



Shire of Narembreen Council Policy Manual

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Council Policy

1. Elected Member

1.1 Council Member Professional Development



POLICY OBJECTIVES

To ensure that Council Members meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as a Council Member.

POLICY SCOPE

Provides a framework to facilitate continuing professional development of Council Members.

POLICY DETAIL

Council Member Professional Development

An annual budget allocation will be made for:

- each Council Member to be used for individual Continuing Professional Development.
- training specifically aimed at the development of the Shire President.
- mandatory training for newly elected Council Members will be budgeted for outside of regular annual allocations.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

Requests for Continuing Professional Development may be initiated by the Councillor and must be approved by the CEO prior to enrolment or registration.

Any professional development proposal that exceeds an individual Council Member's allocation will be referred to Council for a decision. Alternatively, the Council Member may choose to privately fund any shortfall. This will not be eligible for reimbursement from a future budget allocation.

It is Council's preference that the training is undertaken via the eLearning method, which is the most cost-efficient form of delivery.

Formats and Providers

The continuing professional development format must be reasonable and provided by a relevant industry recognised training provider, peak body, or professional organisation.

Continuing Professional Development must be relevant to the role of a Council Member and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

Request for Approval

Council Members who wish to attend training or professional development (not conferences) may make an application by providing the following details to the CEO in writing:

- Course or event title, provider or organiser name, location, and date.
- Copy of, or link to program, course outline or other summary of content.
- Total estimated costs including accommodation, travel, and sundry expenses.

Applications are to be submitted in reasonable time for registration. The Shire will seek to take advantage of reduced prices for early registration.

Travel

Where travel is involved, the actual costs of travel to and from the event venue are to be met by the Shire in accordance with the current WA Salaries and Allowances Tribunal Determination for Local Government CEOs and Elected Members (the Determination).

Travel arrangements are to be by the most cost effective and reasonably convenient mode. Air travel is to be by Economy Class at a time that is convenient to the Council Member. As far as is practicable, tickets will be purchased well in advance, and take advantage of available discount fares.

A Council Member may seek approval to travel within Western Australia by private motor vehicle and be reimbursed for vehicle costs in accordance with the Determination. Approval may only be granted where the cost is approximately equivalent to the most cost-effective mode of travel.

A Council Member may choose to upgrade the mode of travel, however additional costs incurred are to be paid to the Shire by the Council Member before the Shire confirms the booking(s)

Accommodation

Reasonable accommodation will be booked for the Council Member at, or in proximity, to the event venue. If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

A Council Member may choose to upgrade their accommodation standard or extend their visit for personal reasons, however additional costs are to be paid to the Shire by the Council Member (including any additional associated or travel costs) prior to the Shire confirming the booking.

Meals and Incidental Expenses

Meals and incidental expenses will be paid by the Shire with reasonable meal expenses including the purchase of breakfast, lunch, and dinner where these meals are not provided otherwise provided. When meals are included and have been paid for as part of the registration

fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire.

Incidental taxi, economy ride-share or public transport modes of transport (i.e., to / from airport, event venue) may be claimed for reimbursement on submission of receipts.

Incidental expenses incurred from accessing products in the accommodation /room mini bar will not be paid by the Shire and should be paid for by the Council Member on departing the venue.

Accompanying Persons and Entertainment costs

Where partners accompany the Council Member the Shire will cover the cost of accommodation, breakfast, lunch and dinners and conference related dinners attended by partners. Costs associated with attendance at 'partners program' events will not be paid for by the Shire, with the Council Member reimbursing the Shire these costs.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefit from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

WALGA Conference

Council wishes to have representation at the WALGA Local Government Convention each year. It is Council's preference that this conference is attended by the President, Deputy President, CEO and one other councillor to ensure representation but limit costs to a reasonable level, however actual attendees will be determined each year.

Councillors are encouraged to attend the WALGA Local Government Convention at least once during their four (4) year term.

Report on Training

The Shire is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act. And place it on the Shire's website within one month of the end of the financial year.

Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for the Council's review following each ordinary election.

DEFINITIONS

CEO – the Shire of Narembreen's Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembreen Council

Council Member – a person duly elected to the office of Councillor for the Shire of Narembreen.

RELATED LEGISLATION

Local Government Act 1995

Local Government Legislation Amendment Act 2019 Section 5.127 & 5.128

RELATED POLICIES

- Councillor Code of Conduct April 2021
- Councillor and Chief Executive Officer Attendance at Events

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

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Council Policy

1. Elected Member 1.2 Councillor and Chief Executive Officer Attendance at Events



POLICY OBJECTIVES

The purpose of this policy is to establish guidelines to manage matters relating to the attendance of Councillors and the CEO at events.

POLICY SCOPE

This policy applies to Councillors and the CEO invited to attend events on behalf of the Shire of Narembreen.

This policy does not deal with attendance at events where full payment is required or no invitation is received.

It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel, or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the Local Government Act 1995 (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of a gift.

POLICY DETAIL

The Shire of Narembreen, pursuant to section 5.90A of the Local Government Act 1995, is mandated to adopt a policy that deals with matters relating to the attendance of council members and the CEO at events.

This policy is required to help manage the disclosure of interests relating to gifts in matters affecting local government decisions – specifically this policy will aim to establish a means by which the Shire can determine when a gift related to attendance at an event is an excluded gift and does not require disclosure. Any invitations that are not approved for exclusion under this policy must follow the normal gift declaration and disclosure practices associated with the Local Government Act.

In order for a ticket to or attendance at an event to be considered for exclusion under this policy it must be addressed to the Shire office via mail or email and be addressed to an individual or group (i.e. Council) as part of their role with the Shire. Any tickets or invitations extended directly to an individual by means of personal communication must always be managed in line with existing gift provisions and disclosure of interest provisions.

Any payment offered to a Councillor or CEO for attendance at an event must be disclosed. In general payments for attendance should not be accepted or should be paid to the Shire of Narembreen if a function is being performed as part of the event for which payment would normally be expected.

If an invitation to attend an event is received and attendance is expected to incur costs to the Shire of Narembeen then regardless of whether the event type is pre-approved the invitation must go through an approval process to ensure the expenditure is appropriately budgeted for.

If there are more Councillors than tickets / invitations provided, the Shire President shall allocate the tickets appropriately.

Pre-Approved Events

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.

- a) Any public event which is free
- b) Invitations to attend events being hosted by other Local Governments, State Government or Federal Government/Ministerial agencies.
- c) Meetings of clubs or organisations within the Shire of Narembeen;
- d) Australian or West Australian Local Government Association events;
- e) Events hosted by sporting clubs, schools or not for profit organisations within the Shire of Narembeen or the District
- f) All Shire hosted, run or sponsored events
- g) 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.
- h) Opening or launch of an event or facility within the Shire of Narembeen or District.
- i) Recognition of Service events within the Shire of Narembeen or District.

Approval Process

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

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

Considerations for approval of the invitation to the event as being excluded include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of Narembeen of the person attending.
- Alignment to the Shire of Narembeen Strategic Objectives.
- The number of Shire representatives already approved to attend.
- The overall cost in attending the event, inclusive of travel or accommodation
- availability of representatives
- The expected role of the relevant Councillor or CEO or potential perceived conflicts of interest
- The type of organisation extending the invitation and the purpose of the event – in general invitations from commercial providers will require disclosure

Non-Approved Events

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

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

If the event is ticketed and the Councillor or Chief Executive Officer pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if greater than \$300 for Councillors and the CEO

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Councillors.

Other

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

Free or discounted invitations / offers or tickets that are provided to the Shire of Narembeen without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance will be determined based on the approval process associated with this Policy and in liaison with the Shire President.

DEFINITIONS

CEO – the Shire of Narembeen’s Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembeen Council

Councillor – a person duly elected to the office of Councillor on a Council by way of a free election.

District: is defined as the Wheatbelt Region of Western Australia.

In accordance with the Local Government Act 1995 s 5.90A, an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

RELATED LEGISLATION

Local Government Act 1995

5.90A. Policy for attendance at events

(1) In this section — event includes the following — (a) a concert; (b) a conference; (c) a function; (d) a sporting event; (e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events, including — (a) the provision of tickets to events; and (b) payments in respect of attendance; and (c) approval of attendance by the local government and criteria for approval; and (d) any prescribed matter*

*Subdivision 1 – Disclosure of financial interest in matters affecting local government decisions
- Section 5.59 – 5.73*

Specifically, section 5.62 part (1B)

A gift is an excluded gift — (a) if — (i) the gift is a ticket to, or otherwise relates to the relevant person's attendance at, an event as defined in section 5.90A(1); and (ii) the local government approves, in accordance with the local government's policy under section 5.90A, the relevant person's attendance at the event; or (b) if the gift is in a class of gifts prescribed for the purposes of this subsection.

- s 5.87A and 5.87B Council members and CEOs are required to disclose gifts that are received in their capacity as a Council member (or CEO) and*
- are valued over \$300; or*
- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.*

OTHER RELATED POLICIES/KEY DOCUMENTS

Department Circular No 11-2019 – New Gifts Framework
Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

Council Policy – Continuing Professional Development of Council Members

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

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Council Policy

1. Elected Member Policies 1.3 Scheduling Ordinary Meetings of Council and Councillor Discussion Forums



POLICY OBJECTIVES

To provide guidance on the appropriate day and time for regular meetings of Council and Discussion Forums, unless varied for specific purpose.

POLICY SCOPE

This applies to all Ordinary Meetings of Council, and Councillor Discussion Forums unless varied for a specific purpose.

POLICY DETAIL

1. That Ordinary Council Meetings be conducted on the third Tuesday of each month, except January, unless otherwise determined by Council as a 'Special Meeting'.
2. That Ordinary Council Meetings commence at 5.00pm unless otherwise determined by the Shire President.
3. The CEO may convene a Councillor Discussion Forum on the third Tuesday of each month (prior to the Ordinary Council Meeting), except January unless a Special Meeting has been determined by Council.
4. Councillor Discussion Forum is closed to the general public with attendance by invitation only by the Shire President or CEO.

DEFINITIONS

Ordinary Council Meeting means a meeting of Council that is open to the public, conducted at least once every three (3) months dealing with general business of the Local Government.

Councillor Discussion Forum means a forum convened to discuss strategic items, receive project updates and be briefed on important operation matters and may be of a confidential or sensitive nature. This forum is also used to receive presentations from businesses, community organisations, and/or government agencies.

RELATED LEGISLATION

s5.3(2) of the *Local Government Act 1995*

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

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Next Review Date	November 2026	

Council Policy

1. Elected Member Policy

1. 4 Reports on Seminars or Meetings



POLICY OBJECTIVES

To ensure effective communication between Councillors and staff in regard to attendance at meetings and seminars.

POLICY SCOPE

This applies to events where Council has funded the representatives to attend.

POLICY DETAIL

Councillors who represent the Shire at meetings, conferences or seminars shall make every effort to present a written report to Council for the agenda, where minutes of the meeting are not made available. If a written report is not possible, Councillors may provide a verbal report during report section of the Councillor Discussion Forum.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Council Policy – Council Member Professional Development

DELEGATED AUTHORITY

Nil

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Policy Number	1.4	
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	15 February 2017	OCM Ref 6367/17
	16 July 2024	OCM Ref 7832/24
Next Review Date	November 2026	

Council Policy



2. Community Policies

2.1 Community Grant Funding and Donations

POLICY OBJECTIVES

The Shire of Narembeen aims to support individuals, community groups and incorporated not-for-profit organisations through a structured and transparent process for donations and grants. This policy provides guidance on donations to individuals and community groups, including recurring donations, and sets out the process for managing requests.

POLICY SCOPE

This policy applies to:

- Individuals seeking support from the Shire of Narembeen.
- Local community groups and incorporated not-for-profit organisations applying for financial assistance.
- Recurring donations to schools and other regular community events.

POLICY DETAIL

Donations to Community Groups

Community groups may apply for financial assistance, including waivers of fees or charges for goods and services.

Donations to Individuals

The Shire of Narembeen does not provide direct monetary sponsorship to individuals for events outside the Shire. Instead, individuals may be granted free venue hire for fundraising events within the Shire, up to a value of \$250.

Standing Donations

The following donations do not require Council approval and will be processed automatically:

1. School furniture and venue hire for concerts, presentations, sporting carnivals and swimming lessons.
2. School annual academic award sponsored by the Shire.
3. Swimming pool hire for Swimming Club annual carnival.
4. Swimming pool hire for annual VacSwim.
5. Lions Club annual Seniors Christmas dinner.
6. Lions Club recycling program.

Community Grant Fund

- The Shire allocates an annual amount to the Community Benefit Grant Fund. This amount may be supplemented by funding partners, which can vary over time.
- There will be two funding rounds each year, allowing community groups and incorporated not-for-profit organisations to apply for support.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Delegation 1.1.19 Defer, Grant Discounts, Waive or Write Off Debt

DOCUMENT MANAGEMENT

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	19 November 2024	OCM 7907/24
Next Review Date	February 2027	

Council Policy

2. Community

2.2 Narembeen Pop Up Shop



POLICY OBJECTIVES

To initiate Council involvement in business and commercial activities to generate economic growth.

To demonstrate Council's commitment to the next-generation sustainable economy in Narembeen that encourages the promotion of local or value-added products and/or attracts new enterprises to the Shire.

To stimulate additional business activities and initiatives in the main street of the town.

To assist Council pursue and achieve the desired social and economic benefits for the community of Narembeen.

POLICY SCOPE

The policy applies to members of the public interested in renting a Shire property which has been identified as a Pop-Up Shop.

POLICY DETAIL

Council may encourage and administer business and/or entrepreneurial, community or cultural activities in the Pop-Up Shop.

Tenants are required to be financial prior to occupation. Rental fees will be determined as part of the annual budget process.

Tenants can occupy the Pop-Up Shop for one day (minimum) or one month (maximum) plus an additional one-month extension if there is an immediate or future availability. However, if a tenant identifies that a longer-term option is foreseeable then the opportunity should be given for the tenant to lease the shop for an extended period.

The Shire's management team will determine the risk assessment of all tenants who occupy the Pop-Up Shop.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

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Council Policy

2. Community Services

2.3 Consideration of New Sporting and Recreation Infrastructure Projects



POLICY OBJECTIVES

- Provide a transparent and equitable process for assessing new sporting and recreational infrastructure ideas.
- Ensure new proposals align with the Sport and Recreational Facilities Plan and broader Shire strategies.
- Support clubs and community groups to contribute to long-term community asset planning.
- Clarify roles, responsibilities, and decision-making pathways.

POLICY SCOPE

This policy applies only to new project ideas or upgrades not already included in the Shire's Sport and Recreational Facilities Plan.

