBJECTIVES	<p>To clarify what costs can be incurred/recouped by Members.</p>
GUIDELINES	<p>Members wishing to attend a conference shall obtain Council approval by resolution at a meeting of Council prior to committing to attendance, and in circumstances requiring a decision before the next ordinary meeting, shall seek authority from the President and Chief Executive Officer.</p>
HISTORY	<p>Updated June 2026</p>
REVIEW	<p>Chief Executive Officer</p>

## 1.12 Members Accommodation/Meal Expenses

POLICY	<p>Council shall pay accommodation and in-house meal expenses for Members and partners when attending an authorised conference.</p> <p>At conferences where no accommodation is required, meal expenses, as evidenced by receipts, shall be reimbursed.</p> <p>Council shall pay WALGA conference dinner expenses for Members and partners in accordance with Policy 1.6.</p>
OBJECTIVES	To clarify what costs can be incurred/recouped by Members.
GUIDELINES	Nil
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

## 1.13 Honorary Freeman of the Municipality

POLICY	<p>That Council confer the title of “Honorary Freeman of the Municipality” upon a person exceptional service and contribution.</p> <p>No more than one such Title shall be awarded in any one year.</p> <p>Freeman on the Shire of Mukinbudin are decided by Council on the nomination of individual Councillors and is done so by Absolute Majority.</p>
OBJECTIVES	<p>To recognise the commitment and service of recipients to Council.</p> <p>To recognise outstanding and meritorious service to the Shire of Mukinbudin</p>
GUIDELINES	<p><i>Local Government Act 1995 – s3.1(1)</i> General function powers Local Government Act 1995 Section 2.7 – The Role of Council Subject to the eligibility and selection criteria of this policy being met, Council may, by, an Absolute Majority decision of Council, confer the title of ‘Honorary Freeman of the Municipality’ to a former President or ‘Freeman of the Municipality’ on any person. The title shall be reserved for persons who have rendered exceptional service to the community.</p> <p>The process for nomination and selection for the title are as follows:</p> <ol style="list-style-type: none"><li>1. <u>Eligibility Criteria for ‘Freeman of the Municipality’</u> <p>Nominees for the conferring of the title ‘Freeman of the Municipality’ should have lived within the Shire of Mukinbudin for a significant number of years (significant is taken to mean at least 10 years) and who have given extensive and distinguished service to the community (e.g., service to other organisations, voluntary and community groups) in a largely voluntary capacity.</p></li><li>2. <u>Selection Criteria</u> <p>Nominees will be judged on their record of service to the community. The selection criteria are to include:</p><ol style="list-style-type: none"><li>a) length of service in a field (or fields) of activity</li><li>b) level of commitment to the field (or fields) of activity</li><li>c) personal leadership qualities</li><li>d) benefits to the community of the Shire of Mukinbudin resulting from the nominee’s work</li><li>e) specific achievements of the nominee</li></ol></li></ol>

### 3. Nomination Procedure

- a) Nominations for the Award may be made by Councillors, individuals or organisations and are to be sponsored by a Councillor of the Shire of Mukinbudin. They are to be submitted to the Shire President or CEO on the Official Nomination Form (as appended).
- b) Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- c) On receipt of a nomination the Shire President or CEO shall have the nomination listed as a “confidential agenda item” at the next Ordinary Council Meeting.
- d) The Full Council will consider the nomination and decide whether to confer the title ‘Freeman of the Municipality’ on the nominee.
- e) Council shall consider the item behind closed doors, with any decision to be made by a Absolute Majority decision of Council. Once a nomination has been accepted by Council, the nominee, and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable press statement is to be released.

### 4. Title of ‘Honorary Freeman of the Municipality’

A person who has acted as Shire President at the Shire of Mukinbudin for a period of twenty consecutive years will be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

The appointment will be made at the conclusion of their term of office.

### 5. Awarding the Titles

The formal conferring of these titles is to be carried out at a reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony shall rest with the Shire President, in consultation with the Chief Executive Officer.

The successful nominee shall receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Councillor badges) which confirms his or her status and shall be invited to attend all civic functions.

### 6. Number of Freeman within the Shire

There is no limit on the number of persons upon which the title of Freeman of the Shire of Mukinbudin may be conveyed.

HISTORY Previously awarded under the Local Government Act 1960 – s691A Former policy 1.1.16

REVIEW Chief Executive Officer

**ATTACHMENT**

Nomination Form for the conferring of the title ‘Freeman of the Municipality’

The information contained in this document is strictly confidential

To: The Shire President  
Shire of Mukinbudin  
PO Box 67  
MUKINBUDIN WA 6479

Dear Sir/Madam

I hereby nominate.....  
(Full Name)

of .....  
(Address)

for the conferring of the title ‘Freeman of the Municipality’.

In support of this recommendation, I supply the information set out on pages 2 and 3 of this document.

Yours faithfully

..... Date.....

**DETAILS OF PERSON SUBMITTING NOMINATION**

The following information about the person submitting this recommendation is needed to enable officers of the Shire of Mukinbudin to see further details, if required. In addition to completing the full details below, please indicate, in the box provided, your preferred address for further contact.

NAME (IN FULL): .....

HOME ADDRESS: .....

PHONE NO: .....

BUSINESS ADDRESS: .....

TELEPHONE NO: .....

SURNAME: .....

**DETAILS OF PERSON BEING NOMINATED FOR THE TITLE**

Please provide a biographical profile of the person you are nominating by completing the section below and by providing the details requested on the next page. If insufficient space is available on page 3 of the form, please attach a separate statement.

GIVEN NAMES: .....  
HOME ADDRESS: .....  
TELEPHONE NO: .....  
OCCUPATION: .....  
BUSINESS ADDRESS: .....  
TELEPHONE NO: .....  
AWARDS ETC: .....  
DATE AND PLACE OF BIRTH: .....

Please set out below details of the activities undertaken by the person you are nominating, and the reasons why you consider he or she should receive special recognition from the Council of the Shire of Mukinbudin by the conferring of the title 'Freeman of the Municipality'.

The names and addresses of individuals and/or organisations able to support your recommendation should also be provided.

## 1.14 Use of Common Seal

POLICY	A document is validly executed by the Shire of Mukinbudin when the seal of the Shire is affixed to it by the Shire President and the CEO, and the President and CEO attest the affixing of the seal.
OBJECTIVES	To validate the procedure for the execution of legal documents.
GUIDELINES	<p>When affixing the common seal, the following clause is to be notated on the document:</p> <p>“The common seal of the Shire of Mukinbudin was hereunto affixed by authority of its Council in the presence of...”</p> <p>“Use of the Common Seal Register.”</p>
HISTORY	Version 12 2025
REVIEW	Council

## 1.15 Appointment of Acting Chief Executive Officer

### POLICY

Council delegates to the CEO, appointment of an internal employee to higher duties, Acting CEO, subject to the following conditions:

- 1) The appointment is to be for a period of no more than two (2) weeks; and
- 2) The person appointed is to be suitably qualified, experienced, and knowledgeable for the Acting CEO role; and
- 3) The appointment not being due to a vacancy of the CEO's position.

The CEO must inform the elected members of all proposed Acting CEO arrangements.

For CEO vacancy periods over two (2) weeks the appointment of the Acting CEO shall be determined by Council.

The CEO shall report to Council any proposal to fill an Acting CEO role over two (2) weeks with as much advanced notice as possible. In this case the CEO may recommend a suitable internal candidate for higher duties and must also provide an alternative recommendation.

If the CEO's position becomes vacant, all acting arrangements are to be determined by the Council.

### OBJECTIVES

To ensure compliance with Local Government Act 1995 s5.39C by having a policy regarding the employment of an acting CEO.

### GUIDELINES

Local Government Act 1995 s5.39C

### HISTORY

July 2021

### REVIEW

Chief Executive Officer

## 1.16 Internet and Email Usage

POLICY	Internet and Email Usage policy is in place.
OBJECTIVES	To provide a framework for appropriate access to and use of internet and email systems.
GUIDELINES	<p>Elected Members Code of Conduct</p> <p>The Shire of Mukinbudin is committed to providing its Elected Members with appropriate corporate applications and business tools, including access to internet and email systems, provided that:</p> <p>Usage of internet and email facilities is primarily limited to Council-related activities. However, some personal use within reason is permitted. Elected Members are to ensure they use the internet responsibly and productively.</p> <p>All internet data that is composed, transmitted and / or received by Shire systems is considered to be the property of the Shire.</p> <p>The Internet and Email Usage Policy applies to the accessing of internet and email systems by all Elected Members in the performance of their work. Specifically, this includes:</p> <p>Internal and external email traffic. Internet access. Network access.</p>
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

## 1.17 Continuing Professional Development

**POLICY** The Shire of Mukinbudin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association). All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost-efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

**OBJECTIVES** To ensure that Elected Members of the Shire of Mukinbudin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

**GUIDELINES** Considerations for approval of the training or professional development activity include:  
The costs of attendance including registration, travel and accommodation, if required;

The Budget provisions allowed and the uncommitted or unspent funds remaining:

- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;

- Identified skills gaps of elected members both individually and as a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend. Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:
  - Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO;

HISTORY      March 2021

REVIEW      Chief Executive Officer

## 1.18 Citizenship Ceremonies

### POLICY

The Shire President will conduct Citizenship Ceremonies on behalf of Council.

In the absence of the President from the Shire, the Deputy Shire President or CEO may conduct the ceremony.

### OBJECTIVES

To state the process for the conduct of citizenship ceremonies in accordance with the Australian Citizenship Ceremonies Code which provides guidance for organisers and sets out the legal and other requirements which all ceremonies must follow.

### GUIDELINES

### HISTORY

Former policy 1.1.2

### REVIEW

Chief Executive Officer

## **1.19 Citizen of the Year Privileges**

POLICY	The Shire Citizen of the Year will be entitled to receive an invitation to all formal Council functions and recognition at all those functions, for a period of twelve (12) months, from the announcement of the award.
OBJECTIVES	To acknowledge and celebrate the significant contributions made by the Citizen of the Year to their local community.
GUIDELINES	Local Government Act 1995 Section 2.7 – The Role of Council. Local Government Act 1995, s3.1(1) - General function powers.
HISTORY	May 2021
REVIEW	Chief Executive Officer

## 1.20 Community Engagement Policy

### POLICY

The purpose of this Policy is to formalise the Shire of Mukinbudin's commitment to timely, consistent, and meaningful community engagement as an integral component of Council's decision-making processes.

This Policy recognises that community engagement enables the community to convey its views, opinions, and aspirations to the Council, whose elected members are responsible for representing those views when making decisions in the best interests of the Shire.

This Policy aligns with the Shire of Mukinbudin's Integrated Strategic Plan 2025–2035, which identifies effective communication, leadership, and community participation as essential to achieving long-term outcomes for the community.

The role of the community is to participate in engagement opportunities and communicate its views, opinions, local knowledge, and priorities to Council.

#### Council

The role of Council is to consider community input as part of its deliberations, balancing that input with strategic priorities, legislative obligations, and available resources when making decisions in the best interests of the Shire.

#### Shire Employees

Shire employees will deliver community engagement activities in accordance with legislative and regulatory obligations and Council policy and report outcomes to Council.

### OBJECTIVES

Promote trust and transparency between the Shire and its community;  
Clearly define the roles of the community, Council and Shire Employees in engagement processes;

- Ensure a consistent and structured approach to community engagement;
- Facilitate meaningful community participation beyond minimum legislative requirements;
- Support informed, credible and transparent decision-making; Embed community engagement within Council's planning and governance processes; and
- Ensure compliance with all relevant legislative and regulatory obligations.

This Policy applies to all Shire of Mukinbudin employees, contractors, consultants

and any person or organisation undertaking community engagement on behalf of the Shire.

This Policy does not replace or override statutory consultation requirements under the Local Government Act 1995 or any other applicable legislation.

The Shire will undertake community engagement using a range of methods and communication channels to ensure accessibility and inclusiveness. These may include, but are not limited to:

- Digital communication, including the Shire’s website, email notifications and social media platforms;
- Printed materials, including public notices, correspondence, surveys and a monthly community newsletter;
- Face-to-face engagement, including public meetings, information sessions, workshops and consultation sessions;
- Targeted engagement with specific stakeholder groups where appropriate; and
- Statutory advertising and notification processes, where required.

The method and frequency of engagement will be determined by the nature of the issue, legislative requirements, and the level of impact on the community.

## GUIDELINES

Community engagement undertaken by the Shire of Mukinbudin will be guided by the following principles:

- Innovative: Using appropriate and contemporary engagement methods;
- Accountable: Clearly communicating how community input is considered and providing feedback where practicable;
- Strategic: Planning engagement activities to suit the issue and audience;
- Collaborative: Working constructively with community stakeholders;
- Genuine: Engaging with the intent to inform decision-making;
- Inclusive: Providing equitable opportunities for participation; and
- Timely and Achievable: Allowing sufficient time for engagement and clearly outlining expectations and levels of influence.

## HISTORY

Nil

## REVIEW

Chief Executive Officer

## 1.21 Staff Aquatic Centre Access

POLICY	That Council allows all permanent fulltime and permanent part-time members of Staff access to an annual Season Family Ticket for the Mukinbudin Aquatic Centre at no cost to the employee or family. This is to include a maximum of two adults and all dependent children 18 years of age and under.
OBJECTIVES	As an employment incentive for Shire employees to assist with the recruitment and retention of quality employees.
GUIDELINES	Nil
HISTORY	Updated April 2026
REVIEW	Chief Executive Officer

## 1.22 Staff Gym Access

POLICY	That Council allows all permanent fulltime and permanent part-time members of Staff, access to an annual Single Gym Membership at the Mukinbudin Gym at no cost to the employee.
OBJECTIVES	To serve as an employment incentive for Shire employees, supporting the recruitment and retention of quality staff and encouraging health and wellbeing in the workplace.
GUIDELINES	<ul style="list-style-type: none"><li>• Access is limited to permanent full-time and permanent part-time employees.</li><li>• Use of the gym is for the staff member only and is not transferable.</li><li>• Staff must complete any required induction or agreements (Membership Application) before using the facility.</li></ul>
HISTORY	New Policy May 2025
REVIEW	Chief Executive Officer

## 1.23 Travel Expenses

POLICY	<p>The Shire shall reimburse Council Members for travel to Council and Committee meetings and other Shire business approved by the CEO.</p> <p>Reimbursement of travel expenses, if claimed by the Councillor, is to be made in accordance with the Local Government Industry Award 2020.</p> <p>Claims will be reimbursed at the end of the financial year in which they fall. It is the responsibility of the Elected Members to claim any travel reimbursement.</p>
OBJECTIVES	<p>To set Councillor expense parameters when travelling on official business.</p>
GUIDELINES	<p>Claims for expenses are to be forwarded to the Deputy Chief Executive Officer</p> <p><i>Local Government Act 1995 – Div 8 – s5.98 Fees, expenses &amp; allowances &amp; s 5.99A</i></p> <p><i>Local Government (Administration) Regulations – reg31, 32, 34AB</i></p> <p>Salaries and Allowances Tribunal</p>
HISTORY	<p>Updated May 2023</p>
REVIEW	<p>Chief Executive Officer</p>

## 2. COMMUNITY SUPPORT

### 2.1 Community Chest Grants Scheme

POLICY	<p>Council will make available a provision in its annual budget to provide for a community grants scheme (Community Chest) for local projects.</p> <p>Provision of grants will be solely at the discretion of Council.</p>
OBJECTIVES	<p>The intent of this policy is to ensure that the Shire of Mukinbudin Community Chest Grants Scheme is administered in an open, transparent and equitable manner.</p>
GUIDELINES	<p>Applicants must fulfill the following criteria:</p> <ul style="list-style-type: none"><li>• Must be a not-for-profit organisation within the Shire of Mukinbudin.</li><li>• No individual application shall receive in excess of the amount specified in guidelines</li><li>• Be able to demonstrate community support for the project.</li><li>• Applications must be signed by the organisation's President or Vice President.</li><li>• Projects shall be completed within the financial year of receiving the grant.</li><li>• Demonstrate capacity to manage and be accountable for the funds and the project.</li><li>• Supply copies of quotes for materials and services to deliver the project.</li><li>• The aims and objectives of the organisation are primarily to benefit the Mukinbudin community.</li></ul>
HISTORY	<p>Updated June 2026</p>
REVIEW	<p>Chief Executive Officer</p>

## 2.2 Co-location of Sporting Clubs

**POLICY** The Shire will not support or approve any construction or extension to sporting facilities that will result in duplication of existing facilities or where co-location within existing facilities will provide a better outcome.

**OBJECTIVES** To encourage co-location where the net benefits are significant to the Shire and the clubs involved

**GUIDELINES** When applications for grants, support, or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through co-location within existing facilities.

In cases where co-location provides a net benefit, the Council will generally not support stand-alone applications for facilities.

**HISTORY** No former policy exists

**REVIEW** Chief Executive Officer

## **2.3 Concessions – Hall Hire Charges – Not for profit groups**

POLICY	There will be no subsidising, reducing, or waiving of Council charges, unless upon written application, the Chief Executive Officer is of the opinion that extenuating circumstances apply, in which case the application will be considered on its merits by Council. Council may at its discretion authorise a donation to offset hall hire charges.
OBJECTIVES	To maintain the integrity of the Fees and Charges set in Council's annual budget deliberations
GUIDELINES	Local Government Act 1995 – s6.16 Fees and Charges  Council currently heavily subsidises its fees and charges for the use of recreation facilities and is of the view that no additional subsidy is warranted.
HISTORY	Version 12 2025
REVIEW	Chief Executive Officer

## 2.4 Business Investment Policy

POLICY	<p>The Shire will support new business ventures to start within the Shire boundaries provided it meets the below criteria. The business must;</p> <ul style="list-style-type: none"><li>• Not use participation in the program to influence competition in marketplace, and</li><li>• Offer services that are needed by the community.</li></ul>
OBJECTIVES	<p>To encourage business investment in the Shire and ensure that all new businesses (in line with the above criteria) are supported during their startup phase.</p>
GUIDELINES	<ul style="list-style-type: none"><li>• When businesses show interest in setting up within the Shire boundaries, they approach the Shire administration staff to indicate they wish to be part of the program.</li><li>• The business owner may be assisted with their application which is put to the next Full Council meeting once complete.</li><li>• Council to decide whether the business will be accepted onto the program and which of the following areas they are willing to assist.<ul style="list-style-type: none"><li>○ Rates Concession</li><li>○ Marketing and Promotional Pack</li><li>○ “Open Day’ for the new business</li><li>○ Assistance with Site Works</li><li>○ Discounted Application Fee</li></ul></li></ul>
TERMS & CONDITIONS	<ol style="list-style-type: none"><li>1. All applications will be assessed on a case-by-case basis. Council has the authority to refuse entry to the Business Investment Program at any time.</li><li>2. There is no guarantee that businesses will be granted the assistance requested as offers will be extended at the discretion on Council.</li></ol> <p>See the below conditions for each requested area of assistance;</p> <ol style="list-style-type: none"><li>a) Rates Concession: typically available for 36 months - the business pays no rates within this period. 50% of rates are paid by the business for following 12 months and full rates are paid to Council thereafter.</li><li>b) Marketing &amp; Promotional Pack; assistance and advice given by the Economic Development and Marketing Officer on marketing in the local area.</li></ol>

Cost of all marketing & promotional materials to be at the businesses cost unless otherwise informed by Council.