It covers:

- How sporting and community groups submit new project ideas
- How Council assesses new concepts
- The process for including new projects in the Plan
- Roles of the Shire and sporting groups during proposal development

POLICY DETAIL

1. Eligible Project Types

Proposals may include:

- Playing surfaces (ovals, courts, synthetic, aquatic facilities)
- Lighting, power, and essential servicing upgrades
- Storage and equipment facilities
- Amenities (changerooms, toilets, shade, canteens, accessibility improvements)
- Shared, multi-purpose facilities, or multi-user facilities
- Safety, compliance, and asset renewal works that extend the useful life of existing facilities

2. Criteria for Considering New Projects

To be considered for inclusion in the Sport & Recreational Facilities Plan, projects must demonstrate:

- Clear community need and participation benefits
- Inclusive access across ages and abilities

Consideration of New Sporting and Recreation Infrastructure Projects

- Alignment with Shire strategies and community priorities
- Evidence of club/community support
- Long-term sustainability and manageable asset lifecycle impacts

(Detailed costings and design are completed by the Shire only after inclusion in the Plan.)

3. Submission and Assessment Process

Stage 1 – Project Brief (Sporting Group)

Groups submit a simple Project Brief outlining:

- Project concept and intended outcomes
- Alignment with community need
- Indicative scope and cost range
- Potential funding contributions
- Evidence of member/community support

Stage 2 – Council Assessment

Council determines whether the project:

- Aligns with the Sport and Recreational Facilities Plan
- Addresses an identified gap
- Warrants inclusion in the Plan for further development

If supported, the project is added to the Plan.

Stage 3 – Shire-Led Project Development

Once in the Plan, the Shire undertakes:

- Site analysis, design, and costing
- Funding submissions
- Stakeholder engagement
- Preparation of a final proposal for Council endorsement

Sporting groups confirm their contribution commitment and participate in consultation.

4. Prioritisation and Timing

Projects included in the Plan will be prioritised and scheduled through:

- The Shire's annual budget process
- The Long-Term Financial Plan
- External funding availability
- Project readiness
- Balanced investment across sporting codes

5. Roles and Responsibilities

Shire of Narembeen

- Maintain and update the Sport & Recreational Facilities Plan

Consideration of New Sporting and Recreation Infrastructure Projects

- Assess and respond to Project Briefs
- Lead detailed project development
- Oversee funding applications, procurement, delivery
- Coordinate community engagement and reporting

Sporting and Community Groups

- Identify needs and submit Project Briefs
- Provide supporting information and contribution commitments
- Participate in consultation during development
- Assist with activation of completed facilities

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Council Policy – Financial Contributions for Sporting and Recreational Infrastructure Projects

DELEGATED AUTHORITY

Nil

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File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\2. Community Policies	
File ref (copy)		

Council Policy

2. Community Services

2.4 Financial Contributions for Sporting and Recreation Infrastructure Projects



POLICY OBJECTIVES

- Establish a consistent and transparent framework for financial contributions toward sporting and recreational infrastructure.
- Ensure contributions are equitable, sustainable, and aligned with the Shire's long-term financial planning.
- Clarify GST treatment relating to contributions made by sporting and community groups.
- Support partnerships between the Shire, sporting groups, and funding bodies to deliver high-value community assets.

POLICY SCOPE

This policy applies to all sporting and recreational infrastructure projects supported by the Shire of Narembeen, regardless of project size or location.

It covers:

- Financial contribution requirements
- Eligible forms of sporting group contributions
- GST treatment of contributions
- Non-financial Shire support
- Variations to contribution arrangements

This policy does not determine which projects proceed; that is governed by the Sport & Recreational Facilities Plan and the separate "Consideration of New Projects" policy.

POLICY DETAIL

1. Contribution Model

1.1 Standard Contribution – Projects up to \$500,000

A standard 1/3 contribution model applies to all supported projects unless varied by Council resolution:

- Shire contribution – 1/3
- External grant funding – 1/3
- Sporting group contribution – 1/3, via:

- Cash contributions
- Fundraising or donations
- Corporate sponsorship
- Self-supporting loan (subject to approval)
- Combination of the above

Council may vary these proportions based on community benefit, grant requirements, urgency, feasibility, or financial capacity.

1.2 Large-Scale Projects – Over \$500,00

For projects with a total project value exceeding \$500,000, the contribution from the community or sporting group(s) will be considered on a case-by-case basis, rather than applying a fixed 1/3 model.

In determining the appropriate level of contribution, Council will consider, but is not limited to, the following factors:

- Alignment with the Strategic Community Plan and informing strategies
- Community value and overall public benefit
- Availability and likelihood of securing external funding
- Capacity and capability of the community or sporting group(s)
- Broader benefits, including but not limited to:
 - Regional or multi-user benefit
 - Collaboration between groups
 - Future expansion potential
 - Whole-of-life and life-cycle cost implications

Council will retain discretion to determine the final contribution ratios for large-scale projects to ensure financial sustainability and delivery of high-value community infrastructure.

To support transparency and consistency, Council may apply an assessment framework with weighted scoring to inform decision-making. Final contribution ratios remain at Council's discretion to ensure financial sustainability and delivery of high-value community infrastructure.

Large-Scale Project Assessment Criteria

Assessment Area	Description	Weight
Broader & Long-Term Benefits	Regional benefits, collaboration, expansion potential, and whole-of-life cost considerations	15%
Capacity	Financial and organisation capacity of the sporting/community group(s)	15%
Community Benefit	Level of public access, multi-user use, and overall community value	25%
Funding & Deliverables	Availability and likelihood of external funding and project readiness	20%
Strategic Alignment	Alignment with the Strategic Community Plan and adopted strategies	25%
TOTAL		100%

2. GST Treatment

Contributions (cash or in-kind) from sporting groups and community organisations towards capital projects done without contractual enforcement and simply in the *mere expectation* of the proposed project will likely not constitute a taxable supply and will therefore not include GST.

Any funding agreements that create enforceable obligations between parties (not including reporting requirements or the requirement to return unspent funds) will likely constitute taxable supplies and will attract GST.

3. Shire Support

The Shire may provide non-financial support, including:

- Guidance on cost estimation and project development
- Assistance preparing funding submissions
- Support to identify sponsorship or partnerships
- Access to the self-supporting loan scheme (subject to assessment)

DEFINITIONS

Nil

RELATED LEGISLATION

Goods and Services Tax Ruling GSTR 2012/2

RELATED POLICIES

Council Policy – Consideration of New Sporting and Recreational Infrastructure Projects

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	2.4	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	2 years	
Creation Date	17 February 2026	OCM Ref 8130/26
Last Review Date		OCM Ref
Next Review Date	February 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\2. Community Policies	
File ref (copy)		

Council Policy

3. Corporate Policies

3.1 Strategic Policy Framework



POLICY OBJECTIVES

To ensure that all policies created within the Shire are relevant, clear, consistent, authorised at the correct level and reflective of good governance across the district.

POLICY SCOPE

This policy applies to all employees and Councillors involved in the development, preparation and adoption of policies to manage the operations of the Shire.

POLICY DETAIL

The Shire of Narembeen will operate with three layers of documentation to govern its operations and practices to maintain longevity and ensure standardised service delivery to the community in line with conventional best practice.

These layers are:

- Council Policy
- Executive Policy
- Procedures/Manuals Council Policy

Council Policies must be adopted by Council and provide the Chief Executive Officer (CEO) with high level rules/limits/boundaries in respect to decision making and actions to be undertaken by the local government.

With the exception of a Council Policy established under a Town Planning Scheme, legislative framework or Australian Standard which determines the policy format, all policies must use the below format:

- 1) Council Policy Title – this is to be included within the header with the Shire logo to ensure it carries across all pages of the Policy.
- 2) Policy Objective – this is to outline the key reason why the policy is being developed in the first place and the benefit of having it in place.
- 3) Policy Scope – this determines who the policy is to apply to i.e. is it being set to govern councillor actions or employee actions
- 4) Policy Detail – this is where the actual content of the policy is to be included.
- 5) Definitions – if any acronyms or technical terminology is used within the policy then it should be defined within this section.
- 6) Related Legislation – this is where any Act or legislative framework that is linked to the Policy would be listed and where possible specific sections should be referenced.
- 7) Other Related Policies/Key Documents – this will detail and other related council or executive policies or key documents that guide the implementation of the policy.
- 8) Delegated Authority – detail any delegated authorities that need to align with the policy.
- 9) Review Date – the date the Council Policy is due for review.
- 10) History – details of original adoption date and previous revisions.

All Council Policies must be recorded in ADM541 and reviewed at a minimum every 3 years.

All Council Policies are to be considered in their own right and the Shire must maintain a list of all adopted policies and when they are next due for review.

Once a Council Policy has been adopted it must be published on the Shire website to improve transparency and understanding of Shire practices.

In order to add rigour to the Council Policy process the Shire will implement a public consultation process for the adoption of new or significantly amended council policies. Public consultation will be for a minimum of 14 days and the Shire will notify the community via a notice placed on the Shire's website, in the Fencepost and where appropriate on the Shire's social media platforms.

Outlined below is a standard process that will be followed by the Shire for the development and adoption of new or substantially amended Council Policies:

- i. Need for Policy or review identified
- ii. Draft Policy developed
- iii. Draft Policy reviewed by CEO
- iv. Draft Policy submitted to Council with a report outlining the reasoning behind the policy and requesting approval to develop further/undergo public consultation
- v. Draft Policy revised based on public consultation
- vi. Report submitted to Council outlining the results of public consultation, any changes made since the initial draft and requesting formal adoption.
- vii. After adoption the list of Council Policies must be updated to keep an accurate measure of what policies are in place or due for review.

Executive Policy

An Executive Policy must be adopted by the CEO and establish a whole of organisation approach to operational practices. Executive Policies may be used to:

- Specify in detail how the administration will carry out, apply or action a Council Policy
- Establish a minimum standard or rule to be applied across the organisation in areas such as Information Communication Technology and Human Resources to ensure there is a consistent approach.

Executive Policies are created as internal documents for operational purposes and do not require Council adoption, however Councillors can request a list of Executive Policies in place at any time and for the CEO to provide guidance on the rules in place, if necessary.

The CEO is to determine the format and content of Executive Policies but they must be reviewed at a minimum every 3 years.

Procedures/Manuals

The CEO is to encourage all employees to establish and keep up to date, appropriate procedures/manuals that detail the key processes, operations and activities conducted within their position on a day to day basis. This will provide the Shire with a record of operational practices and allow for an open transfer of knowledge and business continuity where necessary.

Strategic Policy Framework

DEFINITIONS

RELATED LEGISLATION

Local Government Act 1995 – Section 2.7 and Section 5.41

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.1	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	17 April 2019	OCM Ref 6826/19
Last Review Date	16 August 2022	OCM Ref 7483/22
Next Review Date	August 2025	
File Ref (original)		
File ref (copy)		

Council Policy

3. Corporate Services

3.2 Investments



POLICY OBJECTIVES

To provide a framework for council staff when investing the local gov with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met, whilst minimizing the possibility of incurring capital loss.

- To provide maximum capital security of funds;
- To provide the best available rate of interest from an approved source; and,
- To ensure sufficient liquidity to meet Council's cash flow requirements.

POLICY SCOPE

The policy applies to the CEO and Senior Staff who undertake any investment of surplus funds other than bank deposits for operational purposes.

POLICY DETAIL

Investments shall be restricted to term deposits or commercial bills offered by the Authorised Deposit Taking Institutions.

Prohibited Investments

Speculative financial instruments are specifically prohibited, together with the use of the portfolio for speculation. Leveraging of the portfolio (borrowing to invest) is prohibited. Local Government (Financial Management) Regulations 1996 – Reg 19c (2) does not allow the following;

- Deposit with an institution except an authorised institution;
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

Term and Status Reports

The status and performance of the investment portfolio is to be reported monthly to Council whenever funds are invested, cashed out or investment revenue is received.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officer's to disclose any conflict of interest to the CEO.

Investments

Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Commercial paper;
- Bank negotiable Certificate of Deposits; and

Guidelines

Local Government Act 1995, s6.14;

The Trustees Act 1995, Pt III Investments;

as amended Local Government (Financial Management) Regulations 1996, Regs 19, 19C, 28 & 49

Australian Accounting Standards

DEFINITIONS

Nil

RELATED LEGISLATION

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C, Regulation 28 and Regulation 49;
- Australian Accounting Standards.

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's Investments to senior staff subject to regular reviews.

DOCUMENT MANAGEMENT

Policy Number	3.2	
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Chief Executive Officer	
Review Frequency	3 years	
Creation Date	21/05/2014	OCM Ref 5722/14
Last Review Date	18/02/2015	OCM Ref 5896/15
	15/02/2017	OCM Ref 6367/17
	18/06/2024	OCM Ref 7808/24
Next Review Date	2027	

Council Policy



3. Corporate Services

3.3 Asset Management

POLICY OBJECTIVES

To outline Council's objectives in the management of its assets and to detail how assets are to be utilised and maintained and the manner in which new or replacement assets will be considered and budgeted for.

POLICY SCOPE

This policy will apply to all those involved in the determination of Council's strategic objectives insofar as this relates to asset management.

This policy applies to all classes of Council's assets, those being:

- Land and buildings
- Plant
- Furniture and equipment
- Infrastructure.

POLICY RESPONSIBILITIES

Council

- Ensure that the principles of this policy are applied to deliberations that affect asset management
- Ensure that sufficient resources are allocated to asset management in budget deliberations
- Have regard for established levels of service in determining the allocation of resources to asset management.

Chief Executive Officer

- Deliver detailed asset management strategies for asset classes, in a form deemed fit for purpose by the CEO, including measurable performance indicators
- Monitor and report outcomes of asset management performance indicators
- Monitor and report suitability of asset management practices for delivery of levels of service.

POLICY DETAIL

This policy, in conjunction with Council's primary informing strategies (Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, Levels of Service and Asset Management Plan) should inform and provide guidance to the preparation of more specific plans (e.g. 'residential property maintenance register') that the CEO is obliged to prepare under this policy. Specific plans for classes or categories of assets will then directly inform the annual budget.

'Asset management' is defined as all operational and planning aspects of the life of an asset, including:

- Acquisition/upgrade
- Maintenance
- Renewal
- Decommissioning or disposal.

Therefore, 'asset management' plans must consider the 'whole of lifecycle cost' of an asset from acquisition to decommissioning, requiring the principles of this policy to be prevalent in all aspects of the utilisation and strategic planning of Council's assets.

Legislative environment

Council holds and uses assets in fulfillment of its executive functions under the *Local Government Act 1995*, but the provision of classes and/or individual assets will fall under further legislative or regulatory environments, such as: employee work, health and safety legislation or the building codes.

Compliance with applicable legislation must be the primary concern for all of Council's asset management.

Maintenance before acquisition

Council recognises that it operates with limited financial resources based on its preferred rating strategy in the Corporate Business Plan. Accordingly, as Council endeavours to have a balanced budget and to allocate all its resources to the 'whole of life' costs of its existing assets to meet the current levels of service, priority must be given to the maintenance and renewal of existing assets before resources are allocated to new assets.

Levels of Services

Further to the need for compliance within the legislative framework of an asset and Council's long-term financial plans, asset management must have regard for Council's established levels of service. Resources must be allocated towards existing assets that do not meet the requisite levels of service before they are allocated to the acquisition of new assets.

DEFINITIONS

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Community Strategic Plan
Corporate Business Plan
Levels of Service
Long-Term Financial Plan
Asset Management Plan

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Asset Management

Policy Number	3.3	
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 December 2013	OCM Ref
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2015	OCM Ref 6367/17
	18 February 2025	OCM Ref 7947/25
Next Review Date	February 2028	
File Ref (original)	G:\Records\OPEN\CORPORATE MANAGEMENT\POLICY\Policy Register	
File ref (copy)		

Council Policy

3. Corporate Services

3.4 Financial Hardship



POLICY OBJECTIVES

To provide a mechanism by which ratepayers and community members may apply to the Shire of Narembeen for dispensations relating to financial hardship.

POLICY SCOPE

This policy applies to:

1. Outstanding rates and service charges; and
2. Rates and service charges levied for future financial years as determined by Council.

This Policy is not intended to provide rate relief to ratepayers but to provide a framework through which ratepayers experiencing financial hardship can be negotiated with by Shire staff.

POLICY STATEMENT

1. Payment difficulties, hardship and vulnerability¹

dependents. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status.

2. Payment Arrangements

The Chief Executive Officer will establish an Operational Policy to govern the way in which payment arrangements for those experiencing financial hardship may be negotiated and agreed upon between ratepayers and the Shire, in line with the existing Council Policy – Debt Management.

3. Interest Charges

Ratepayers experiencing financial hardship may apply to Council for the suspension or write off of interest on overdue rates or service charges.

4. Review

The CEO will establish a mechanism to review decisions made under this policy for the effectiveness of the recovery of overdue rates and the alignment with Council priorities.,

5. Communication and Confidentiality

Shire staff will maintain a ratepayers confidentiality at all times and will endeavor to collaborate with a nominated support person or other third party at a ratepayer's request.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**
<http://www.ombudsman.wa.gov.au/>

DEFINITIONS

Financial Hardship - refers to a situation in which a person cannot keep up with debt payments and bills to point where it is affecting their ability to meet their basic living needs and the living needs of their dependents.

RELATED LEGISLATION

Local Government Act 1996 - Part 6, Division 6, Subdivision 4-6
Local Government Financial Management Regulations

RELATED POLICIES

Council Policy - Debt Management Operational Policy
- Rates Debt Management Operational Policy -
Debtor Management

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.4	
Policy Version	2	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive and Governance Officer	
Review Frequency	3 years	
Creation Date	17 June 2020	OCM Ref 7061/20
Last Review Date	18 June 2024	OCM Ref 7808/24
Next Review Date	May 2027	

Council Policy

3. Corporate Services

3.5 Legal Representation for Council Members and Employees



POLICY OBJECTIVES

To detail the circumstances in which the Shire of Narembeen (the 'Shire') will provide assistance with the costs of legal fees to Council Members and Employees.

POLICY SCOPE

This policy applies to all current council members and employees who are engaged in legal proceedings as a direct result of the performance of their duties as an elected member or employee.

POLICY DETAIL

1. Payment criteria

1.1 There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are:

- a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions
- b) the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced
- c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d) the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Legal representation costs that may be approved

2.1 If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs:

- a) when proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
- b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions – for example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council

members or employees.

3. Legal representation costs that are not to be approved

- 3.1 The Shire of Narembeen will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, incurred by a council member or an employee.
- 3.2 Pursuant to amendments to the *Local Government Act 1995* and associated regulations by the *Local Government Amendment Act 2024* Council members must also **not** be offered any financial assistance, any allocation of Shire resources (including employee time) nor may the Shire of Narembeen incur any part of an insurance premium in relation to:
- adjudicator fees charged to a Councillor under section 8A.19(2) of the *Local Government Act 1995*
 - infringement notices issued to a Councillor by the Local Government Inspector or their authorised officer under Part 9 Division 2 Subdivision 2A of the *Local Government Act 1995*
 - any fine or penalty imposed to a Councillor under the *Local Government Act 1995*
 - any amount that a council member is ordered to pay under the *State Administrative Tribunal Act 2004* Part 4, Division 5
 - any other exemplary or punitive damages that are awarded against a council member in civil proceedings before a court.

4. Application for payment

- 4.1 A council member or employee who seeks assistance under this policy is to make an application, in writing, to the council or the CEO.
- 4.2 A written application for payment of legal representation costs is to give specific details of:
- a) the matter for which legal representation is sought;
 - b) how that matter relates to the functions of the council member or employee making the application;
 - c) the lawyer (or law firm) who is to be asked to provide the legal representation;
 - d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - e) an estimated cost of the legal representation; and
 - f) why it is in the interests of the Shire for payment to be made.
- 4.3 As far as it is possible, the application is to be made before commencement of the legal representation to which the application relates.
- 4.4 An application seeking legal representation costs is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 4.5 The application is also to be accompanied by a signed statement by the applicant that he or she:
- a) has read, and understands, the terms of this policy
 - b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 8 and any other conditions to which the approval is subject; and

- c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 8.

5. Limit on cost

- 5.1 All approved applications for legal representation costs in accordance with this policy shall have a limit specified on the costs to be paid by the Shire of Narembeen, based on the lesser amount of the estimated costs detailed in the application and Council's resolution.
- 5.2 Applicants may make applications for further legal representation costs in respect of the same matter, unless resolved otherwise by Council.

6. Council's powers

- 6.1 Council may, by resolution, refuse an application, grant an application or otherwise grant an application subject to terms and conditions. Council will exercise this power at its absolute discretion, subject to the terms of this policy.
- 6.2 Conditions under clause 6.1 may include, but are not restricted to, a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 6.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant through the Shire of Narembeen except for circumstances to which Clause 3 applies
- 6.4 Council may, at any time, revoke or vary its approval, or any terms and conditions attached to its approval for the payment of legal representation costs.
- 6.5 Council may, subject to clause 6.6, determine that a Councillor or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
 - a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b) given false or misleading information in respect of the application.
- 6.6 A determination under clause 6.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7 Where Council makes a determination under clause 6.5, the legal representation costs paid by the Shire of Narembeen are to be repaid by the Councillor or employee in accordance with clause 7.

7. Delegation to Chief Executive Officer

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of Council, any of the powers of Council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application.
- 7.2 An application approved by the CEO under clause 7.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 6.4.

8. Repayment of legal representation costs

- 8.1 A council member or employee whose legal representation costs have been paid by the Shire of Narembeen is to repay:

- a) all of those costs – in accordance with a determination Council under clause 6.7
 - b) as much of those costs as is demanded in accordance with clause 6.4
 - c) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies for costs, damages, or settlement, in respect of the matter for which the Shire of Narembeen paid the legal representation costs.
- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.
-

DEFINITIONS

- approved lawyer is to be:
 - a 'certified practitioner' under the *Professions Act 2008*;
 - from a law firm on the Shire's panel of legal service providers, if relevant, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
 - approved in writing by the council or the CEO under delegated authority.
- council member or employee means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire.
- legal proceedings may be civil, criminal or investigative.
- legal representation is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of:
 - a matter or matters arising from the performance of the functions of the council member or employee; and
 - legal proceedings involving the council member or employee that have been, or may be, commenced.
- legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.
- legal services includes advice, representation or documentation that is provided by an approved lawyer.
- payment by the city/town/shire of legal representation costs may be either by:
 - a direct payment to the approved lawyer (or the relevant firm); or
 - a reimbursement to the council member or employee.

RELATED LEGISLATION

Local Government Act 1995

Local Government Amendment Act 2024

RELATED POLICIES

Code of Conduct for Council Members, Committee Members and Candidates

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.5
Policy Version	3

Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Manager Corporate Services	
Review Frequency	3 years	
Creation Date	16 November 2021	OCM Ref 7290/21
Last Review Date	18 February 2025 (updated) 17 February 2026 – included legislation changes	OCM Ref 7947/25 OCM Ref 8130/26
Next Review Date	February 2029	
File Ref (original)	G:\Records\OPEN\CORPORATE MANAGEMENT\POLICY\Policy Register	

Council Policy

3. Corporate Policies

3.6 Record Management



POLICY OBJECTIVES

To outline the principles and responsibilities that guide the Shire of Narembeen's recordkeeping practices, ensuring consistency, compliance, and accountability in the creation, management, and retention of all records.

This policy also ensures the Shire of Narembeen meets its legislative obligations under the *State Records Act 2000*, by embedding consistent and accountable recordkeeping practices across the organisation.

POLICY SCOPE

This policy applies to all Council records—physical or digital—created or received by Shire employees, contractors, elected members, the Narembeen Community Resource Centre, or third parties performing services on behalf of the Shire, irrespective of format, location, or date of creation.

POLICY DETAIL

The Shire of Narembeen is committed to the creation and maintenance of full and accurate records of its business activities. All records, regardless of format, must be managed in accordance with the Shire's Recordkeeping Plan and associated procedures. This includes ensuring that records are created promptly, stored securely, remain accessible and are preserved for as long as required. Staff, contractors, and elected members will receive guidance or training to support their responsibilities in recordkeeping compliance.

In line with the Shire's Disability Access and Inclusion Plan (DAIP), records should be made available in accessible formats, where relevant, to ensure equitable access for people with disability.

ROLES AND RESPONSIBILITIES

Elected Members

Councillors must submit all relevant records to the Chief Executive Officer for inclusion in the Shire's recordkeeping system. This must occur prior to the record becoming pertinent to Council business, at the end of the financial year, or upon conclusion of the Councillor's term—whichever occurs first.

Chief Executive Officer

The Chief Executive Officer is responsible for developing, implementing, and regularly reviewing the Recordkeeping Plan and associated policies to ensure compliance with current legislative requirements.

Staff

All records created by staff must:

- be captured and recorded into the recordkeeping system in a timely manner
- be recorded and kept secure in accordance with Shire policies and procedures
- be maintained in accordance with Shire policies.
- report any accidental loss or misfiling of records to the Records Officer immediately.

Records Management

Shire of Narembeen staff must not:

- Delete, destroy or alter records without proper authority.
- Remove physical records from Shire property without proper authority
- Misplace or share records to an unauthorised person.

DEFINITIONS

Record

A 'record' refers to information captured in any format—such as documents, emails, photographs, or voice recordings—that is created, received, and maintained as evidence of the Shire's business activities.

Recordkeeping Plan

The Recordkeeping Plan ensures that records are created, managed and maintained over time and disposed in accordance with The State Records Act 2000 (the Act). It is the primary means of providing evidence of compliance with the Act. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

General Retention and Disposal Authority

The Western Australia General Retention and Disposal Authority for Local Government is designed to provide consistency throughout the industry in disposal activities and decisions regarding disposals. The Authority is a State Government policy/interpretation of the provisions of the State Records Act 2000 insofar as it provides for the proper disposal and archiving of records.

RELATED LEGISLATION

Legislation and standards applicable to Local Government and recordkeeping in Western Australian State Government organisations include:

- Australian Standard on Records Management: AS ISO 15489
- Criminal Code Compilation Act 1913
- Electronic Transactions Act 2003
- Evidence Act 1906
- Freedom of Information Act 1992
- Interpretation Act 1984
- Local Government Act 1995
- Privacy Act 1988 (Cth)
- State Records Act 2000
- State Records (Consequential Provisions) Act 2000
- State Records Commission: Principles and Standards

RELATED POLICIES

Record Keeping Plan

Disability and Access Inclusion Plan

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.6
Policy Version	1

Records Management

Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	December 2017	OCM Ref 6564/17
Last Review Date	19 August 2025	OCM Ref 8049/25
Next Review Date	August 2028	
File Ref	Corporate Management / Corporate Policies	

3. Corporate Services

3.7 Procurement Framework

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1. PURCHASING

The Shire of Narembeen (“the **Shire**”) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors
- (b) foster economic development by maximising participation of local businesses in the delivery of goods and services
- (c) use consistent, efficient and accountable purchasing processes and decision-making, including: competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements
- (d) apply fair and equitable competitive purchasing processes that engage potential suppliers impartially and honestly
- (e) commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest
- (f) comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures
- (g) ensure purchasing outcomes contribute to efficiencies for the Shire of Narembeen
- (h) identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework
- (i) ensure that sufficient and appropriate records are kept in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan
- (j) ensure professional confidentiality is always maintained, in accordance with Council policies.

1.2 ETHICS & INTEGRITY

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

Value for money assessments will consider:

- (a) the total cost of ownership for a potential purchase and all associated incidental costs
- (b) the technical merits of the goods or services.
- (c) the supplier’s availability, capacity, capability, warranties and level of service

- (d) the supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective supplier in terms of managerial and technical capabilities and compliance history
- (e) the competitiveness of each quote received by obtaining a sufficient number of other quotations, as consistent with this Policy
- (f) the safety requirements and standards associated with both the product design and the specification offered by suppliers.

1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1 Authorisation to Purchase Goods and Services

The following employees are authorised to purchase goods and services included in the annual budget, within the specified thresholds.

Position	Amount
Chief Executive Officer	\$249,999
Executive Manager Corporate Services	\$150,000
Executive Manager Infrastructure Services	\$150,000
Mechanic	\$10,000
Community Resource Centre Coordinator	\$10,000
Project Officers	\$5,000

1.4.2 Purchases Under Contract, Aggregation of Purchases

Where the Shire has regular and ongoing need for goods or services, wherever possible suppliers should be engaged under contract to supply the Shire's annual requirements, the annual value of which will be determined by review of the aggregate annual cost as per recent financial records.

The appropriate length of a contract is to have regard for market volatility and the ongoing need of the supply.

Quotation, documentation and assessment requirements for purchases based on aggregate annual cost will be in accordance with the terms of this Policy.

1. Individual Purchasing Value Assessments

Each purchasing activity is to assess the purchasing value as:

- (a) exclusive of Goods and Services Tax (GST)
- (b) including the total expenditure for the proposed supply (total cost of ownership)
- (c) the whole required amount of goods or services (purchases must not be split into components to avoid purchasing or tendering thresholds, as per Local Government Act (Functions and General) Regulations 1996 Section 12).

1.4.3 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	Existing suppliers Current contracts, including any Prequalified Suppliers or contracted suppliers, must be used where available.
Priority 2:	Local suppliers

	The Shire will ensure that, wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority. Consideration may be given to discounting local suppliers based on past experience.
Priority 3:	Other Suppliers Where there are no existing or local suppliers are available goods and services may be obtained from other suppliers. Consideration is to be given to WALGA Preferred Suppliers.