- c) Open Day: Held by the Business at the new business's premises. The Shire of Mukinbudin will contribute to the value determined on a case-by- case basis, limited to a maximum of \$300.
  - d) Site Works: if required Council will assist depending on the capacity of works needed and the availability of staff at that time. An exact cost and detailed drawings of the site plan must be included in this application.
  - e) Discounted Application Fees: a discount of up to 50% of application fees will be offered to the business at Councils discretion.
3. If the applicant is not granted approval onto the Business Investment Program they will be advised in writing.
  4. Application must also be coupled by a cover letter outlining the businesses details and including their corporate logo.

HISTORY

REVIEW

Chief Executive Officer

### 3. FINANCE / ACCOUNTING

#### 3.1 Purchasing Policy

POLICY	<p>The Shire of Mukinbudin (the “Shire”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.</p> <p>The policy is a critical document, the compliance against which councils performance is measured.</p>
OBJECTIVE	<p>The objectives of this Policy are to ensure that all purchasing activities:</p> <ul style="list-style-type: none"><li>demonstrate that best value for money is attained for the Shire;</li><li>are compliant with relevant legislations, including the Act and Regulations;</li><li>are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;</li><li>mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;</li><li>ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and</li><li>are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.</li></ul>
GUIDELINES	<p>This policy provides guidance with respect to:</p> <ul style="list-style-type: none"><li>Guiding Principles</li><li>Potential Supplier Selection – Including Australian and regional preferences.</li><li>Obtaining of quotes and tenders</li><li>Request to Supply &amp; Purchase Orders.</li><li>Other considerations.</li><li>Panels Of Pre-Qualified Suppliers</li></ul>

## STATUTORY ENVIRONMENT

Local Government Act 1995 – s6 3.57 Tender for goods and services

Local Government (Functions and General) Regulations 1996 – Reg 11  
When tenders have to be publicly invited and Reg 11A – Purchasing policies for local governments

Local Government (Administration) Amendment Regulations 1996 – 29

The Local Government (Functions and General) Regulations 1996 Reg 11 specifies the value above which tenders must be called and provides guidance and some exemptions including:

the supply of the goods or services is to be obtained from expenditure authorised in an emergency.

the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

This policy applies to annual purchases with a value less than specified in Regulation 11. See <https://www.legislation.wa.gov.au/>

Where there is a conflict between the state legislation and this policy the state legislation shall prevail.

## THE NEED FOR A PURCHASING POLICY

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

Provides the Shire of Mukinbudin with a more effective way of purchasing goods and services.

Ensures that purchasing transactions are carried out in a fair and equitable manner.

Strengthens integrity and confidence in the purchasing system.

Ensures that the Shire of Mukinbudin receives value for money in its purchasing.

Ensures that the Shire of Mukinbudin considers the environmental impact of the procurement process across the life cycle of goods and services.

Ensures the Shire of Mukinbudin is compliant with all regulatory obligations.

Promotes effective governance and definition of roles and responsibilities.

Uphold respect from the public and industry for the Shire of Mukinbudin's purchasing practices that withstands probity.

## GUIDING PRINCIPLES

### Code of Conduct

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

## PURCHASING PRINCIPLES

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

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

all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;

purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;

all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;

any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

any information provided to the Shire's 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 determined when the consideration of price, availability, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision to obtain the best value for money outcome and should consider:

all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well

as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;

the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.

financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;

the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;

purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and

providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

the availability of the goods and services in the context as to when the goods and services are required.

#### PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

Exclusive of Goods and Services Tax (GST), or including GST of the supplier is not registered for GST;

The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

## POTENTIAL SUPPLIER SELECTION

### OVERVIEW

When seeking quotes or tenders and selecting a supplier a preference shall be given to locally produced goods and services unless the Shire of Mukinbudin determines otherwise. As much as practicable, the Shire must:

where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;

consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

ensure that procurement plans address local business capability and local content;

explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and

provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

Price preferences may be afforded to Australian and locally based businesses for the purposes of assessment. Provisions are detailed within Potential Supplier Selection.

If a local panel of Pre-Qualified Suppliers has been established suitable suppliers shall be included when seeking quotes or tenders.

Notwithstanding preferences detailed below price is only one of the factors to be assessed when the local government decides which quote or tender to accept, and the cheapest or any quote or tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, availability, terms of supply including after sales service, freight costs, urgency factors, and budget provision.

Australian Manufactured Goods

Subject to meeting all other requirements a preference of up to 20% may be given to Australian manufactured or fabricated goods with a price differential up to \$200.

#### Regional Price Preference

Subject to meeting all other requirements a regional price preference of 10% is to apply to:

a tenderer for the supply of goods and services who has been operating continuously the Shire of Mukinbudin.

a tenderer for the supply of goods and services not established within the Shire of Mukinbudin on that component of the price relating to goods and services supplied from sources within the Shire of Mukinbudin.

Subject to meeting all other requirements a regional price preference of 5% is to apply to:

a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Mukinbudin.

a tenderer for the supply of construction (building) services not established within the Shire of Mukinbudin on that component of the price relating to construction (building) services provided by local suppliers.

A regional price preference applies whenever tenders are called unless the local government resolves otherwise in reference to a particular tender.

That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

#### Final Supplier Selection

The final supplier selection shall consider price, quality, reliability, source, availability, familiarity with existing issues and requirements, previous experience with the supplier, direct and indirect costs of procurement and any other requirements for that supply.

For goods or services for which a quote was obtained the reason for the selection and documented and where an order is placed, that documentation appended to the office

copy of the associated order and as an attachment to the order in the purchase order system.

#### PURCHASING FROM EXISTING CONTRACTS

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent

that the scope of the contract allows. When planning the purchase, the Shire must, if appropriate, consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

## OBTAINING OF QUOTES AND TENDERS

### Quotation Procedure

In order ensure effective financial management at where possible least quote or estimate should be sought, or an estimate made, so the magnitude of the possible commitment is known.

Where a written quote is required to be sought that request should be made in writing clearly identifying what is required and a minimum of 2 business days are to be allowed for a quote to be received after the request to quote is sent. This period may be reduced if the works being quoted are urgent.

The general principles for obtaining written quotations are:

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation shall include as a minimum:

#### Written Specification

Selection Criteria to be applied – if deemed appropriate

Price Schedule – if deemed appropriate

Conditions of responding – if deemed appropriate

Validity period of offer – if deemed appropriate

The date on which the quote is required

Invitations to quote (if more than one is being sought) should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

On-line shopping/web based quotations are valid. Screen views shots are to be saved or printed to PDF.

The response to all quotes sought, including where no response from a contacted supplier was received, including verbal ones, are to be documented and the reason for the acceptance relevant quote. Where an order is placed, that documentation appended to the office copy of the associated order and as an attachment to the order in the purchase order system.

If a decision is made to undertake a Public Tender for contracts the Shire's tendering procedures must be followed in full.

Quotation Thresholds

Quotation Exemptions

No quotes are required for:

Goods and services up to value of \$2,000.

Supply of Utilities, connections, disconnections and associated services.

Sole supplier goods and services, where the selection is based on availability or existing contractual arrangements.

Freight: All freight is exempt from seeking quotations but where possible attain the best price for the required freight service.

Renewals: Existing annual subscriptions and renewals

LGIS: Insurance renewals

WALGA: Annual subscriptions

Vehicles purchased using the State Government Tender Board vehicle pricing

Some Local Purchasing:

Newspapers, books & periodicals – Those purchased locally for in-house provision and for the library are exempt from seeking quotations.

Catering of Food – catering from local suppliers for in-house meetings (not external events) are exempt from quotation (but purchases should be alternated between local suppliers where possible/appropriate).

Catering of Alcoholic and Non-Alcoholic Drinks: this includes milk and water from local suppliers for in-house provision.

Thresholds

\$2000 to \$5000 At least 1 verbal quote is to be sought

\$5000 to \$10,000 At least 2 written quotes are to be sought

\$10,000 to \$50,000 At least 2 written quotes are to be sought, at least 1 must be obtained

\$50,000 to the tender threshold At least 3 written quotes are to be sought, at least 2 must be obtained.

Or

The Public Tender process is followed

### Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.

the purchase is from a Regional Local Government or another Local Government;

The local government may procure goods, services or works from another local government or public authority without seeking multiple quotations or public tenders where:

- a) the supplying organisation is a local government or public authority; and
- b) the procurement represents value for money, having regard to cost, capability, availability, and timeliness; and
- c) the CEO is satisfied that a competitive procurement process would not deliver a superior outcome; and
- d) the arrangement is in the public interest, including where it:
  - supports regional collaboration;
  - improves efficiency or service delivery; or
  - enables resource sharing in accordance with the intent of the Local Government Act 1995 (WA); and
- e) the procurement is supported by appropriate documentation, which may include:
  - a written quotation or schedule of rates;
  - a service agreement or memorandum of understanding; and
  - evidence of how value for money was assessed.

The CEO shall ensure that records are maintained to demonstrate compliance with this clause and the Local Government (Functions and General) Regulations 1996 (WA).

#### Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness, and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be Local Government (Functions and General) Regulations 1996 Reg 11 specifies the value above which tenders must be called or less in value, the Shire's tendering procedures must be followed in full.

#### Sole Source of Supply

Where the purchasing requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

#### Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

## Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## REQUEST TO SUPPLY & PURCHASE ORDERS

### Request for Supply

A request for supply of goods and services needs to be made to initiate the supply and essentially commits the shire to the resulting expense. Therefore such requests are only issued in accordance with delegated authority and are best made in a non-verbal form to avoid any misunderstanding.