(2) Purchasing Practice Purchasing Value Thresholds

The CEO is to develop an executive policy regarding the method of assessing quotes received in accordance with this section, the qualitative metrics of this clause and clauses 2.1 to 2.3 and the documentation requirements for quotes obtained as per this clause.

The below purchases practices must be observed for each purchasing activity (other than via credit cards), with aggregate annual costs assessed as per clause 1.4.1:

Purchase Value Threshold (ex-GST)	Purchasing Practice
Up to \$5,000	No quote or purchase order required. Purchases may be made using credit cards based on the retailer's (online or in-store) advertised price.
\$5,001 to \$10,000	Minimum of one (1) verbal quote required. A purchase order is considered evidence of a verbal quote being received. Where possible, written quotes should be obtained.
\$10,001 to \$30,000	Request at least two (2) written quotes and receive at least one (1). If the selected supplier is a local supplier, only one quote must be obtained.
\$30,001 to \$50,000	Request and receive at least two (2) written quotes. If the selected supplier is local, only one quote must be obtained. OR If unable to find suppliers locally in compliance with this section obtain any number of quotes from pre-qualified supplier panels, including WALGA's panel of preferred suppliers (this does not have to be via WALGA's eQuote process).
\$50,001 to \$100,00	Request at least three (3) written quotes and receive at least two (2). If the selected supplier is a local supplier only two (2) quotes must be requested and one (1) received. OR If unable to find suppliers locally in compliance with this section obtain any number of quotes from pre-qualified supplier panels, including WALGA's panel of preferred suppliers (this does not have to be via WALGA's eQuote process).

Purchase Value Threshold (ex-GST)	Purchasing Practice
\$100,001 to \$249,999	Obtain at least three (3) written quotes. Received quotes are to be assessed against pre-determined selection criteria. OR If unable to find suppliers locally in compliance with this section obtain any number of quotes from pre-qualified supplier panels, including WALGA's panel of preferred suppliers (this does not have to be via WALGA's eQuote process). Quotes obtained must still be compared to a pre-determined selection criteria.
Over \$250,000	<u>Request for quote (RFQ) method</u> A formal RFQ is to be issued to WALGA preferred suppliers via WALGA's e-Quote portal. Submissions received are to be assessed according to pre-determined selection criteria. <u>Request for tender (RFT) method</u> If there are insufficient or unsatisfactory submissions received for an RFQ, or if it is determined that there would be better value for money in advertising to the market at large, an RFT process is to be undertaken in accordance with Part 4 of the Local Government Act (Functions and General) Regulations 1996. The requirements of this section (specifically this purchase value threshold bracket) do not apply for tender exempt purchases as outlined in this Policy or the Local Government Act 1995. Contracts must be prepared for purchases under in this bracket.
Emergency Purchases <i>(Within Budget)</i> Refer to Clause 1.4.3	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases <i>(No budget allocation available)</i> Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with section 6.8 of the <i>Local Government Act 1995</i>, the president must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO must ensure that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.

Purchase Value Threshold <i>(ex-GST)</i>	Purchasing Practice
	The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.

1.4.1. Exemption, Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with a:

- (a) local emergency where the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, or
- (b) local emergency where the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a), or
- (c) State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11 (2) (aa) or (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.2. Exemption, Sole Suppliers

Goods and services may be obtained without adherence to clause 1.4.2 where it is deemed unlikely that there is more than one potential supplier for the required goods or services.

Determining a sole supplier requires that:

- (a) the specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified requirement; and
- (b) sufficient market testing has been undertaken and documented, including a rationale for why the supply is determined to be unique and why quotes cannot be sourced through more than one potential supplier.

Ongoing arrangements of this nature may only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the process will need to be re-performed.

The following is a list of suppliers that has been determined by Council to meet the requirements of a sole supplier, for which repeated market testing is not required:

Company	Good or Service Provided	Reason for exemption
Telstra	Phone or Internet Services	This is the only provider of phone services.
Synergy	Electricity	Sole supplier

Water Corporation	Water	Sole Supplier
Narembeen Post Office	General Postal Services	Impracticality of using another town's post office.
Landgate	Rates Valuations and other land enquiry services	Sole Supplier
WALGA	Subscriptions and councillor training	Unique advocacy body
LGIS	Insurance and insurance related services	Self-insuring LG body, specifically exempted.
IT Vision	Financial Management Software provision	It isn't feasible to routinely consider other accounting and rating system. Licence fees with IT Vision are to be classed as sole supplier as they are the only company able to provide a licence for the SynergySoft system.

1.4.3. Contract Renewals and Extensions

Upon expiry of a contract, pending any available extensions (as mutually agreed between the Shire and contractor) the Shire will undertake the necessary purchasing practices of this Policy.

2. SUSTAINABLE PROCUREMENT

2.1. LOCAL ECONOMIC BENEFIT

The Shire is committed to promoting economic development by encouraging and prioritising the supply of goods and services by local suppliers permanently located within the District first, and those permanently located within its broader region second. As much as practicable, the Shire will:

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e.: servicing and support)
- (c) where possible, undertake analysis to understand local business capability and local availability of goods or services
- (d) ensure that RFQs and RFTs are designed to accommodate the capabilities of local businesses
- (e) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion must be included in the CEO's executive policy under clause 1.4.2(2) for RFQs and RFTs where suppliers are located within the Shire, or where the supplier will substantially demonstrate a benefit or contribution to the local economy.

2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support purchasing from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg. 11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000, it must be satisfied that the offer truly represents value for money.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000, it must be satisfied that the offer truly represents value for money.

2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

3. PANELS OF PRE-QUALIFIED SUPPLIERS

3.1. OBJECTIVES

The Shire may create a Panel of Pre-Qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Considerations relevant to the establishment of a Panel are:

- (a) there are numerous potential suppliers in the local and regional sectors that satisfy will provide value for money;

(b) whether the Panel will streamline the procurement processes.

3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the Panel in accordance with the Regulations. Panels may be established for similar goods or services (i.e.: trades, professional services, supply of a type of similar goods such as aggregate or bitumen, etc.).

Panels may be established for a maximum of three (3) years. The length of time of a Panel is to be declared in the request for submissions.

The CEO is to develop and Executive Policy regarding the qualitative assessment of Panel submissions.

If a Panel member leaves the Panel, the Shire may reperform the assessment process to establish a new panel member or otherwise continue to use other appointed Panel members.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members and non-Panel members alike the Shire will have regard for the prescribed criteria of *Local Government (Functions and General) Regulations 1996* section 24AD.

3.4. PURCHASING FROM THE PANEL

An invitation to apply to be considered to join a Panel must state how future quotes will be sought from Panel members, and the degree of exclusivity afforded Panel members for future work.

4. RECORD KEEPING

The Shire will include in each contract for the provision of works or services the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire where relevant to the performance of the contract.

5. PURCHASING POLICY NON-COMPLIANCE

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where compliance with this Policy is not reasonably able to be achieved, records must evidence the rationale and decision-making processes to substantiate the non-compliance.

If non-compliance with the relevant legislation, this Policy or the Code of Conduct is identified it must be reported to the Chief Executive officer and the Executive Manager Corporate Services.

Failure to comply with legislative or Policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation with findings to be considered in context of the responsible person's training, experience, seniority, and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

DEFINITIONS

RELATED LEGISLATION

Local Government Act s.3.57 Tenders for providing goods or services
Local Government (Functions and General) Regulations r24AB, 24AC, 24AD, 24AH
Local government (Financial Management) Regulations r.12

RELATED POLICIES

DELEGATED AUTHORITY

- 1.2.9 Expressions of Interest for Goods and Services
- 1.2.10 Tenders for Goods and Services – Call Tenders
- 1.2.11 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Exemption Options
- 1.2.12 Tenders for Goods and Services – Exempt Procurement
- 1.2.13 Panels of Pre-Qualified Suppliers
- 1.2.14 Application of Regional Price Preference Policy
- 1.2.15 Renewal or Extension of Contracts During a State of Emergency
- 1.2.16 Procurement of Goods or Services Required to Address a State of Emergency
- 1.2.18 Payments from the Municipal or Trust Fund

DOCUMENT MANAGEMENT

Policy Number	3.7	
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Council Policy

3 Corporate Services

3.8 CEO Standards for Recruitment, Performance and Termination.



POLICY OBJECTIVES

To ensure Council complies with the legislative standards for the recruitment, selection, performance review and termination of employment of the Chief Executive Officer.

POLICY SCOPE

This policy applies to all councillors, committee members, consultants and employees involved in the processes related to the recruitment, section, performance review and termination of employment of the CEO.

POLICY DETAIL

Section 5.39B of the *Local Government Act* requires a local government to prepare and adopt standards to be observed by the local government that incorporate the model standards for CEO recruitment, performance and termination.

To comply with the above requirements, Council adopts the model standards as prescribed in Schedule 2 of the *Local Government (Administration) Regulations 1996*.

Model standards for CEO Recruitment, Performance and Termination

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Narembeen Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Narembreen;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
- a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
- a) the duties and responsibilities of the position; and
 - b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - i. email a copy of the job description form to an email address provided by the person; or
 - ii. mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
 - (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.

- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - a) clause 5 does not apply to the new recruitment and selection process; and
 - b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
- a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - i. the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - ii. a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - a) the process by which the CEO's performance will be reviewed; and
 - b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- a) the results of the review; and
- b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - b) notifying the CEO of any allegations against the CEO; and
 - c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified

- any issues (the **performance issues**) related to the performance of the CEO; and
 - b) informed the CEO of the performance issues; and
 - c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

DEFINITIONS

CEO – Chief Executive Officer of the Shire of Narembeen.

RELATED LEGISLATION

Local Government Act 1995 Section 5.39B

Local Government (Administration) Regulations 1996 18FA and Schedule 2

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.8	
Policy Version	2	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive and Governance Officer	
Review Frequency	3 years	
Creation Date	15 November 2022	OCM Ref 7522/22
Last Review Date	18 August 2026	OCM Ref 8232/26
Next Review Date	August 2029	

Council Policy

3. Corporate Services

3.9 Child Safety Awareness



POLICY OBJECTIVES

The Shire of Narembeen supports and values all children and young people and makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This policy aims to:

- a) provide a framework for the provision of supportive resources to children and young people in the district.
- b) outline the Shire of Narembeen's commitment to support the safety and awareness of children and young people with a zero-tolerance approach to child abuse.
- c) reduce the risk of harm and child sexual abuse by encouraging child safe environments.

POLICY SCOPE

This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Narembeen. It applies to occupants of Shire facilities and venues, including visitors, contractors, and suppliers.

POLICY DETAIL

The Shire will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation:

- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

POLICY PRINCIPLES

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.

- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

DEFINITIONS

Abuse: abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, and sexual abuse, and neglect.

Child/Children: means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: means an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people.
- creates conditions that reduce the likelihood of harm to children and young people.
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm*
 *in the context of the Shire, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Child safe: child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

RELATED LEGISLATION

Corruption, Crime and Misconduct Act 2003
 Freedom of Information Act 1997
 National Principles for Child Safety Organisations
 Public Interest Disclosure Act 2003r
 Work Health and Safety Act 2020
 Working with Children (Criminal Record Checking) Act 2004

RELATED POLICIES

Fraud and Corruption Prevention
 Legal Representation
 Media Contact
 Code of conduct Employees
 Councillor Code of Conduct

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.9	
Policy Version	2	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	2 years	
Creation Date	21 March 2023	OCM Ref 7561/23
Last Review Date	20 May 2025	OCM Ref 7995/25
Next Review Date	May 2027	
File Ref (original)		
File ref (copy)		

Council Policy

3. Corporate Services

3.10 Debt Management



POLICY OBJECTIVES

To outline the principles to be observed by staff in managing debts owed to Council.

POLICY SCOPE

This policy applies to all staff involved in the administration, collection and management of Council's debts

POLICY DETAIL

This policy outlines in brief Council's approach to the management of general debts and rate debts. Options for collection and, in the case of rates, action against the land must be exhausted before debts are to be written off, administrative error or the immaterial nature of the debt notwithstanding. Rate debts may never be written off where action against the land (as detailed below) is an eventual possibility for the recovery of the outstanding rates. unless by resolution of Council.

General Debts

All unpaid general debts must be sent for collection when, at the Chief Executive Officer's (CEO) or Executive Manager Corporate Services' (EMCS) discretion, the debts are deemed to otherwise be unrecoverable.

In managing overdue debts and considering referring debts for collection Council staff must have regard for debtors that actively communicate and work with staff towards the debt being paid in a reasonable timeframe or otherwise provide genuine reasons for the debt remaining unpaid. Further, Council staff should have regard for the debtor's profile and the relative amount of the debt.

Outstanding Rates

Rates that remain outstanding after the due date which are not otherwise on a complying instalment plan will be charged daily interest at the rate adopted by Council for the relevant financial year.

Rates that remain outstanding after the due date which are not otherwise on a complying instalment plan or custom payment arrangement must, within 14 days of the due date, be issued with a Final Notice making a final demand for payment 14 days from the date of the Final Notice.

Where a Final Notice has been issued and rates are still outstanding after the due date specified on the Final Notice, the outstanding amount must be referred for collection unless the amount is deemed to be immaterial at the discretion of the CEO or EMCS. Amounts deemed to be immaterial in accordance with this section will be carried forward until otherwise recovered.

If any rates remain outstanding for a period of 3 years then, actions will be taken against the land to recover the debt in accordance with *Local Government Act 1995, Part 6, Section 6 – Actions against land where rates or service charges unpaid* with a general preference to seize the land for sale in accordance with *Section 6.68*.

DEFINITIONS

RELATED LEGISLATION

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

RELATED POLICIES

DELEGATED AUTHORITY

1.2.19 Defer, Grant Discounts, Waive or Write Off Debts

DOCUMENT MANAGEMENT

Policy Number	3.10	
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	19 June 2019	OCM Ref 6864/19
Last Review Date	17 August 2022	OCM Ref 7483/22
	19 November 2024	OCM Ref 7907/24
Next Review Date	November 2027	

Council Policy

3. Corporate Services

3.11 Flying of Flags



POLICY OBJECTIVES

To ensure the flying of all flags are done so with the respect afforded to them.

POLICY SCOPE

This applies to flying of the National and Shire of Narembeen flag every workday.

POLICY DETAIL

The National Flag and the Shire flag are to be flown at the front of the main office daily.

The Australian flag should always be placed to the left when looking at them from the street towards the Administration Office.

Flags are to be placed at half-mast on Remembrance Day from 10.30am to 11.02am and on national days of mourning as advised by the appropriate body.

Flags are to be placed at half-mast if there is a funeral in town.

When the flags are put up, the Australian Flag must be flown first, followed by the Shire flag.

When the flags are brought down, the Shire flag must come down first, followed by the Australian flag. Flags are not to touch the ground.

DEFINITIONS

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.11
Policy Version	5
Policy Owner(s)	Chief Executive Officer
Reviewer	Executive Governance Officer
Review Frequency	3 years

Flying of Flags

Creation Date	20 September 2006	OCM Ref 3615/06
Last Review Date	18 February 2015 15 February 2017 18 November 2021 20 May 2025	OCM Ref 5896/15 OCM Ref 6367/17 OCM Ref 7290/21 OCM Ref 7995/25
Next Review Date	May 2028	
File Ref (original)		
File ref (copy)		

Council Policy

3. Corporate Services

3.12 Fraud and Corruption Prevention



Policy Number	3.12	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	15 November 2021	OCM Ref 7290/21
Last Review Date		OCM Ref
Repealed Date	19 August 2025	OCM Ref 8050/25
File Ref (original)		
File ref (copy)		

Council Policy

3. Corporate Services

3.13 Freeman – Guidelines for Appointment



OBJECTIVES

This policy sets out the circumstances under which Council may bestow the title of “Honorary Freeman of the Shire of Narembeen” upon individuals who have made an outstanding and exceptional contribution to the Shire or community.

SCOPE

This policy is applicable to all nominations, applications and awards of the title “Honorary Freeman of the Shire of Narembeen”.

POLICY

The award of Freeman is intended to recognise outstanding commitment or contribution to the Shire or community over a significant period of time and in a diversity of activities. This award is to be recognised as the highest honour that the local community, through its elected members, can confer on one of its citizens. Therefore, the award will be conferred sparingly, and independent of any other award. In bestowing the title, Council will give consideration to the nature of the individual's service or achievement, and its lasting impact on the Shire or community.

Eligibility Criteria

The following eligibility criteria shall be taken into account when considering conferring of the title of Honorary Freeman of the Shire of Narembeen:

- a) The title shall not be bestowed on anyone who is a current employee or Councillor of the Shire of Narembeen.
- b) The nominee's exceptional service must be recognised as a matter of public record.
- c) The nominee will ordinarily be a resident of the Shire of Narembeen and have lived within the Shire for a significant number of years, usually 20 years or greater, although this may be reduced by the significance of service.
- d) The nominee should have given extensive and distinguished service to the local community and made a contribution that is considered extraordinary, above the contributions of most other persons.
- e) The nominee's endeavours must have clearly benefited the Shire of Narembeen and possibly the wider region.
- f) The nominee's achievements should be of a nature which would encourage the local government to nominate that person for a honour under the Australian Honours System.
- g) The nominee must have demonstrated both outstanding leadership and personal integrity.
- h) Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution to the profession is significantly above that expected from others in their occupation.
- i) The contribution to the welfare of the community must involve one or both of the following factors:
 - i. Significant contribution of the nominee's time in serving members of the community for the improvement of their welfare.

- ii. The promotion, achievement and/or delivery of community services in which a real, personal contribution is made.

Nomination Procedure (does not include consultation with the Minister)

- a) Formal nominations for the honour can only be made by a Councillor of the Shire of Narembeen. A Councillor may make a nomination on their own cognisance or act as a sponsor for a wider community desire to honour a person.
- b) A nomination for the honour may be submitted at any time provided the nomination is in writing and clearly addresses each of the above eligibility criteria.
- c) The nomination must clearly outline the history of the nominee in chronological order, outlining their extraordinary community service.
- d) Nominations must be made in the strictest confidence without the nominee's knowledge, be sponsored by a Councillor and supported in writing by at least two (2) other Councillors
- e) Nominations are to be submitted to the Chief Executive Officer. The Chief Executive Officer will submit a confidential report to a Council Meeting with details of the nomination. The confidential report for the Council Meeting shall be delivered to all Councillors at least two (2) weeks prior to the meeting date.
- f) If a Councillor expresses an objection to the nomination, that Councillor must give their reasons for the objection in writing to the Chief Executive Officer, at least one (1) week prior to the Council Meeting. The Chief Executive Officer shall submit all objections (together with any other relevant information) to the Council Meeting.
- g) Deliberations on the matter will take place behind closed doors. No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council. Council is to utilise the Honorary Freeman Assessment Sheet presented in Appendix 1 to evaluate the suitability of the nominee.
- h) In the event the Council approves the nomination, it shall be by an Absolute Majority decision.
- i) If it is considered appropriate to pursue the nomination further, it should then be resolved 'that Council bestow the honour of Honorary Freeman of the Shire of Narembeen as indicated in this report'. The Shire President is to send a letter advising of this Council decision to the nominated Freeman.
- j) If it is considered by Council that it would not be appropriate to pursue such a nomination, the resolution is to reflect that the nomination has not received the support of Council but does not have to name the nominee.
- k) If the candidate for Honorary Freeman declines the nomination, Council is to be informed, and the matter shall lapse.

Selection Criteria

In making a determination, Council is to consider the following weighted selection criteria:

Criteria	Weighting (%)
Level of dedication to their field of activity	20
Outstanding personal leadership qualities and personal integrity	20
Benefits to the local community and wider region	40
Special achievements of the nominee	20

Entitlements

Any person declared an Honorary Freeman of the Shire of Narembeen:

- May designate themselves as an "Honorary Freeman of the Shire of Narembeen".
- Will be invited to all civic events and functions and be acknowledged as a dignitary.
- Will have their photograph hung in the Shire's Council Chambers.
- Will be provided with a plaque to commemorate receipt of their Award.
- Will be conferred at an appropriate civic ceremony for the purpose hosted by the Shire of Narembeen

Limitations on Holders of the Award

At any time, a maximum of four (4) living persons only, unless otherwise decided by an Absolute Majority decision of the Council, may hold the title of 'Honorary Freeman of the Shire of Narembeen'.

The title shall not be awarded posthumously.

Personal Conduct

A person who has been conferred with the honour of "Honorary Freeman of the Shire of Narembeen" shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire of Narembeen or the community into disrepute.

Council reserves the right to cancel the honour in the event that the holder is convicted of a serious criminal offence or brings the Shire of community into disrepute. Any such resolution shall be by an Absolute Majority decision.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.13	
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Policy Owner(s)	Executive Manager Corporate Services	
Reviewer	Executive Governance Officer	
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Creation Date		OCM Ref
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
	17 June 2025	OCM Ref 8010/25
Next Review Date	June 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\3. Corporate Policies	

Appendix 1 – Honorary Freeman of the Shire Assessment Sheet

Eligibility Criteria *(tick end box to confirm compliance)*

1. The title shall not be bestowed on anyone who is a current employee or Councillor of the Shire of Narembeen.
2. The nominee's exceptional service must be recognised as a matter of public record.
3. The nominee will ordinarily be a resident of the Shire of Narembeen and have lived within the Shire for a significant number of years, usually 20 years or greater, although this may be reduced by the significance of service.
4. The nominee should have given extensive and distinguished service to the local community and made a contribution that is considered extraordinary, above the contributions of most other persons.
5. The nominee's endeavours must have clearly benefited the Shire of Narembeen community and possibly the wider region.
6. The nominee's achievements should be of a nature which would encourage the local government to nominate that person for an honour under the Australian Honours System.
7. The nominee must have demonstrated both outstanding leadership and personal integrity.
8. Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution to their profession is significantly above that expected from others in their occupation.
9. The contribution to the welfare of the community must involve one or both of the following factors:
 - a. Significant contribution of the nominee's time in serving members of the community for the improvement of their welfare.
 - b. The promotion, achievement and/or delivery of community services in which a real, personal contribution is made.

Selection Criteria

Each criteria is to be scored out of five (whole numbers only) with 1 being poor and 5 being exceptional.

Councillor	Level of commitment to their field of activity (20%)	Outstanding personal leadership qualities and personal integrity (20%)	Benefits to the community or district (40%)	Special achievements of the nominee (20%)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Council Policy

3. Corporate Services

3.14 Human Resource Management



POLICY OBJECTIVES

To outline several key human resource policies of Council in relation to:

- governance
- Councillor liaison with the CEO and other employees
- determining 'Senior Employees'
- set parameters for Temporary and Acting CEO appointments
- criteria for aspects of employee remuneration.

POLICY SCOPE

This policy applies to all Councillors and all employees of the Shire of Narembreen.

POLICY DETAIL

Council Liaison with Shire Employees

Council notes that it is the function of the Shire President to liaise with the Chief Executive Officer regarding the administration and operations of the Shire. Having respect and regard for the Shire President, and their role under the Local Government Act 1995 notwithstanding, Councillors may liaise directly with the CEO and Senior Staff (as defined below).

Councillors will note that the above is in no way to be interpreted as authorising any group or individual Councillors to directly or indirectly provide instruction to the CEO or Senior Staff. Councillors will also note that this policy does not extend to other Shire staff, who should never be approached by Councillors in their official capacity.

Senior Employees

The following positions are to be classified as Senior Employees for the purposes of the *Local Government Act 1995 Section 5.37 (1)*:

- Executive Manager Corporate Services
- Executive Manager Infrastructure Services.

Acting Chief Executive Officer provisions

In the event of any absence from work by the Chief Executive Officer for a period of more than ten (10) consecutive working days the Executive Manager Corporate Services is to assume the role of Acting Chief Executive Officer. If the Chief Executive Officer's absence is unplanned, the Executive Manager Corporate Services may be appointed as Acting Chief Executive Officer immediately at the discretion of the Shire President.

If the Executive Manager Corporate Services is unavailable or unwilling to act in accordance with the above provision, the Executive Manager Infrastructure Services may be appointed as Acting Chief Executive Officer instead.

Neither the Executive Manager Corporate Services nor the Executive Manager Infrastructure Services may persist in the role of Acting Chief Executive Officer for a period of greater than twenty-five (25) consecutive workings days without a resolution of Council. If the Chief

Executive Officer's unplanned absence occurs when there is a gap in monthly Council meetings, this provision may extend to the next scheduled Ordinary Meeting of Council.

It is noted that per the *Local Government Act 1995 section 5.39 (1a)(a)* that no employees (senior or otherwise) may assume the role of Acting Chief Executive Officer for a period of greater than 12 months without a written contract.

Superannuation

Employees will have the option for Council to match additional superannuation contributions made by the employee, up to an additional 5% of the employee's gross salary, over and above any statutory contributions made in accordance with the *Superannuation Guarantee (Administration) Act 1992*.

The Chief Executive Officer and Senior Employees may negotiate a higher contribution percentage as part of their remuneration package on a case-by-case basis.

Uniform Allowance

Council will provide all staff whose employment is not covered by an Enterprise Bargaining Agreement with an annual uniform allowance of up to \$500 per employee. For the avoidance of doubt, should any employees hold a dual role where one of their roles is outside the scope of an Enterprise Bargaining Agreement, they will **not** be entitled to any uniform allowance under this section.

Uniform allowance entitlements are to be subject to the employee's hours, as follows:

Full time equivalent	Maximum entitlement
< 0.5	\$250
>= 0.5	\$500

Uniforms may only be purchased upon the successful completion of the employee's probation period. Employees may elect to acquire clothing for their uniform themselves and be reimbursed, provided that the Chief Executive Officer publishes a policy for the management and oversight of this process.

The Chief Executive Officer and Senior Employees may negotiate a higher uniform allowance as part of their remuneration package, on a case-by-case basis.

Housing Allowance

Employees will be paid a housing allowance of \$100 per week, provided that they work at least 3 days a week (as defined).

The following exceptions may apply:

1. if an employee is provided with a residence for free as part of their remuneration, neither the employee nor their spouse will be eligible for a housing allowance
2. a housing allowance under this clause may **not** be paid to the Chief Executive Officer or Senior Employees. Should the Chief Executive Officer or Senior Employees own their own residence in the district, they may negotiate a housing allowance in lieu of the provision of a house by Council.

This policy will be continually reviewed to align with any future amendments to the Shire of Narembeen Works Staff Enterprise Bargaining Agreement.

Phone Allowance

Employees with a clear identified need to use a mobile phone in the fulfillment of their duties will be provided a phone by the Shire for the purpose of carrying out their official duties.

Employees that elect to use their own mobile phone for work in lieu of using a device provided by Council will be paid an allowance of either \$10 or \$20 per week to compensate them for the cost of the business use.

An employee's phone allowance is to be set based on the frequency of the employee's use: an employee that has to use their phone for work on a daily basis will be afforded the higher allowance and otherwise they will be paid an allowance at the lower rate.

Gym and Pool Membership

Employees are entitled to receive a gym membership and pool family pass free of charge each year.

The following restrictions may apply:

1. The gym membership is available for the employee's personal use only
2. Employees working less than 3 days per week (as defined) are not entitled to receive this benefit
3. The cash value of this entitlement cannot be redeemed in lieu of the benefits
4. Employees are still required to pay a \$50 bond for access cards (where applicable)
5. Employees must adhere to all facility rules and regulations.

Relocation Expenses

Council will reimburse the CEO and Senior Employees upfront for relocation expenses up to the following amount when relocating to begin employment with the Shire of Narembeen:

- Chief Executive Officer - up to \$6,000
- Senior Employees - up to \$5,000

If the employee voluntarily leaves, or is dismissed for any reason, before they have completed 12 months of continuous service, then relocation expenses must be repaid on the following basis:

Period of continuous service	Portion of expenses to be reimbursed
Less than 3 months	100%
Less than 6 months	75%
Less than 9 months	50%
Less than 12 months	25%

Council will also reimburse other staff for relocation expenses of up to \$2,000 in arrears when relocating to Narembeen to begin employment with the Shire of Narembeen. Employees other than the CEO or Senior Staff will be reimbursed for relocation expenses upon completion of 12 months of continuous service.

For the purposes of this policy, 'relocation expenses' is taken to include all expenses incurred by the employee in relocating to Narembeen and does not solely refer to professional removalist expenses.

Study allowance

The CEO is to develop a policy outlining the criteria for which study allowance may be provided to an employee under this policy

Council will financially support the cost of employees attaining certifications and qualifications (including the cost of study materials/resources), as determined to be appropriate by the CEO, up to the following maximum amount:

Study type	Maximum contributions
-------------------	------------------------------

Certificate/diploma	\$5,000
Bachelor's degree	\$10,000
Post-graduate certifications	\$15,000

All employees afforded study allowance under this policy must provide written agreement that they will reimburse the Shire for **all** financial contributions towards their qualifications if they:

- leave the organisation within the timeframes outlines below, or
- fail to complete the approved study, meaning: a total failure to attain the qualification as agreed. Employees may attain their qualifications later than scheduled without 'failing' for the purpose of this policy (i.e. repeating a unit, etc) – any effort made in good faith to attain the specified qualifications will not require the employee to have to repay Council for its contributions.