Any Request for Supply shall take into consideration the Potential Supplier Selection.

The request for supply can be made by the issuing of a Purchase Order or in some other form including:

Email

Placing an on-line order

Presentation of credit card or its details

Signing of a contract or presented quote

Verbally

#### Requirement For A Purchase Order

The issuing of a purchase order with a quoted or estimated cost is always desirable as it Request for Supply and it identifies the commitment in the financial system.

No purchase order is required when the supply is:

LGIS: Insurance renewals

In the form of donations or contributions budgeted or approved by council.

Refunds

Supplies Less than \$1,000

A Purchase Order is not essential for a supply quoted or estimated to be under \$1,000.

Supplies between \$1,000 and \$10,000

A Purchase Order shall be issued for every supply quoted, or estimated to be, over \$1,000 except when the Purchase Order value is less than \$10,000 and;

It is for Supply of Utilities, connections, disconnections and associated services.

The supply is based on an associated a signed contract or written quote acceptance.

Renewals: Existing annual subscriptions and renewals

WALGA: Annual subscriptions

Presentation of credit card or its details by the card holder.

A contract or presented quote is signed

Supplies over \$10,000

A Purchase Order shall be issued for every supply quoted, or estimated to be, over \$10,000.

#### OTHER CONSIDERATIONS

##### Sustainable Procurement And Corporate Social Responsibility

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

##### Purchasing From Disability Enterprises

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au). This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

## Purchasing From Aboriginal Businesses

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on [www.abdwa.com.au](http://www.abdwa.com.au), where the expected consideration for the contract is less than the Local Government (Functions and General) Regulations 1996 Reg 11 specified the value above which tenders must be called. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

## PANELS OF PRE-QUALIFIED SUPPLIERS

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;

there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';

the purchasing activity under the intended Panel is assessed as being of a low to medium risk;

the Panel will streamline and will improve procurement processes; and

the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

## Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or several similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated.

Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

#### Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or

Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.1.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire/Town/City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the

offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

#### Record Keeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;

Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;

Request for Applications documentation;

Copy of public advertisement inviting applications;

Copies of applications received;

Evaluation documentation, including clarifications sought;

Negotiation documents such as negotiation plans and negotiation logs;

Approval of award documentation;

All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;

Contract Management Plans which describes how the contract will be managed;  
and

Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

HISTORY

Former policy 1.6.10 New Reviewed Policy

REVIEW

Manager Corporate Services

### 3.2 Significant Accounting Policies

POLICY	The Statement of Significant Accounting Policies as per the Annual Financial Report is adopted as Council policy
OBJECTIVES	To clearly identify the basis upon which Council's financial statements are prepared
GUIDELINES	Local Government Accounting Directions 1994
HISTORY	New
REVIEW	Manager of Corporate Services

### **3.3 Credit Card Policy**

POLICY	That the use of Shire credit card is to be in accordance with Credit Card guidelines endorsed by Council.
OBJECTIVE	To control the use of credit card, use and limit potential misuse.
GUIDELINES	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Use of Corporate Credit Cards - Local Government Operational Guidelines - Number 11 September 2005
HISTORY	Updated June 2024
REVIEW	Chief Executive Officer

**APPENDIX A  
SHIRE OF MUKINBUDIN CREDIT CARD USE**

**General**

The Shire is to have only two Credit Cards and are to be issued in the name of and the sole responsibility of the Chief Executive Officer and the Deputy Chief Executive Officer, at all times. The credit card shall have a combined maximum approved credit limit of \$20,000 and shall not be increased without formal approval by the Council.

**Use of card**

Private use of the credit card is strictly prohibited.

No cash withdrawals permitted

Detailed tax receipts to be provided to the appropriate staff member.

Any reward schemes to become the property of the Shire.

The monthly Credit Card statement (copy of Actual Statement) is to be incorporated into the Monthly Financial Statement.

**Non-compliance with policy**

Non-compliance with this policy may result in disciplinary action, legal action or termination of employment.

### 3.3 Waiving of Fees – Events Kit

POLICY	In cases where a delay in the approval of an application for waiving of Events Kit fees will be detrimental to the event or activity of the applicant, the CEO may exercise, on behalf of Council, any of the powers of the Council to refuse / grant / grant subject to conditions, to a maximum of \$1,000 in respect of each application.
OBJECTIVES	To enable community groups to proceed or financially plan for an activity or event without a need to wait until a scheduled Council Meeting.
GUIDELINES	Community Groups will apply for waiving of Events Kit fees in writing, stating cost of activity/event and reason for request. The CEO will advise Council of request and decision.
HISTORY	Updated June 2026
REVIEW	Chief Executive Officer

## 4. PLANNING

### 4.1 Town Planning Scheme Policies

POLICY	<p>The Mukinbudin Shire under and by virtue of the provisions and powers conferred upon it in that behalf by clause 7.6 of its Town Planning Scheme No. 4 has adopted the following Scheme Policies:</p> <ol style="list-style-type: none"><li>1) Townscape Plans for Townsites</li><li>2) Future Development in Mukinbudin Townsite</li><li>3) Mukinbudin Industrial Areas</li><li>4) Offensive Uses</li><li>5) Mukinbudin Council's Community Plan Priorities</li><li>6) Outline Policy Plans for Policy Areas</li><li>7) Fences</li><li>8) Industrial Areas in Mukinbudin</li><li>9) Stables</li><li>10) Aged Accommodation</li><li>11) Moveable Buildings</li><li>12) Heavy Haulage Routes</li><li>13) Veranda's over footpaths</li></ol>
OBJECTIVES	<p>To enable Council to prescribe in finer details its requirements more accurately in areas where it feels the broader definitions of its scheme is lacking.</p>
GUIDELINES	<p>Town Planning Scheme No. 4</p>
HISTORY	
REVIEW	<p>Chief Executive Officer</p>

## 4.2 Tree Farms Policy

### POLICY

This Policy has been developed as a guide for applicants and sets out the Council's position on tree farms proposed on agricultural land. The Shire of Mukinbudin does not have a Local Planning Scheme

[It should be noted that the Local Planning Policy is a guide for the exercise of discretion. The Council will have significant due regard to the Policy requirements in the assessment of any new planning application]

This Policy applies to all land zone Rural under the Scheme. Division 2 – Local planning policies under Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 allows local governments to prepare local planning policies, and outlines the statutory procedure for making a local planning policy.

### OBJECTIVE

To actively encourage the integration of tree farms with existing agricultural uses as a complementary (not only) but integrated use. Traditional agricultural activities such as cropping, grazing, and food production should remain the predominant use.

To actively oppose the use of an entire lot area for tree farms (particularly where it contains a dwelling) unless the applicant has clearly demonstrated extenuating circumstances or provided significant justification warranting support for a variation to any aspect of this Policy.

To support applications that actively integrate tree farms with existing agricultural activities on lots in recognition of the economic, environmental and social benefits.

To encourage planting areas with linkages to existing remnant vegetation on the same lot or adjacent lots. Where appropriate encourage linkages with vegetation on adjacent reserves however consult with the relevant reserve authority or manager.

To protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion.

To support continuing broad acre agriculture and production as the primary and priority land use, consistent with the planning framework's underlying theme to protect productive agricultural land.

To minimise the potential for any loss of population or agricultural land through the use of the entire lot area for tree farms, and encourage tree farms that provide a supplementary income to farmers.

To achieve tree farm layouts which do not compromise the fire safety of the local community or the biodiversity conservation and management of reserves.

To achieve high quality bushfire management plans which are independent and self-sufficient.

To encourage the selection of tree species that are complementary to native remnant vegetation and will assist in maintaining landscape function.

To assist applicants by providing general guidelines and a clear outline of the Shire's position.

To assist Council in determining applications for tree farms by setting out matters to have regard for when assessing applications.

## GUIDELINES

### **Requirement for approval**

Under Clause 60, Schedule 2, Part 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 all development requires prior approval of the local government, unless specifically exempted under Clause 61.

A planning application is required for any tree farm (involving planting in blocks more than one hectare). Council has the discretion to consider 'tree farms' within the Rural zone under the Shire of Mukinbudin's Local Planning Scheme No. 3 ('the Scheme').

Planning approval is not required for the planting of trees for land rehabilitation, salinity affected area, wind belts etc which are not proposed to be commercially used for harvesting or carbon sequestration.

The Scheme contains statutory requirements, and this Policy expands on and complements the Scheme requirements.

Once development has commenced, the developer is to enter into a written agreement with the local government for a total project development costs percentage (%) contribution towards community development initiatives. The % amount, terms and arrangements are to be agreed to in writing by the local government and developer.

Whilst 'Extensive' Agriculture' is a permitted use in the 'Rural' zone, there are planning controls over other rural uses including and not limited to Rural Industry and Intensive Agriculture. This is appropriate so that the Council can examine relevant planning considerations such as the objectives of the zone, land use compatibility, buffers, amenity and other relevant planning issues.

There are land use and community implications associated with tree farms uses that are controlled through the planning process such as impacts on local roads for harvesting plantations and bushfire management.

With new emerging tree farms for carbon sequestration, Council is concerned over the potential for these to be developed on whole lots. Council is particularly

concerned over the accumulative impact of tree farms on entire lots over time, and the potential for population loss and a reduction of food production.

Some applicants may propose long term harvesting whilst other may not nominate to harvest at all (means the land may never revert back to traditional agricultural uses.)

Whilst some of the issues are difficult to quantify, this policy aims to encourage an integrated approach of plantings with more traditional farming or agricultural uses.

The Policy recognises that the development of whole lots for tree farms discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not.

Clause 40(1)(a) of the Shire of Mukinbudin Local Planning Scheme No 3 states that a category of land use in the Scheme has the same meaning as it has in the Planning and Development (Local Planning Schemes) Regulations 2015.

Under Schedule 1, Part 6 of the Regulations a tree farm is defined as 'means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the carbon Rights Act 2003 section 5'.

In assessing any application for a tree farm Council will have regard for the following matters;

### **Continuing Agricultural Activities**

Traditional agricultural activities such as cropping, grazing and food production should remain the predominant land use with tree farms as an ancillary integrated and complementary use.

This Policy does not attempt to introduce maximum planting areas by means of a percentage of the lot area, simply because some flexibility needs to be afforded.

As a general rule the Shire will assess if a tree farm area is 'ancillary' having regard for;

The area of each lot;

The proportion or percentage of the tree farm area on a lot by lot basis.

Generally a 30-35% maximum planting area is construed as ancillary although each application will be assessed on its merits on a 'case by case' basis;

The extent of existing remnant vegetation areas; and

Whether a significant portion of each lot can continue to be used for traditional extensive agriculture or for food production.

Council will be able to clearly identify whether agriculture remains as the primary use, simply because detailed site plans are lodged for all applications and show the extent of planting areas.

This Policy aims to actively encourage the integration of tree farms with traditional agricultural farming activities. Whilst there are other factors contributing towards reductions of rural population, Council wishes to ensure that new land uses do not exacerbate an existing ongoing problem.

Council will not generally support the planting of whole lots for tree farms due to the potential for the displacement of agricultural pursuits and loss of agricultural land.

There is a general presumption against 'whole of lot' tree farms in the Rural zone, unless a proponent can demonstrate to the Council's satisfaction that there are exceptional circumstances that warrant a variation in accordance with Clause 8.1.1.

Council considers that the development of whole lots with tree farms is inconsistent with the Scheme's objective to protect broad acre agricultural activities in the Rural zone as:

Tree farms may not be harvested except in the long term, or in the case of carbon sequestration plantings, not at all;

The concept of broad hectare farming primarily contemplates the continuation of traditional productive agricultural activities;

The use of an entire lot for a tree farm to the exclusion of traditional productive agricultural activities does not involve an appropriate integration of rural land uses, but instead runs the risk that the entire lot will never be returned to productive use, and at the very least involves a diminution of the productive capacity of the land;

Any proposed whole lot tree farm discourages the continuation of broad hectare farming in a way the development of a tree farm at a smaller scale would not. Integrated ancillary plantings consistent with this Policy serve to encourage the retention of productive agricultural activities whereas whole lot plantings have the opposite effect;

Tree farms that are not well managed or have no on site manager (with absentee ownership) or are abandoned, can cause significant long term land use conflict with surrounding broad acre farming or intensive agricultural activities due to increased bushfire risk, lack of fire break maintenance, lack of general property maintenance, uncontrolled weeds, and uncontrolled vermin or feral animals, including wild pigs.

### **Variations**

In dealing with this matter, Council will have regard for any specific circumstances where a variation to this criteria 8.1.1 may be warranted, however in those cases the onus will be on the applicant to demonstrate the particular merits of a proposal or justification for an assessment on a 'whole lot' basis.

If an applicant seeks any variation or support for a tree farm on a 'whole lot'

basis then the application should be accompanied by justification such as; Comprehensive Land Capability Studies specific to the lot by a suitably qualified environmental consultant; Farm Management Plan;

Site specific soil or water test results demonstrating areas not suitable for agricultural food production;

Photographs clearly showing shallow soils or rocky areas which visually demonstrate that areas on a lot are not suitable for traditional agriculture. A site plan should be provided that numbers each photograph and shows the direction that the photograph was taken.

Demonstration that planting areas will have specific local environmental benefits for the lot(s) subject of the application (refer 8.3). For example, larger planting areas may be warranted as native vegetation block planting adjacent to a creek line, or for salinity prone areas.

Information and justification for a variation to this Policy needs to rely on site specific studies and information. General broad land capability mapping is not by itself considered to be sufficient as justification for a variation of this Policy.

Where the developer intends to undertake the development in stages, a Staging Plan must be lodged with the local government at the same time as the application or as agreed to separately in writing by the CEO. The purpose of the Staging Plan is to determine the scope of information required in order to satisfy the conditions of approval as they relate to that stage.

### **Location and Compatibility with adjacent land uses**

Some densely planted tree farms may have a higher bushfire risk than broadacre crops, so the implications of locating tree farms close to fire sensitive land uses such as hay plants, commercial, industrial and residential development needs to be considered.

For this reason, any larger scale tree farms are discouraged in locations near any main townsites, areas with smaller lot sizes that have potential for dwellings, rural residential lots and rural townsites. Tree farms should also avoid locations near areas earmarked for future residential or rural development.

To reduce potential adverse impacts from inappropriate siting and development of tree farms, Council will consider the following matters;

The proximity to any land zoned or earmarked for residential development, rural residential development or smaller lots with potential for dwelling development.

Separation distances between the proposed use and any commercial properties, or other areas such as public recreation reserves, which may be sensitive to the exposure of pesticides (mainly if any aerial spraying is proposed).

Where harvesting is proposed, the suitability of the location in terms of the road network capabilities.

Any strategic plan contained in a local planning strategy.  
Impact on any tourist and recreation uses.

Proximity to any airstrips.

Proximity to conservation areas and reserves. Any tree farm in close proximity to a reserve under the care and management of an authority (such as the Water Corporation, Department of Biodiversity, Conservation and Attractions or the like) will be referred to the relevant authority for comment. Council will have regard for the advice of the relevant authority.

The potential for increased bushfire risk associated with mature plantings, and any increase of the Bushfire Attack Level for existing dwellings or sensitive development on adjacent lots

Plantation design with distances determined between planting lines and a list of local species being planted.

### **Environmental Benefits**

Council recognises that there are a variety of broad environmental benefits associated with some tree farms that have the potential to contribute to the security and quality of water resources and salinity management.

Tree farms can benefit water resources by improving water quality in catchments affected by saline surface water, reversing dryland salinity and waterlogging by controlling groundwater levels and assisting in the control of soil erosion.

In considering and any variation to the Policy, Council will have positive regard for any specific local environmental benefits to the lot being developed and any application that:

Uses plantings on site to assist to mitigate salinity affected areas and demonstrates through soil analysis/mapping that there are salinity affected areas on the application land.

Uses native plant species of local provenance.

It is recognised that species that are native to Australia are often used (such as Mallees) for carbon sequestration, due to their growth rates, stock resistance, ability to survive in medium to low rainfall areas and minimal ongoing management needs.

Where feasible (taking into account continuing agricultural activities), the incorporation of some local native plant species is encouraged particularly in areas such as;

along watercourses including natural drainage lines and creeks.

for revegetation of areas that do not qualify as forest sinks.

for rehabilitation of land unsuitable for agriculture, or to provide connections between existing remnant vegetation areas remaining on site or on adjacent land.

As a buffer or to expand / complement native vegetation corridors along Rivers. Along tree farm edges adjoining conservation reserves or other Crown land.

The use of local native species is not compulsory however the Shire actively encourages applicants to look for opportunities to introduce native plant species of local provenance especially for rehabilitation of creek lines and watercourses.

The use of planting areas to provide vegetation corridors, linkages to remnant vegetation or assist to protect remaining cropping/grazing areas on the same property from wind erosion.

The use of planting areas to protect or enhance water courses, reduce waterlogging in affected areas and improvements to an existing situation (such as fencing of watercourses from stock).

The identification and protection of any existing local native vegetation.

Where commercially possible a mixture of planting species is encouraged even if it is only for a portion of the overall planting area. For example, the predominant planting areas may be Mallees but a mixture of local native species may be used along a creek line, as a wind break or adjacent to conservation / reserves areas.

### **Code of Practice for Timber Plantations in Western Australia (as amended)**

Council will have regard for compliance with the Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway protection, drainage, harvesting (if applicable), fire prevention and control, research and development, safety and investment.

This Policy does not attempt to reiterate all of the requirements in the Code of Practice however they should be addressed by each applicant.

All tree farm applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general (applicable) principles of the Code.

### **Management of Tree Farms**

The onus is on the owner / applicant to demonstrate to the satisfaction of Council that any tree farm will be effectively managed.

Council must be satisfied that any Management Plan has measurable requirements that can be enforced by the local government through planning

conditions.

Management Plans that are generic in nature with ambiguous maintenance requirements (and no clear triggers) will not be supported.

Any Management Plan must include:

Clear, regular scheduled and mandatory inspections;  
A rigorous ongoing maintenance regime with identifiable triggers, clear maintenance actions and measurable outcomes (particularly for weed control, vermin control, feral animal control and general pest control);  
A procedure to notify neighbours in writing prior to any proposed spraying.  
A complaint handling procedure.

It is preferable that a caretaker/manager live on site.

As a minimum there should be a local tree farm manager, employee or local based contractor who can attend the site regularly to conduct property maintenance, ensure water tanks are in working order; check fire breaks, and can attend the lot in the event of a fire.

Any local tree farm manager, employee or local based contractor should live within a 60-kilometre distance from the lot proposed to be used as a tree farm. Lesser distances are preferred so that the local tree farm manager, employee or local based contractor can attend the tree farm in a timely manner in the event of a fire emergency.

Prior to harvesting, a Harvesting Plan is to be submitted to the CEO and is to include:

- haulage routes for vehicles involved in the harvest transport;
- clear demarcation of local roads and any roads under the care and control of Main Roads WA;
- heavy vehicle movements scheduling;
- use of escort vehicles;
- traffic management and interaction with other road users;
- a Pre-Construction Road Condition Report along the agreed main haulage routes within the local government area, and the obligation to prepare a Post-Construction Road Condition Report once harvesting for different properties are complete; and
- an outline of all separate approvals required through Main Roads WA.