For the avoidance of doubt:

- Council will not provide financial assistance towards any repeated units or supplementary exams, even if the financial contributions to date are under the specified maximum amount
- Council will not contribute to more than one set of textbooks or other learning resources if they are lost, damaged or otherwise can't be accessed or used for any reason.

Agreements with employees to financially support their studies require that the employee provide the following additional service from the **actual completion date** of their studies:

Study type	Further service from completion date
Certificate/diploma	6 months
Bachelor's degree	12 months
Post-graduate certifications	18 months

Milestone Recognition

To recognise and commend long serving employees, employees will be given milestone gifts and functions commensurate with the term of their service, as follows:

Period of Service	Value of Gift	Value of Function (at the discretion of the CEO)
5 years	\$500.00	\$200.00
7 years	\$700.00	\$200.00
10 years	\$1,000.00	\$500.00
15 years	\$1,500.00	\$500.00
20 years	\$2,000.00	\$1,000.00
25 years	\$2,500.00	\$1,000.00
30 years	\$3,000.00	\$1,000.00

DEFINITIONS

CEO – the Shire of Narembeen's Chief Executive Officer or Acting Chief Executive Officer.

Council – the Shire of Narembeen Council

Councillor – a person duly elected to the office of Councillor on a Council by way of a free election.

‘Three days per week’ – in the context of the housing allowance, gym membership and pool family pass is to be interpreted as 3 full-time equivalent days for the position as per the relevant Award or Enterprise Bargaining Agreement.

RELATED LEGISLATION

Local Government Act 1995 Division 4 Section 5.36, 5.37, 5.40, 5.41

Work Health and Safety Act 2020

Fair Work Act 2009

RELATED POLICIES

Equal Employment Opportunity Management Plan

Code of Conduct – Employees

Executive Policy - Employment

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

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Reviewer	Executive Manager Corporate Services	
Review Frequency	3 years	
Creation Date	10 November 2020	OCM Ref 7125/20
Last Review Date	17 September 2024	OCM Ref 7871/24
	17 February 2026	OCM Ref 8130/26
	21 April 2026	OCM Ref 8167/26
Next Review Date	February 2029	

POLICY OBJECTIVES

To establish protocols for the Shire of Narembeen's official communications to ensure the organisation is professional and accurately represented, and to enhance a positive public perception.

POLICY SCOPE

This Policy applies to all employees, contractors, sub-contractors and volunteers. It also applies to:

1. Communications initiated by or responded to by the Shire to the community; and
2. Councillors, whether acting in an official or personal capacity.

POLICY DETAIL

Official Communications

The purposes of the Shire's official communications include:

1. Sharing legally required information;
2. Disseminating information of interest or benefit to the community;
3. Promoting Shire events and services;
4. Advertising public notices and engagement opportunities;
5. Responding to community questions and information requests relevant to the Shire's responsibilities; and
6. Receiving and responding to community complaints, compliments, feedback, and ideas.

All official communications must be consistent with relevant legislation, Shire policies, standards, and Council-adopted positions. Communications must always be respectful and professional.

The Shire will utilise a range of communication channels based on the message type and audience needs, including:

1. Advertising and promotional materials;
2. Community newsletters, letter drops, and other methods as determined by the CEO;
3. Media releases (typically issued by the Shire President);
4. Social media platforms; and
5. The Shire's official website.

Speaking on behalf of the Shire

The Shire President is the designated spokesperson and may represent the Shire in official communications, including speeches and media commentary [s.2.8(1)(d), Local Government Act 1995].

In the absence of the Shire President, the Deputy Shire President may act as spokesperson [s.2.9 and s.5.34].

The Chief Executive Officer (CEO) may speak on behalf of the Shire when authorised to do so by the Shire President [s.5.41(f)].

Only the Shire President or an authorised CEO may officially speak on behalf of the Shire. Out of respect for this protocol, others should refrain from public comment—particularly on recent or contentious issues—until the designated spokesperson has had an opportunity to speak.

Councillor Communications

Councillor communications, whether official or personal, must not:

1. Bring the Shire into disrepute;
2. Disclose confidential information without authorisation;
3. Imply Shire endorsement of personal views;
4. Imply they are speaking on behalf of the Shire (unless authorised);
5. Undermine their effectiveness in their role;

Councillors must comply with the Code of Conduct for Council and Committee Member and Candidates, and the Local Government (Rules of Conduct) Regulations 2007.

Unsecured forums or personal social media must not be used to conduct or discuss official Shire business.

Responding to Media Enquiries

All media enquiries for official comment must be referred to the CEO or a person authorised by the CEO. Information will be coordinated to support a consistent and accurate response by the Shire President or CEO.

Councillors may speak to the media in a personal capacity but must clearly state that their comments are personal views.

Social Media

The Shire uses social media to share information and receive feedback but will not use it to discuss complex or private matters.

Current platforms include:

- Facebook; and
- Instagram.

The Shire may also contribute to third-party social media pages to represent strategic objectives.

Engagement is welcomed; however, content may be moderated or deleted if it:

1. Campaigns for or against election candidates;
2. Compromises safety or security;
3. Is offensive, defamatory, or misleading;
4. Is promotional or commercial in nature;
5. Is spam or repetitively posted;
6. Is unlawful or encourages illegal activity;
7. Violates intellectual property rights;
8. Is otherwise inappropriate.

Repeat offenders may be blocked temporarily or permanently.

Use of Social Media in Emergency Management and Response

Communications and Use of Social Media

The Shire will use its SMS service (primarily for harvest bans) and, where applicable, Facebook to share emergency information, especially during fire events or longer-term emergency response and recovery.

Record Keeping and Freedom of Information

All official communications, including social media content, must be retained as local government records in accordance with the Shire's Recordkeeping Plan and the *State Records Act 2000*. These are also subject to the *Freedom of Information Act 1992*.

Councillors must ensure any records related to their official duties are transferred to the Shire for retention and are also subject to Freedom of Information legislation.

Personal Communications

Personal conversations, messages, emails, texts, or social media posts may be made public, regardless of original intent.

Councillors and employees must ensure that even personal communications do not breach this policy, the Code of Conduct, or the relevant legislation.

Statements on Shire Matters

Councillors may publicly comment on Shire matters but must:

- Avoid criticism of Council decisions or individual Shire representatives;
- Avoid damaging the Shire's reputation;
- Comply with laws, including copyright, defamation, and discrimination;
- Clearly state that the comment is a personal view;
- Ensure factual accuracy;
- Ensure the comment is made with care and diligence; and
- Maintain a respectful tone.

Councillors may request support from the CEO when approached by media.

Delegation for Interviews

The Shire President may delegate interview responsibilities to the Chief Executive Officer (CEO). With the Shire President's permission, the CEO may further delegate to an appropriate staff member based on the subject matter and expertise required. This ensures accurate, timely, and informed responses across a variety of communication mediums, including print, radio, and digital platforms.

Comments in breach of this policy may constitute a minor breach under the *Local Government Act 1995*.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations

Freedom of Information Act 1992

State Records Act 2000

Code of Conduct for Council and Committee Members and Candidates

Code of Conduct for Employees

Communications and Use of Social Media

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Not applicable

DOCUMENT MANAGEMENT

Policy Number	3.15	
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Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
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Next Review Date	June 2028	
File path	CORPORATE MANAGEMENT\POLICY\Policy Register\3. Corporate Policies	

Council Policy

3. Corporate Services

3.16 Conducting Electronic Meetings and Attendance by Electronic Means



POLICY OBJECTIVES

To establish the Local Government's decision-making framework enabling electronic attendance at in-person meetings and for the conduct of meetings by electronic means.

This policy is to be read in conjunction with the *Local Government Act 1995* ('the Act') and Regulations 14C, 14CA, 14D and 14E of the *Local Government (Administration) Regulations 1996*.

POLICY SCOPE

This policy applies to Council members attendance at Council meetings and meetings of Committees of Council.

POLICY DETAIL

1. Electronic Attendance at an In-Person Meeting [Administration Regulations 14C and 14CA]

- (1) For efficiency and the avoidance of unnecessary inconvenience, Members are to submit requests for electronic attendance at the earliest opportunity, but in any case, requests must be received so that there is sufficient time for the request to be considered and the necessary technology and meeting protocols to be implemented.
- (2) A request for electronic attendance at an in-person meeting:
 - a. Is to be provided to the President;
 - b. Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
 - c. Where the President rejects a request, the requester may ask Council to re-consider the request; and
 - d. The President may refer their own request to the Deputy President, [acting under Section 5.34 of the Act]; or alternatively, may refer the request to Council for decision.

Note: for committees, a request for electronic attendance to an in-person committee meeting can only be approved by the President or Council (not the relevant committee). Similarly, a request for a committee to be held as an electronic meeting (outside of a declared emergency) must first be approved by Council.

- (3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:
 - a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting [Admin.r.14C(5)];
 - b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed [Admin.r.14CA(5)]; and
 - c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means [Admin.r.14C(3) and r.14C(4)].

Conducting Electronic Meetings and Attendance by Electronic Means

- (4) Records of requests and decisions about requests must be retained:
 - a. Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
 - b. Where Council makes the decision, the decision must be recorded in the minutes [Admin.r.11(d)].
- (5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

2. Conducting a Meeting by Electronic Means [Administration Regulation 14D and 14E]

- (1) Ordinary meetings will primarily be held as in-person meetings.
- (2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:
 - Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means [Admin.r.14D(2)(a)(b)].
- (3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means [Admin.r.14D(2)(c)], subject to:
 - a. The prescribed limitation is not exceeded on the number of electronic meetings allowed [Admin.r.14D(2A)];
 - b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution [Admin.r.14D(3)(4)];
 - c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
 - d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained [Admin.r.14D(6)]. In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.
- (4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
 - a. published on the Local Government's Official webpage [Admin.r.12];
 - b. provided in the Notice of Meeting/Agenda; and
 - c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

3. Participating in Meetings by Electronic Means

- (1) **Presiding at Meeting** – Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President [acting under Section 5.34 of the Act] for the purpose of presiding at the meeting.
- (2) **Conduct** – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and

appropriate communication practices, when participating in a meeting by electronic means.

- (3) **Meeting Procedures** – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.
- (4) **External Parties Participating in Closed Meetings** – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

4. Electronic Means – Regulation 14CA and 14D

- (1) **Platform**

The Shire of Narembeen utilises the Microsoft Teams or Zoom platform for electronic meetings

Alternative software may be considered for members that request an alternative when making a written request to join a meeting by electronic means.

- (2) **Equipment**

Members attending meeting electronically must ensure they have access to a computer or laptop with a working microphone, camera and either speakers or a headset.

- (3) **Network**

Members must also ensure they are using a suitable connection for electronic attendance. Suitable networks include a private home internet, either a LAN or WIFI, or a mobile hotspot from a trusted personal mobile device. Public WIFI is not considered suitable.

- (4) **Location**

Members must confirm the location from which they are attending from is safe, quiet, private, devoid from distractions, and, where a meeting, or part thereof is closed to the public, a place where confidentiality can be maintained.

DEFINITIONS

Electronic Means refers to the approved electronic requirements to access an in-person meeting or attend an electronic meeting, encompassing hardware and software requirements to enable instantaneous communication [Admin.r.14CA(3)]. The electronic means must be determined before the suitability of a location and equipment can be assessed as part of a request to attend electronically to an in-person meeting or to an electronic meeting.

Members refers to a council member and any other person appointed as a member of a committee under Section 5.10 of the Act.

RELATED LEGISLATION

Local Government Act

Local Government (Administration) Regulations

Narembeen Standing Orders Local Law

RELATED POLICIES

Code of Conduct Council and Committee Members and Candidates

Shire of Narembeen Record Keeping Plan

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.16	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	15 October 2024	OCM Ref 7888/24
Last Review Date		OCM Ref
Next Review Date	October 2027	

Council Policy

3. Corporate Services

3.17 Residential Property Framework



POLICY OBJECTIVES

For Council to set a framework for the management and ongoing planning and maintenance of Council's residential properties

POLICY SCOPE

This scope applies to all employees that reside in Shire owned property and all employees responsible for the preparation and execution of residential lease agreements on behalf of the Shire of Narembeen.

POLICY DETAIL

Rent

Rent charged to employees will be at an amount deemed fair and reasonable by the Chief Executive Officer.

Mandatory terms and conditions for leases

All residential tenancy agreements must include the following terms and conditions in addition to standard residential lease terms, unless specifically exempt under this policy:

Utilities

All separately metered utilities are to be billed directly to the tenant in their name or otherwise recovered from the tenant.

Gardens

Gardens are to be generally maintained by tenants and kept clean, tidy and free of weeds, within reason. At the request of the tenant, loose materials (i.e. pea gravel) may be procured by the Shire to replace material lost over time, other factors permitting.

No Smoking

Smoking inside of Shire owned residential properties is prohibited.

Vacating

Upon vacating a residential property, the tenant is responsible for the cleaning of cooking appliances, exhaust fans and carpets are to be shampooed. All personal property and rubbish must be removed from residential property.

Additional terms for Shire employees only

Water contributions

The Shire will contribute \$50 towards the usage cost of each water bill, provided that the tenant is satisfactorily maintaining the garden. If, at the sole discretion of the Chief Executive Officer, the garden has not been sufficiently maintained by the tenant then this offer is to be revoked from the date that formal notification is provided to the tenant. If an employee's entitlement to contributions is revoked it may never be reinstated.

Contingency upon employment

All leases with employees must be:

1. periodic, and never for any fixed-term period
2. contingent upon the tenant's continued employment with the Shire of Narembeen

Overriding provisions for the Chief Executive Officer and Senior Employees

The terms and conditions of residential lease agreements may take any form with the Chief Executive Officer and Senior Employees, as agreed by negotiation with the relevant employee as part of their employment contract, except for the 'contingency upon employment' requirements.

Continual Capital Improvements

Having regard for Council's adopted Housing Strategy and the intended use of each property, the Chief Executive Officer is to ensure that Council's residential properties are regularly assessed for required capital works to be included in the budget.

Ongoing capital improvements to residential properties should seek to, in order of priority:

1. Reduce ongoing maintenance costs and requirements
2. Reduce ongoing utility costs
3. Provide contemporary levels of comfort for housing to be used by employees as a means of attraction and retention
4. Improve the aesthetic of the property
5. Maximise the value of the property and prepare it for sale.