The extent of the main haulage route for a Pre-Construction and Post-Construction Road Condition Report is to be agreed to separately in writing by the applicant and the CEO.

### **Fire Management Plans**

Fire Management is an important issue which needs to be addressed as part of any new proposal, and applicants need to recognise that the local government

has limited resources when dealing with Strategic Fire Management.

In accordance with the Timber Code of Practice a Fire Management Plan (FMP) will be required for all tree farm applications.

Each FMP needs to be written and tailored specifically for the property subject of an application.

As a minimum all Fire Management Plans shall be compiled by a suitable qualified or experienced fire consultant and;

Address the Bushfires Act (1954), the FESA (now DFES) Guidelines for Plantation Fire Protection 2011 and the local government firebreak notices.

Generally, follow the DFES Guidelines however also include;  
Consideration of increased bushfire risk to any structure within 100 to 150 metres of any proposed planting areas and other land uses in the vicinity of the tree farm lot – refer Clause 8.5.1.

Identify and address bushfire hazard as if it already existed, in accordance with State Planning Policy 3.7 (SPP3.7). FMPs should identify increased bushfire risk associated with new planting areas in their most mature state using Bushfire Hazard Level assessment methodology.

This is consistent with State Planning Policy 2.5 Rural Planning Guidelines Version 3 December 2016 which references SPP3.7.

A fire suppression response examining the ability of the local fire brigade to respond to a fire on the property, having regard for distance, existing available local equipment and the location of on-site water supply.

Outline the **owners' responsibilities**, neighbours' responsibilities, and any engaged local contractor responsibilities.

Fire Management Plans must nominate a local contact person or contractor who can attend the tree farm in the event of a fire emergency, for installation of fire breaks and regular ongoing maintenance of the tree farm. They must live within a 60-kilometre distance of the lot – refer Clause 8.4.1.

The Plan to have clear scheduled regular inspections, a rigorous ongoing maintenance regime with measurable outcomes, which demonstrates a strong management commitment;

Owners may need to consider providing on site water trucks for use in the event of a fire having regard for the property location, and realistic fire suppression response.

Internal access tracks are to be adequately sign posted to provide clear direction to water points (for fire emergencies) and exit points.

Internal firebreaks, access tracks and turnaround areas are to be adequately

maintained to the satisfaction of the CEO for access by emergency fire vehicles

Include a location/ context plan examining the surrounding land uses and identifying;

Other existing or approved tree farms within the immediate vicinity.

Any significant surrounding industries or land uses which may impact on fire management such as Rural Industry (hay storage), wood stockpiling, fuel storage etc

Identify any residential, rural residential or built up townsites located within 1 kilometre.

Identify nearby well vegetated areas or sources which may increase the risk of fire.

Increased bushfire risk of mature tree farms for existing development in the vicinity of the development site.

Include a **Fire Management Plan (site plan)** addressing the guidelines for fire prevention and suppression' contained in the Code and clearly show; Compartments and compartment sizes.

Water supply / points. A rainwater tank with a minimum capacity of 50,000 litres is required.

Location of any powerlines passing through planting areas or in close proximity to planting areas and / or proposed firebreaks.

Location of fire breaks. The site plan is to clearly distinguish between boundary firebreaks, strategic firebreaks, compartment breaks, fire breaks along public roads and fire breaks along powerlines using a colour coded legend.

Trafficable turnaround areas for emergency vehicles.

Location for emergency signage.

Emergency access / egress points and internal accessways.

Existing or proposed gates where firebreaks/emergency accesses intersect with fencing that can accommodate a 4.4 fire appliance.

Identify the location of any existing habitable and non-habitable structures and need for low fuel areas on the lot. DFES Guidelines recommend a 50 metre distance between a planted area and any non-habitable structure, and a 100-metre distance to a habitable structure.

Fire Management Plans shall include a clear 'owners' responsibility' to self-report on firebreak compliance annually to the Shire using a checklist – Annexure 1.

Involve consultation with the relevant authority (such as; Department of Water and Environmental Regulation; Water Corporation, the local government or the like) where the land is adjacent to a reserve, conservation area or crown land. Fire Management Plans should be independently managed unless there is a formal written agreement from an adjacent reserve owner over issues such as major burning of land outside of the application.

Council must be satisfied that the Fire Management Plan has measurable requirements that can be enforced by the local government through planning conditions. Fire Management Plans that are generic in nature with ambiguous maintenance requirements for ongoing fire management will not be supported.

### **Bushfire Attack Level (BAL) Contour Map**

A Bushfire Attack Level Contour Map may be required as part of any Fire Management Plan in context of any nearby existing development.

This would be particularly relevant where a tree farm may increase the bushfire risk for:

Any existing habitable dwelling on the lot that is proposed to be retained; Sensitive premises, short stay accommodation; workers accommodation, caravan parks, nature based parks, chalets, or any form of tourist accommodation on adjacent lots;

Any land use on an adjacent lot that may attract members of the general public to their premises;

Established land uses nearby to the proposed tree farm that may require a higher level of separation and protection.

This may include, and is not limited to hay plants, roadhouses, service stations, bulk storage of hazardous materials, chemical storage; farm machinery sheds, shearing sheds, vineyards, wineries, restaurants, wind farms, land fill sites, reception centres or general stores.

### **Water Quality**

Adequate buffers are required between any tree farm and watercourses on private land where the end use is not for public water supply.

Buffers can play an important role in maintaining water quality, protecting ecological values of waterways and preventing erosion or sediment movement.

Tree farm applications may be referred to the Department of Water, Environment and Regulation for advice.

**Suitability of road systems (for harvesting only)**

Council needs to consider the adequacy of the existing road infrastructure to service any future harvest and will require the applicant to outline the preferred haulage routes to be used on public roads as part of the planning application.

In accordance with Appendix 3 of the Code of Practice, a Harvest Plan is generally produced in accordance with the haulage-management notification.

Council may also require a report on the general pre-condition of the main haulage roads as part of a Harvest Plan.

In considering adequacy of the existing road structure and harvest plan, applicants and the Council shall have regard for any proposed use of Restricted Access Vehicles.

Any application or Harvesting Plan with land parcels totalling 1000 hectares or greater and located within 10 kilometres of a state-controlled road will be referred to Main Roads WA for comment, prior to determination.

HISTORY

Nil

REVIEW

Chief Executive Officer

### 4.3 Roadside Stock Fencing

POLICY	To allow for the Council contribution towards roadside stock fencing when roadside clearing is taking place which will likely increase efficiency or be cost effective to remove the fencing and have Council contribute towards the cost of a replacement new fence.
OBJECTIVES	To reduce the potential for a dispute when Shire Staff carry out roadside clearing works in close proximity to stock fencing which often results in damage to the fence.
GUIDELINES	<p>This policy allows for a simple and straightforward payment/contribution towards the removal and potential replacement of fencing when deemed appropriate by the CEO and supported by the Landowner.</p> <p>Council will pay the Landowner a flat rate of \$1,500.00 (one thousand, five hundred dollars) per kilometre (or part thereof) as a contribution towards replacement fencing irrespective of the following:</p> <ul style="list-style-type: none"><li>• The type of fence to be built</li><li>• Whether a replacement fence is built</li></ul> <p>That Shire Staff with no involvement in the fence other than its removal (subject to the written support of the landowner)</p> <p>The savings associated with the increased productivity by allowing Staff to remove the existing fence is considered to offset the contribution towards the fence. In many instances the fences are old and whilst fit for purpose a new fence may be beneficial to both the Shire and the Landowner.</p>
HISTORY	Policy created in June 2019
REVIEW	Chief Executive Officer

#### **4.4 Mukinbudin Caravan Park Free Aquatic Centre Access**

POLICY	All patrons of the Mukinbudin Caravan Park will receive Free access to the Aquatic Centre during the season.
OBJECTIVE	To establish a protocol for the issuing of Free Aquatic Centre Passes for patrons of Mukinbudin Caravan Park.
GUIDELINES	Upon arrival at the Mukinbudin Caravan Park during the pool season (November to April), patrons will receive an Aquatic Centre pass in the form of a wristband for all individuals included in their booking. This pass will only be valid for the duration of their stay.
HISTORY	Update May 2024
REVIEW	Chief Executive Officer

## 5. Infrastructure and Works

### 5.1 Road Classification

#### POLICY

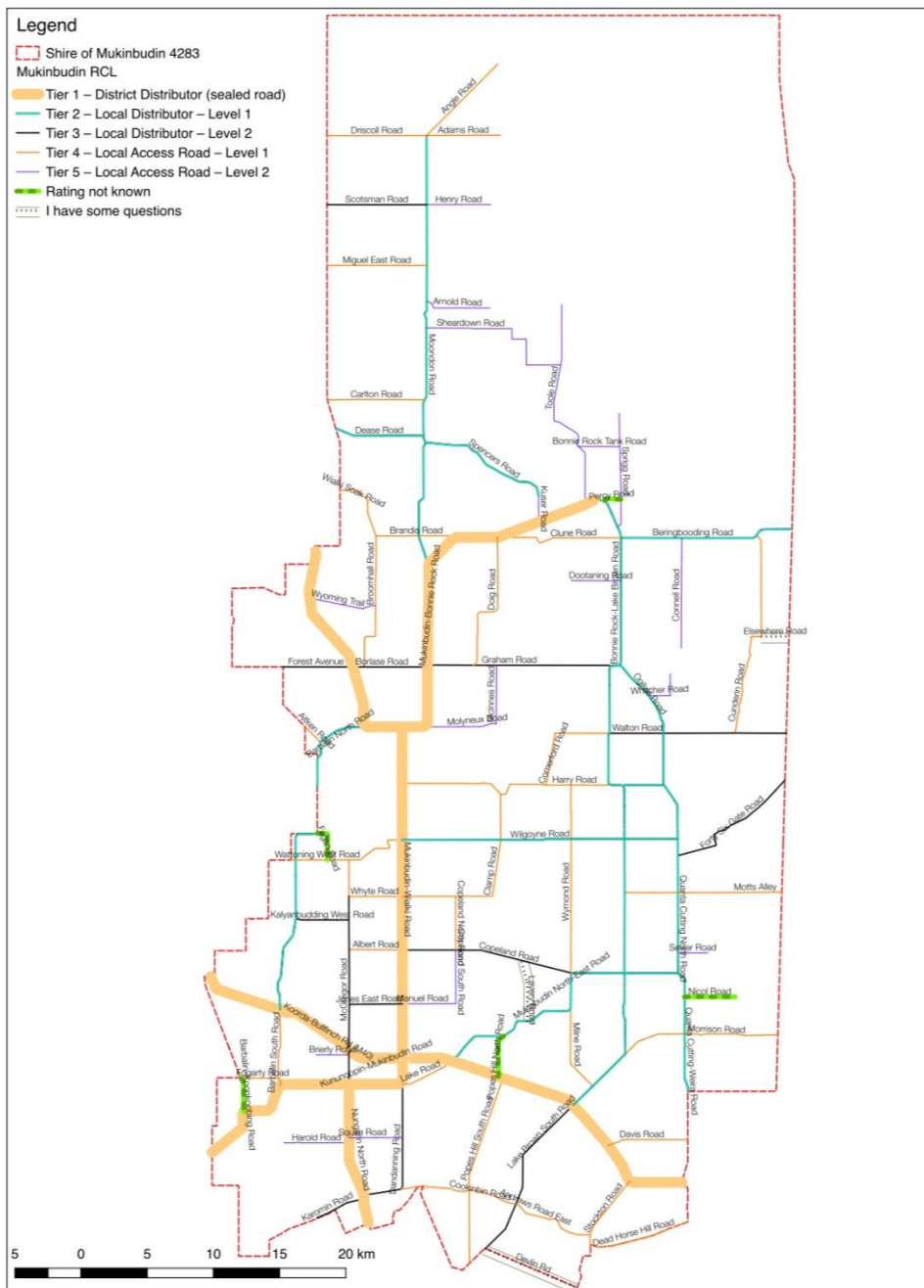
Shire roads, as depicted on the Road Classification Listings (refer Attachment 5.9(a) and Road Classification Plan (refer to Attachment 5.9(b) – map) are categorised into “1”, “2”, “3”, “4” & “5” class roads and will be afforded the following work criteria:

- **Class 1 – Regional Distributor**
  - Links communities
  - Major arterial route
  - Designated as a Roads 2025 road
  - Minimum Standard – 6m wide sealed carriageway, 1.5m wide shoulders each side, 3% cross-fall & back slopes to be clear of suckers annually.
  - Long Term Development – seal to 7m wide bitumen carriageway (11m wide formation)
  
- **Class 2– Local Distributor**
  - Arterial route that links Regional Distributors or other high volume heavy haulage routes (unofficial lime routes, a road that is the culmination of Roads of Local Significance, etc)
  - Minimum Standard – 3.7m wide sealed surface, 3m wide shoulders each side of seal, 3% cross-fall & back slopes to be clear of suckers annually.
  - Long Term Development – 3.7m wide seal and 3m wide shoulders each side (10m wide formation)
  
- **Class 3 – Road of Local Significance**
  - A road that gives access to local points of significance (rural tourist route, a local through route, etc)
  - Minimum Standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide formation.
  - Long Term Development - gravel all-weather road to a sealed standard, 10m wide formation
  
- **Class 4 – Local Road**
  - A road that provides access for residents
  - Minimum Standard – gravel road or firm natural surface, 7m wide formation and 4% cross-fall (minimum).
  - Long Term Development – gravel road or firm natural surface, 8m wide formation and 4% cross-fall (minimum).
  
- **Class 5 – Unformed Road/Track**
  - Provides minimal access, generally a dead-end road.
  - Minimum Standard – Retain existing standard or unformed road reserve.
  - Long Term Development – Nil

OBJECTIVE	To identify priority roads
S	
GUIDELINE	Roads 2025 and 2030
S	
HISTORY	Council Decision 13 04 17
REVIEW	Chief Executive Officer

## ATTACHMENT

### ROAD CLASSIFICATION PLAN



## 5.2 Crossovers

### POLICY

Access and Crossovers to property shall be constructed to the following specifications.

That Council policy in the provision and maintenance of crossovers be as follows -

(1) That Council contribute 50% of the cost of a standard crossing, which is a first crossing, to a rateable property.

(2) That a standard crossing shall be –

(a) In Town Areas,

a crossing having the same pavement surface as the public road which it joins and having a pipe width of –

- 3m for residential premises;
- 4.0m for commercial and light industrial;
- 6.0m for heavy industrial; and
- 7.5m for service stations;

(b) In Rural Areas

Council will contribute stormwater pipes (if required) to a pipe width of 10 metres or deliver 5m<sup>3</sup> of gravel, as its half cost contribution towards the cost of a first crossover.

(3) Where a crossing is built to standards greater than a standard crossing, the landholder shall be liable for the additional cost involved.

(4) Council will not be responsible for maintenance of crossovers.

(5) That in construction of roads listed on the program of works, all entrances are to be provided with crossovers where gateways are already in existence.

### OBJECTIVES

To provide uniform specifications and to set down the level of contribution to be paid by council to the cost of crossings.

### GUIDELINES

The Works Supervisor is to ensure that a completed works request form or other written documentation is obtained prior to commencement of works.

Complementary Legislation / Agencies

Local Government (Uniform Local Provisions) Regulations –

“Contribution to cost of crossing

(1) where –

(a) a local government

- I. under regulation 12 constructs or approves the construction of; or
- II. under regulation 13(1) requires the construction of,

a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;

(b) the crossing is the first crossing in respect of the land; and the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.”

“first crossing” and “standard crossing” are defined in sub regulation (2) of this regulation.

Main Roads Department if a State Government Road is Involved. See ULP Reg 14.

HISTORY

Former policy 1.5.1

REVIEW

Chief Executive Officer

## ATTACHMENT

### SPECIFICATIONS

Subject to variation at the discretion of Council, the policy of Council in regarding access and crossovers shall be:

#### 1) BASIC ACCESS

Construction of 150mm (depth) compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary as deemed by the Shire.

Council will pay a portion for the cost of the following standard dimensions, as outlined below:

##### a) Residential

Standard width over full length = 3.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 9.0m

##### b) Industrial & Commercial

Standard width over full length = 4.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with Maximum allowable width at roadside = 13.0m

##### c) Rural

Standard width over full length = 10.0m

Standard widening at roadside junction = 45 degrees for 2 metres on both sides or from culvert to roadside.

#### General Conditions

1. Multiple access to be separated by a minimum of 3.0 metres at the roadside
2. No access to be located within 6.0 metres of an intersection boundary or 3.0 metres of a R.O.W. within a town site
3. No access to be located within 50 metres of an intersection for rural cross overs
4. Council subsidy of rural access is limited to one (1) per farm
5. All variations to be paid in full by owner/applicant

\*\* See attached diagrams

## Property Access and Crossovers cont.

### 2) CROSSOVERS (Specifications)

#### a. Residential

- i Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.
- ii Water binding and a two-coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii 100mm depth of reinforced (mesh) concrete on 100mm compacted sand where footpath is paved.

#### b. Industrial

- i If the proponent would like a concrete cross over, then the **minimum** standard is 125mm depth of reinforced (mesh) concrete on 100mm of compacted sand.
- ii Water binding and a two-coat seal with the first coat being applied with a **minimum** 10mm size aggregate and the second coat being applied with a **maximum** 7mm size aggregate; where footpath is not paved or otherwise sealed.
- iii Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

#### c. Commercial

- i As above

#### d. Rural

- i Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.
- ii To bitumen road: Water binding and a two-coat seal with the first coat being applied with a minimum 10mm size aggregate and the second coat being applied with a maximum 7mm size aggregate to standard measurements (at the point of meeting the sealed road) of 10 metre width and 10 metre length.
- iii To gravel road: Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