DEFINITIONS

RELATED LEGISLATION

Residential Tenancies Act

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.17	
Policy Version	5	
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	15 February 2017	OCM Ref 6367/17
	15 October 2024	OCM Ref 7888/24
	20 May 2025	OCM Ref 7995/25
Next Review Date	May 2028	

Council Policy

3. Corporate Services

3.18 Gratuity Payments to Finishing Employees



POLICY OBJECTIVES

In compliance with section 5.50(1) of the *Local Government Act 1995*, to set out the circumstances in which the Shire of Narembeen may pay to an employee, whose employment with the Shire is finishing, an amount in addition to the employee's entitlement to under their contract of employment, Award or Enterprise Bargaining Agreement.

POLICY SCOPE

This policy applies to all employees.

This policy does not apply to volunteers or contractors, regardless of the nature or tenure of their relationship with the Shire.

Employees are specifically prohibited from receiving any form of gratuity if they are:

- dismissed for misconduct (gross or otherwise)
- given notice of the immediate termination of their employment contract, regardless of any conditions associated with this notice.

POLICY DETAIL

Gratuity Payments

Nothing in this policy may be taken to mean or otherwise be interpreted to infer or convey any form of entitlement by employees; gratuities of any form and amount are to be paid to employees at the sole discretion of the CEO and may be subject to a reduction in maximum amount or to complete removal by subsequent policy revisions by Council without consultation or notification to staff.

When an employee's service ceases with the Shire, the employee may be entitled to a gratuity payment up to the specified maximum amount. Gratuity payments serve as a means for the Shire to honour and thank employees who have made long-term contributions to the Shire and therefore have been structured to increase over time.

Years of Service	Maximum gratuity	Maximum cost of function
< 2	\$0	\$200
2 - 4	\$200	\$250
5 - 6	\$300	\$300
7 - 8	\$400	\$350
9 - 10	\$500	\$400
10+	\$1,000 + \$100 per additional year of service	\$400

For the avoidance of doubt "years of service" is taken to include all periods of:

1. paid annual and personal leave

2. authorised unpaid leave
3. worker's compensation
4. maternity and paternity leave.

However, "years of service" shall **not** be taken to include:

1. any period of unauthorised absence
2. any period of administrative leave or other suspension from duty.

It is noted that the above maximum gratuity payments have been set with regard to the maximum gratuity amounts payable as prescribed by *Local Government (Administration) Regulations 1996 Regulation 19A*.

It is further noted that per the *Local Government Act 1995 s5.50 (2)*, at the Chief Executive Officer's sole discretion an employee may be paid a gratuity more than the maximum stipulated in this policy, provided that:

1. the amount does not exceed the cap per the Regulations
2. local public notice is provided prior to the gratuity being paid
3. the Chief Executive Officer subsequently provides justification of the amount to Council.

DEFINITIONS

Chief Executive Officer – the Shire of Narembeen's Chief Executive Officer, including any persons acting in this capacity in accordance with other Council policies.

Council – the Shire of Narembeen Council

Senior Employees – positions within the organisation as determined by Council per the *Local Government Act 1995 section 5.37 (1)* in 'Council Policy - Human Resource Management'.

RELATED LEGISLATION

Local Government Act 1995

Local Government (Administration) Regulations 1996

Work, Health and Safety Act (WA) 1984

RELATED POLICIES

DELEGATED AUTHORITY

Nil

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Policy Number	3.18	
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Creation Date	16 September 1998	OCM Ref 781/98
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	10 November 2020	OCM Ref 7125/20
	18 May 2023	OCM Ref 7595/23

	18 February 2026	OCM Ref 8130/26
Next Review Date	February 2029	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\3. Corporate Policies	

Council Policy

3. Corporate Services

3.19 Privacy and Responsible Information Sharing



POLICY OBJECTIVES

The objectives of this Policy are to:

- Establish the Shire of Narembeen's commitment to protecting privacy and managing personal information responsibly.
- Facilitate responsible information sharing that improves service delivery, community outcomes and organisational effectiveness.
- Maintain community confidence in the Shire's information management practices.
- Promote lawful, transparent and accountable collection, use, disclosure, storage and disposal of personal information.
- Support compliance with the Privacy and Responsible Information Sharing Act 2024 and other relevant legislation.

POLICY SCOPE

This Policy applies to:

- Elected Members
- Employees
- Contractors and Consultants
- Contracted Service Providers
- Volunteers
- Any person handling information on behalf of the Shire

This Policy applies to all personal information collected, disclosed, managed, stored and used by the Shire in the course of conducting its functions and activities.

POLICY DETAIL

The Shire of Narembeen is committed to ensuring that personal information is managed lawfully, fairly, securely and transparently throughout its lifecycle.

The Shire will maintain practices, systems and governance arrangements that support compliance with privacy obligations and promote community confidence in the way information is handled.

Policy Principles

Legislative Compliance

The Shire will comply with all applicable legislative obligations relating to privacy, information management, records management, freedom of information and responsible information sharing.

Privacy Management

The Shire recognises that individuals have a legitimate expectation that their personal information will be handled responsibly and protected from misuse, interference, loss, unauthorised access, modification or disclosure.

The Shire will manage personal information in accordance with the Information Privacy Principles established under the Privacy and Responsible Information Sharing Act 2024.

Transparency

The Shire will promote transparency regarding the collection, use, disclosure, storage and management of personal information.

Individuals will be provided with information about how their personal information is handled and how they may exercise their privacy rights.

Access and Correction

The Shire supports the right of individuals to access and request correction of their personal information in accordance with applicable legislation.

Responsible Information Sharing

The Shire recognises that the responsible sharing of information can improve service delivery, community outcomes, public safety and administrative efficiency.

Information sharing will only occur where authorised by law and subject to appropriate privacy, security and confidentiality safeguards.

Privacy by Design

Privacy considerations will be incorporated into the planning, procurement, development and implementation of services, programs, technologies, projects and business processes.

Information Security

The Shire will maintain appropriate administrative, physical and technical safeguards to protect information assets and minimise privacy risks.

Conflict of Interest

Elected Members, employees and other persons acting on behalf of the Shire must not access, use or disclose personal information for personal benefit or any purpose unrelated to their official duties.

Any actual, potential or perceived conflict of interest relating to the handling of personal information must be disclosed and managed in accordance with the Shire's Code of Conduct and applicable policies.

Records Management

All records containing personal information must be created, maintained, stored, retained and disposed of in accordance with the State Records Act 2000, approved retention and disposal schedules, and the Shire's Records Management practices.

The Shire will ensure records containing personal information are managed securely throughout their lifecycle.

Governance and Continuous Improvement

The Chief Executive Officer is responsible for implementing this Policy and establishing supporting procedures, frameworks and controls.

The Shire will undertake ongoing monitoring, education, review and improvement activities to strengthen privacy governance and compliance.

DEFINITIONS

Personal Information – information or an opinion about an identified individual or an individual who is reasonably identifiable, whether true or not and whether recorded in a material form or not.

Information Sharing - the disclosure, exchange or provision of information between entities as authorised under legislation.

Privacy Breach - unauthorised access, disclosure, loss, misuse or modification of personal information.

Information Privacy Principles (IPPs) - the principles established under the Privacy and Responsible Information Sharing Act 2024 governing the handling of personal information.

RELATED LEGISLATION

- Freedom of Information Act 1992 (WA)
- Local Government Act 1995 (WA)
- Privacy and Responsible Information Sharing Act 2024 (WA)
- State Records Act 2000 (WA)

RELATED POLICIES

- Complaint Management Policy
- Council Member Code of Conduct
- Employee Code of Conduct
- Information Technology Acceptable Use Policy
- Public Interest Disclosure Policy
- Records Management Policy

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	3.19	
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Next Review Date	June 2027	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\3. Corporate Policies	

Council Policy

4. Development Services

4.1 Local Planning Policy 1 – Outbuilding Control



POLICY OBJECTIVES

This policy seeks to:

- a) To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use;
- b) Balance amenity issues with the varying need of residents in a regional community who lead a different lifestyle to residents in the metropolitan area.
- c) Provide guidance on the Development Approval requirements for outbuildings.

POLICY SCOPE

This policy applies to all outbuildings, on land zoned Residential and Town Centre, as well as Shire managed Reserves in the Shire of Narembeen.

An application for development approval is required to be lodged for all outbuildings that are not identified as exempt (i.e. not requiring development approval) in the exemption section of this policy or other Statutory Exemptions.

This policy **does not** apply to Industrial, Farming, Rural Enterprise or Special use zones.

POLICY DETAIL

Outbuildings are recognised as an important addition to residential dwellings.

Existing residential areas in Narembeen differ from metropolitan areas and are characterised by relatively large (av 1000sqm) lots. Narembeen residents also tend to lead different lifestyles to those in metropolitan areas. Large lot sizes combined with a regional outdoor lifestyle has resulted in residents needing outbuildings such as sheds that exceed the deemed-to-comply criteria of the Residential Design Codes (R-Codes), particularly in respect of floor area and wall height. This is largely due to the garaging of vehicles, boats and caravans or to provide domestic workshops, games rooms and studios.

This Local Planning Policy provides further guidance on acceptable variations to the R-Codes that are appropriate to the established local character and amenity plus the needs of the Narembeen community.

Outbuildings are defined in the R Codes as 'an enclosed non-habitable structure that is detached from any dwelling'.

APPLICATION REQUIREMENTS

Prior to constructing an outbuilding, the applicant must complete and submit:

- a) An Application for Development Approval form signed by the owner of the land;.
- b) A Scaled site plan, floor plan and elevations. The site plan should show all existing development such as existing dwellings, and existing outbuildings, driveways, and retaining walls.

The site plan should show the existing natural ground level and proposed finished floor level for any outbuilding. If retaining walls are proposed they must be clearly shown on the plans.

c) Any other information required by the assessing officer to assess the application against the criteria of the R Codes and/or this Local Planning Policy.

STATUTORY EXEMPTIONS

This Section provides guidance on the existing statutory development approval exemptions that apply to outbuildings. This section of the Policy has no implementation purpose, but merely highlights the exemptions of other planning instruments.

THE DEEMED PROVISIONS

The deemed provisions are contained within the Planning and Development (Local Planning Schemes) Regulations 2015 and they exempt outbuildings from development approval when the R-Codes apply, and all the applicable 'deemed-to-comply' provisions of the R-Codes are met.

The following is an extract from the R-Codes outlining the 'deemed to comply' requirements for outbuildings. Any outbuilding that complies with the R-Codes is exempt from the need for planning approval, unless the lot is a heritage protected place.

C3 Outbuildings associated with a dwelling site address either:	
i. the standards for small outbuildings (A. Small outbuilding); or	
ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).	
A. Small outbuilding	(i) no more than one outbuilding per dwelling site; (ii) has no more than two boundary walls; (iii) does not exceed 10m² in area; (iv) does not exceed a wall and ridge height of 2.7m; (v) not located within the primary or secondary street setback area; and (vi) does not reduce open space and outdoor living area requirements in Table 1.
OR	
B. Large and multiple outbuildings	(i) individually or collectively does not exceed 60m² in area or 10 per cent in aggregate of the site area, whichever is the lesser; (ii) set back in accordance with Table 2a; (iii) does not exceed a wall height of 2.4m; (iv) does not exceed a ridge height of 4.2m; (v) not located within the primary or secondary street setback area; and (vi) does not reduce the open space and outdoor living area requirements in Table 1.

POLICY PROVISIONS

Any element of an outbuilding proposal that is not considered exempt under the above clauses or is proposed on a Shire managed reserve, requires a development approval, and will be assessed using the development provisions below.

Meeting these conditions is not a guarantee for development approval and approval is subject to the discretion of the Shire of Narembreen. All outbuildings proposed by a lessee on a Shire managed reserve requires development approval.

Table 1 – Development Provisions According to Zone / Size

	Residential <1000m2	Residential >1000m2	Town Centre
Max Aggregate Floor Area	100m2 or 12% of site whichever is less	150m2 or 12% of site areas whichever is less	250m2 or 12% of site areas whichever is less
Max Wall Height	3.5m	3.5m	6m
Max Ridge Height	4.5m	5m	9m
Setbacks	As per scheme and R-codes		
Zincalume	No	No	No

Note – Applicants should be aware that land with a zoning of R17.5 or higher may be required to retain a defined portion of the lot as “open space” under R Code requirements, which may change the above requirements.

VARIATIONS TO POLICY PROVISIONS

Applications seeking variations to this Policy shall be determined in accordance with:

- The purpose and objectives of this Policy;
- The Local Planning Scheme –
 - Aims of the Scheme;
 - Reserve objectives;
 - Zone objectives; and
- Schedule 2 cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 - Matters to be Considered by Local Government.
- Applications to vary from this policy may be requested to screen proposed outbuildings if visible from the street, relocating the outbuilding to another portion of the block if possible or any other condition imposed by Council to reduce the impact on the local amenity.

CONSULTATION

A proposal that is not in accordance with one or more clauses of this Policy may be advertised in accordance with the provisions of cl. 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. Advertising may include:

- notification by post, email or other means of communication to property owners and occupiers that the Shire considers to be affected by the granting of development approval;
- Publication on the Shires website;

The cost of any advertising in a paper and/or signage shall be met by the applicant.

DEFINITIONS

Aggregate Floor Area means the gross total area of all floors of outbuildings on a lot. For the application of this policy this includes any roofed attachments.

Enclosed means an area bound on three or more sides by a permanent wall and covered by a water impermeable structure.

Outbuilding means an enclosed non-habitable structure that is detached from any dwelling, but not a garage. It also includes any roofed attachments.

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

R-codes means State Planning Policy 7.3 Residential Design Codes. These can be sourced at <https://www.dplh.wa.gov.au/rcodes>.

Roofed attachments means any roofed structure attached to, or within 500mm of, the outbuilding irrespective if they are an enclosed or unenclosed structure.

Unenclosed means an area bound on no more than two sides by a permanent wall/infilling feature.

RELATED LEGISLATION

Local Government Act 1995

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The Shires Scheme Maps can be located online at

<https://www.wa.gov.au/government/document-collections/shire-of-narembeen-planning-information#local-planning-scheme>

Development Application forms can be found on the Shire of Narembeen website <https://www.narembeen.wa.gov.au/the-shire/council-services/Building-and-Planning.aspx>

Questions on this policy or the Development Application process can be directed the Shire of Narembeen's Planning Consultant, Liz Bushby - Town Planning Innovations liz@tpiplanning.com.au, phone 0488910869.

RELATED POLICIES

DELEGATED AUTHORITY

Delegation HBP7 – Town Planning Functions allows CEO approval for applications which meet the Deemed Provisions or the parameters of this policy. However, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and

- (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
- (iii) the objection does not relate to valid planning and development issues associated with the proposal.