### 3) General Conditions (Access and Crossovers)

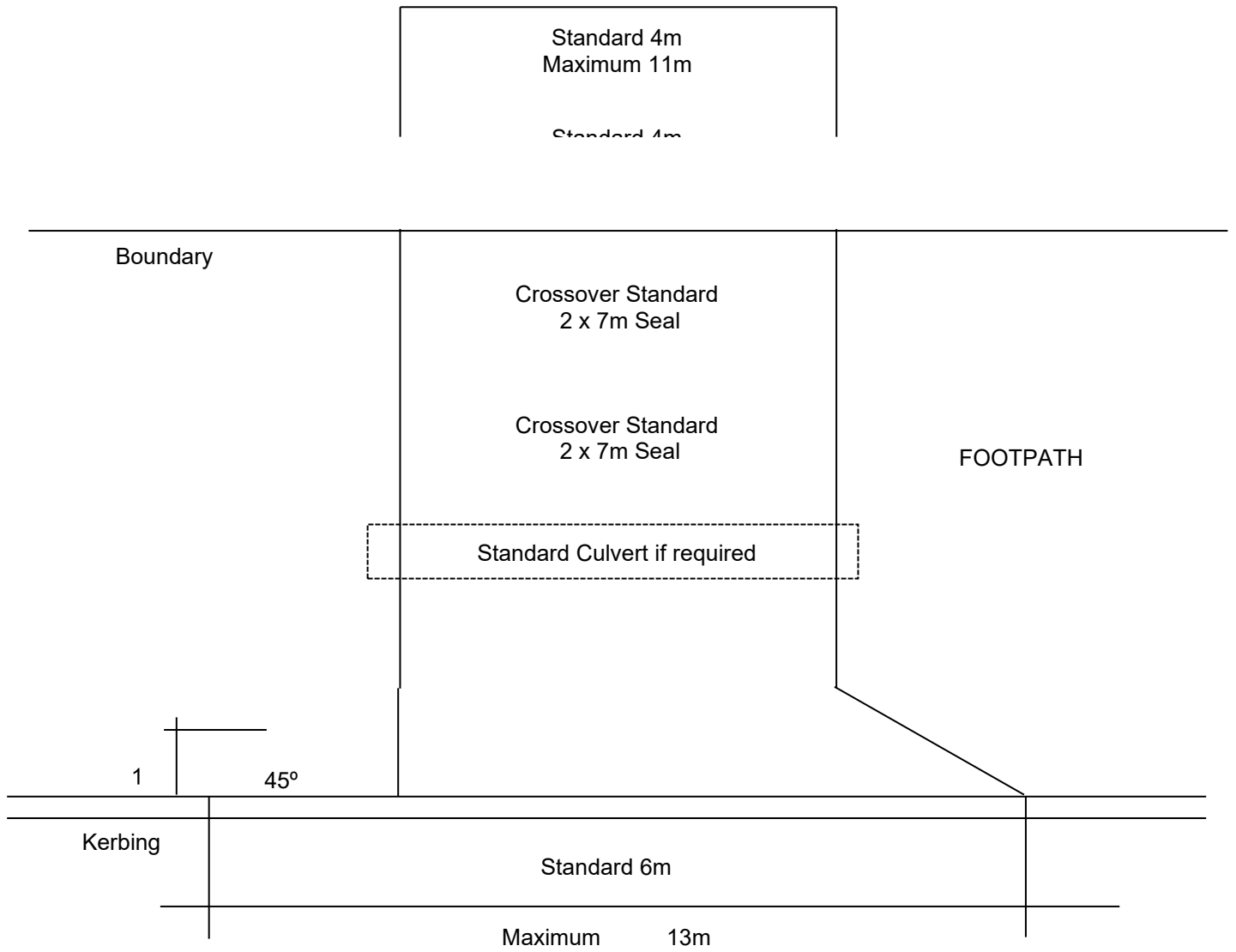
- a) **PRIOR TO** commencing any works pertaining to the installation to a cross over or access point an application shall be filled out and approval to commence the works sought from the Works supervisor.
- b) **BEFORE** any access or cross over works commence, the Shire's Works supervisor shall be informed to determine the location of the crossover, drainage necessary (if required) and discuss the type of access or crossover to be constructed.
- c) **BEFORE** any concrete or bitumen is laid the Works supervisor shall be contacted to inspect the preparation works for approval **BEFORE** the concrete and bitumen are laid.
- d) Once the concrete or bitumen has been laid the Manager of Works shall be contacted to inspect the crossover for a final approval and confirmation of Council Contribution as per this Policy.
- e) If any drainage works have been deemed by the Shire to be required, then the Works supervisor shall inform the proponent the size of the drainage pipes (and headwalls) required. The Shire shall also provide levels for the pipes to be installed at.
- f) **BEFORE** any drainage works are covered the Works supervisor shall be contacted to inspect (and approve) the alignment, levels and installation of the drainage products.
- g) All variations from the specifications to be paid in full by owner/applicant.
- h) Maximum dimensions of access apply.

### Council Contributions

- i) Council shall pay a 50% contribution for the installation of a crossover or access point providing that the following has been undertaken and submitted:
  - i) An application for a cross over or access point has been submitted and relevant approvals have been completed, including the final approval being completed.
  - ii) Itemised invoice/s to show the expenditure of funds.
- j) Council shall only contribute up to a maximum of \$1,000 (including GST) per crossover.
- k) The contribution shall be based on the standard dimensions as per the attachments (5.8A, 5.8B and 5.8C).
- l) Council shall only contribute to ONE (1) crossover per property.
- m) In the instance of a 2m concrete dual use concrete path being installed across the crossover, this will be deemed to be the Council contribution for the installation of a crossover.
- n) Council will not contribute to the maintenance of crossovers, maintenance to crossovers (no matter what standard) is the responsibility of the landowner.

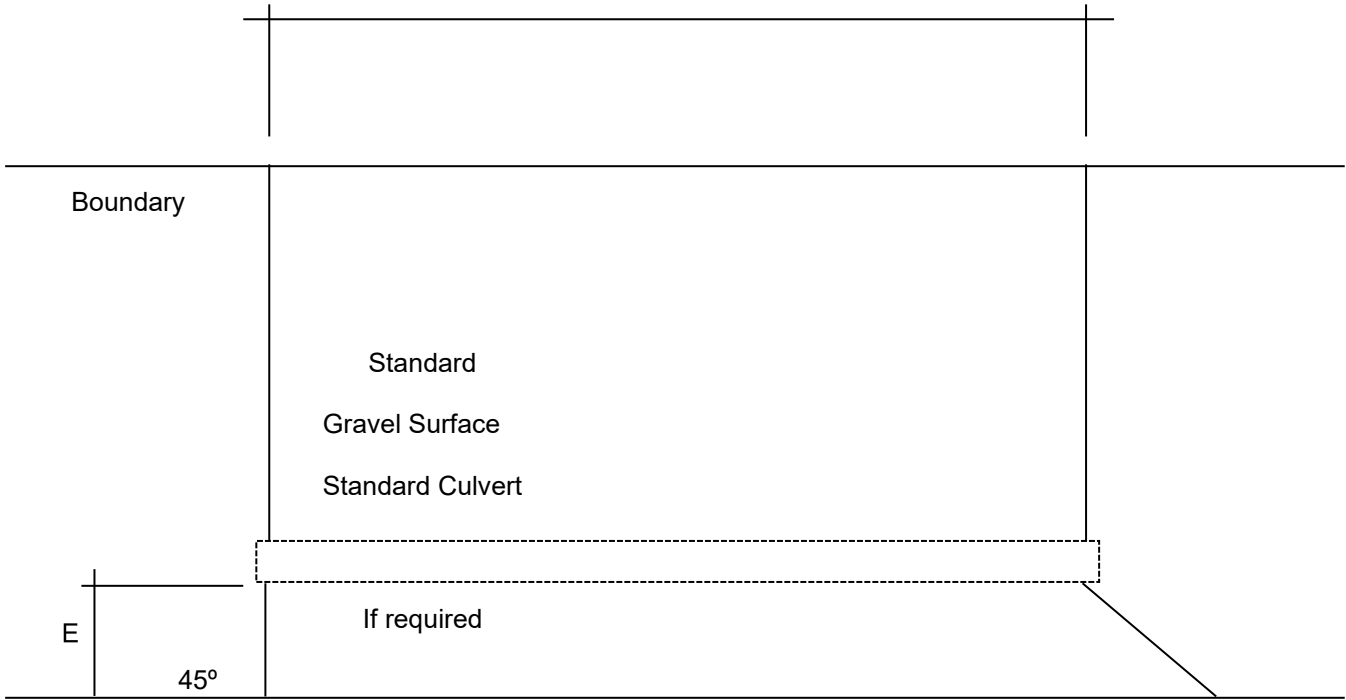
**ATTACHMENT**

Access and Crossover Width

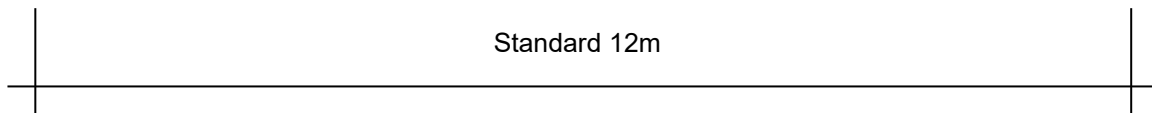


**ATTACHMENT**

**ACCESS AND CROSSOVER**  
Standard 8m

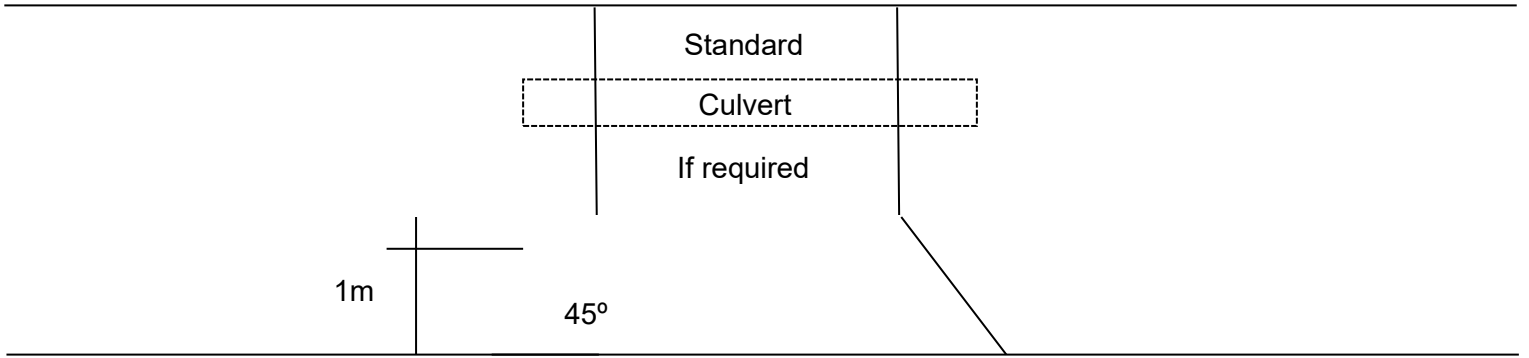


Roadside



**ATTACHMENT**

Boundary



Kerbing