(e) Where, in the opinion of the Chief Executive Officer:

- (i) Any of the requirements of this policy are not satisfied; or
- (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy;
or
- (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
- (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
- (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

DOCUMENT MANAGEMENT

Policy Number	4.1	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	20 September 2022	OCM Ref 7488/22
Last Review Date		OCM Ref
Next Review Date	September 2025	
File Ref (original)		
File ref (copy)		

Council Policy

4. Development Services

4.2 Local Planning Policy 2 - Temporary Moveable Accommodation



POLICY OBJECTIVES

This policy provides guidance to support applications seeking approval for temporary moveable accommodation on private property or in an area other than a caravan park or camping ground.

POLICY SCOPE

This policy applies specifically to temporary moveable accommodation, such as caravans, camper trailers, and other similar mobile dwellings. It does not apply to fixed or non-moveable forms of temporary accommodation such as dongas, sheds, or other buildings, which require a formal planning application in accordance with Shire's local planning framework.

A person may stay in temporary accommodation on a property for up to 5 nights per 28-day consecutive period without Shire approval. A person staying in temporary accommodation on a property for more than 5 nights per 28-day consecutive period requires Shire approval.

The Shire can approve one temporary accommodation application for up to 24 months per allotment. An applicant may reapply after 24 months to renew their application.

The Shire may consider an additional temporary accommodation application on the same lot, but the maximum term for any additional application is 3 months. Any period longer than 3 months requires approval from the Minister for Local Government, Sport and Cultural Industries.

If an applicant is seeking to camp on a State or Federal reserve, approval must be obtained from the relevant authority who manages that land.

POLICY DETAIL

This policy is supported by the Shires temporary accommodation guidelines, application and assessment process. For applications to be considered, the requirements detailed in the guidelines must be adhered to.

The applicant must own or have a legal right to occupy the land and is to complete the application form and submit it to the Shire with the applicable fee.

Applications will not be considered for commercial, industrial, or town centre zone areas.

Any camp is to be located wholly on the property and be at least 1 metre from the property boundary, at least 1 metre from vehicle access areas, and at least 1.8 metres from structures.

Occupiers of adjacent properties will be notified in writing, and the responses will be considered prior to the approval of any application.

Approval will only be granted where health, safety and hygiene requirements have been met. This includes the following requirements:

- Power.
- Potable water.
- waste water management.
- cooking and laundry facilities.
- emergency management (fire suppression and smoke detection).
- waste and recycling (rubbish collection service or waste management plan is required).
- any other requirement at the request of the Shire.

Upon receiving an application and fee, the Environmental Health Officer will assess the application, conduct an evaluation of the site, and issue a permit where the application is approved. Follow-up site assessments may be conducted throughout the duration of the approval period by an authorised officer.

Approval can be for a maximum period of 24 months, and any reapplication will require the completion of a new form, fee payable and be accompanied by a structural report confirming the integrity of the habitable camp.

The temporary accommodation cannot be used as holiday rental or for tourism purposes. Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified. No refund is applicable.

The Shire reserves the right to withdraw an approval, where a breach of approval condition has occurred.

DEFINITIONS

Nil

RELATED LEGISLATION

Building Code of Australia / National Construction Code

Caravan and Camping Ground Act 1995

Caravan and Camping Ground Regulations 1997 (as amended 1 September 2024)

Health (Miscellaneous Provisions) Act 1911

Local Government Act 1995

RELATED POLICIES

Shire of Narembeen Local Planning Scheme

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	4.2	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	15 July 2025	OCM Ref 8020/25

Last Review Date		OCM Ref
Next Review Date	July 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\4. Development Policies	
File ref (copy)		

Council Policy

4. Department

4.3 Erection of Second Hand Buildings



POLICY OBJECTIVES

POLICY SCOPE

POLICY DETAIL

1. Plans and specifications together with photographs of the proposed building must be submitted to the Council.
2. The building surveyor shall make arrangements for an inspection of the building prior to its removal and will issue a report to Council in regard to any defects found and it necessary a minimum inspection fee of \$500 must be lodged with the Narembeen Shire Council. This fee will not be refunded.
3. All building work must comply with the Building Code of Australia.
4. If a sewer connection is not available then a complete new septic installation must be installed to the requirements of the Health Act 1911.
5. If the application is granted, the building is to be painted externally at the discretion of the building surveyor, and all external defects rectified within twenty one days of the building being positioned on its new site.
6. The policy applies to the townsite of Narembeen.
7. Prior to the issue of the building licence, the applicant will be required to lodge with the Narembeen Shire Council together with the plans and specifications an amount of \$2000. This bond will be refunded in a lump sum once the following work has been completed and inspected by the Councils Manager Environmental Health/Building Services:
 - Satisfactory external appearance of the building
 - Septic system installation and issue of the necessary certificate if applicable.
 - All rubbish and building material have been removed from the site.
 - A letter or occupancy certificate certifying the building is suitable for use has been issued.
 - The requirements of the building licence have been met.
8. The building cannot be occupied until item 7 is completed and the bond refunded.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Erection of Second Hand Buildings

Policy Number	4.5	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	March 1993	OCM Ref xxxx/93
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
Next Review Date		
File Ref (original)		
File ref (copy)		

Council Policy

4. Department

4.4 Unauthorised Structures



POLICY OBJECTIVES

POLICY SCOPE

POLICY DETAIL

Where a building, work or structure is constructed in breach of any provisions of the Building Regulations 1989 and/or Building Code of Australia, the Building Surveyor is authorised to give notice to the owner for the building work or structure to conform with the Building Regulations 1989 and/or Building Code of Australia:

1. Serve written notice on the owner of the building or builder drawing notice to the existence of the structure in breach of the Building Regulations 1989 and/or the Building Code of Australia and requiring written explanation within 14 days of the Notice.
2. Provided a satisfactory explanation is received and the relevant action is taken to comply with the requirements of the Notice, the Building Surveyor is authorised to issue a building licence.
3. Should the owner or builder fail to comply with the requirements of the Notice within the prescribed time, or show good and sufficient reason for not doing so, the matter should be placed before Council for their consideration.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	4.5	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date		
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
Next Review Date		

Unauthorised Structures

File Ref (original)	
File ref (copy)	

Council Policy

4. Department

4.5 Use of Sea Containers and other Similar Transportable Structures



POLICY OBJECTIVES

POLICY SCOPE

POLICY DETAIL

USE OF SEA CONTAINERS AND OTHER SIMILAR TRANSPORTABLE STRUCTURES

The use of sea containers and similar transportable structures within the Scheme Area for purposes other than transportation of goods is generally not permitted. Council may however issue its planning consent for the use of such structures for purposes other than transportation of goods where all the following circumstances apply:

- a) Where the land the subject of such an application is classified/zoned “commercial”, “Industrial” or “Rural
- b) Where the structure is located on the land so as to be screened from public view, if required.
- c) Where the height of such structure does not exceed 3 metres.
- d) Where a building permit has been issued for a residential dwelling for a 12month period

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	4.5	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 May 2011	OCM Ref 4789/11
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
Next Review Date		

File Ref (original)	
File ref (copy)	

Council Policy

5. Infrastructure Services

5.1 Bitumen Frontage - Rural Residences



POLICY OBJECTIVES

To provide guidelines for the provision of sealed road frontage to rural residential properties.

POLICY SCOPE

This policy is to be applied when considering applications/requests for bitumen seal on unsealed roads that are adjacent to Rural residential properties.

POLICY DETAIL

1. When an application or request is received by an owner of a residential property adjacent to a rural unsealed road the following parameters are to be taken into consideration when making a determination:
 - a. The rural residential property should be situated no more than 100 metres from the road.
 - b. Traffic volumes and consistency detailing sufficient road use to warrant sealing. There may be a need to install a traffic counter to gauge traffic type, volumes and frequency.
 - c. The seal width will be 8 metres wide and no more than 400 metres long.
 - d. The landowner must agree to contribute 25% of the construction cost (excluding gravel) and allow the Shire to obtain the required gravel for the works from their property. If no gravel is available, or it is uneconomical to obtain, the landowner must wholly reimburse the Shire for the cost of the gravel.
 - e. If none of the above criteria are met and the landowner still wishes to have the road frontage sealed, they will be responsible for the full costs of the works.

Applications received are to be scored according to the following criteria:

Criteria	Points	Weighting
Traffic Volumes	20 - AADT 0-30 40 - AADT 31-50 70 - AADT 51- 99 AADT $\geq$ 100, 1 point for every vehicle	1
Proximity of a dwelling to the road	10 - dwelling 0-15m from road frontage 9 - dwelling 16- 30m from road frontage 6 - dwelling 31- 50m from road frontage	10

	3 - dwelling 51- 69m from road frontage 2 - dwelling 70 -100m from road frontage 0 - dwelling $\geq$ 100m from road frontage	
Geometric design and safety features of unsealed road	Consider the standard of the current geometric design of the unsealed road. 0 - width < 6m 6 - Poor horizontal, vertical alignment and width $\geq$ 6m 8 - good horizontal, vertical alignment and width $\geq$ 6m	5
Speed Environment	4 - Operating speed $\geq$ 100km/hr 3 - Operating speed 51- 99 km/hr 1 - Operating speed $\leq$ 50 km/hr	10

An application's score is to be calculation based on the following:

$A = \text{Traffic Volume} \times \text{Weighting}$

$B = \text{Proximity Points} \times \text{Weighting}$

$C = \text{Geometric Points} \times \text{Weighting}$

$D = \text{Speed Environment} \times \text{Weighting}$

$\text{Overall Score} = A + B + C + D$

Applications with an overall score of less than 120 will not be eligible for an intermittent seal in accordance with this policy.

DEFINITIONS

Nil

RELATED LEGISLATION

RELATED POLICIES

Asset Management Policy

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number		
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	17 September 2024	OCM Ref 7871/24
Last Review Date		OCM Ref
Next Review Date	September 2027	

Council Policy

5. Infrastructure 5.2 Crossovers



POLICY OBJECTIVES

The objectives of the policy are:

- To provide conditions that enable the property owner to construct a crossover.
- To provide a crossover design that is uniform and practical.
- To provide safe access with minimal impact on infrastructure assets in the road reserve and streetscape.
- To mitigate stormwater entering private property from the road
- To provide requirements for subsidy eligibility.
- To provide a safe amenity for pedestrians; and
- To ensure continuity and compatibility of crossovers within the streetscape.

POLICY SCOPE

This policy applies to the installation and modification of crossovers for all properties within the Narembeen Townsite

POLICY DETAIL

Introduction

A crossover is the section of the driveway between the private property boundary and the road. It is a requirement that each lot has a crossover in order for vehicles to enter the property. Crossovers are to be constructed in accordance with the Shire's Crossover Guidelines and Specifications. These documents provide necessary information and specifications for allowable crossovers.

Approval to Construct or Modify Crossovers

The property owner is required to submit a written application to install a Crossover to the Shire for assessment before a crossover is constructed or modified.

Construction of a new crossover, or modification of an existing crossover, may not commence until written permission has been granted by the Shire.

The approval to construct a crossover is valid for a two-year period from the date it is issued. If construction of the crossover has not been commenced within this period, a new application must be submitted to the Shire for consideration.

Crossovers

Number of Crossovers

In general, only one crossover per street frontage is permitted.

An additional crossover may be permitted for:

1. Group dwellings and non-residential areas where an additional crossover has been approved as part of the Planning Approval process.
2. Properties situated on street corners where one crossover per street frontage is achievable.
3. Extenuating circumstances such as safe access on distributor roads and disability access.

In these cases, justification is required on a case-by-case basis; or

4. In lieu of a verge treatment, where the crossover is limited to a 3 m width and is directly connected to a driveway or a parking area inside the property.

Crossover Conflict with Road Reserve Infrastructure Assets

Where the location of a new crossover, requested by the property owner, conflicts with existing road reserve infrastructure assets, the cost to relocate the assets or avoid the conflict will be borne by the property owner.

Delineation of crossovers from verge treatments

All crossovers should be delineated from verge treatments by means of contrasting materials to ensure demarcation between the two areas.

Existing Footpath at or adjacent to the property boundary

The path alignment is to be clearly delineated in the new crossover by either one of the following methods:

- Leaving the existing concrete path in;
- Removing the existing concrete path and installing matching control joint edge lines in the new crossover to line up with the edges of the path; or
- For brick paved crossovers, removing the existing concrete path and incorporating two separate courses of bricks of different colour (to remainder of crossover) to line up with the edges of the path.

Existing Paths at the Kerbline

The existing footpath at the kerbline will need to be removed and replaced to accommodate the ramp part of the crossover. The replacement shall be in grey concrete and match the alignment of the existing path.

Should a footpath need to be removed or reconstructed during the crossover works, advice should be sought from the Shire prior to the removal of the footpath.

No part of the footpath may be removed or modified without the prior approval of the Shire.

Crossover Subsidy Payment

The property owner may apply to the Shire for a subsidy of 50% of the crossover cost, to a maximum value of \$2,500 providing:

- The crossover is installed in accordance with the Shire's Crossover Guidelines and Specifications.
- Applications for a crossover subsidy must be received within 6 months of the completion of the crossover.
- The subsidy relates only to the first crossover to service the property.
- Where there is an existing footpath, the length of the crossover does not include the footpath for the purposes of calculating the crossover subsidy.

The Shire will not provide a subsidy towards construction of a second crossover on the same lot and any crossover that was constructed without the approval of the Shire will not be awarded a subsidy.

Post Construction Inspection

The Shire will conduct an inspection at the conclusion of the works to ensure that the crossover has been constructed in accordance with the Shire's Crossover Guidelines and Specifications. The property owner is liable to repair or modify the crossover if it has not been constructed according to the Shire's requirements.

Maintenance of Crossovers

Maintenance of crossovers is the responsibility of the property owner.

Any path that intersects the crossover will be maintained by the Shire according to the Shire's specifications.

Where a crossover may have been damaged by street tree roots, the Shire will inspect the crossover and street tree and take remedial action to ensure that the crossover is safe.

Reinstatement of Crossovers

The Shire will reinstate crossovers with "standard materials" that are damaged by its works.

The Shire will not be responsible for reinstating crossovers that are not approved according to this policy.

The Shire will not take responsibility for any damages to crossovers caused by parties other than the Shire.

Compliance

The policy which was in place at the time of the crossover construction shall be used to determine compliance.

Variation to the Policy

A variation to this policy will be assessed against the objectives of this policy where adequate justification is provided and the intent of the policy is deemed to have been met.

DEFINITIONS

Crossover has the same meaning as a “crossing” and means the area of road reserve that acts as the point of access to a property between the constructed road carriageway and a property boundary.

Variation means a modification or addition to the proposed crossover construction that meets the objectives of this policy.

Modification means any alteration, extension or repair to an existing crossover.

Property Owner is defined as the owner or authorised occupier of a property that the crossover serves and includes a builder, an agent or a contractor authorised by the owner of the property to construct or modify a crossover.

Road reserve is the strip of public land between abutting property boundaries, specifically gazetted for the provision of public right of way. It includes the road carriageway, as well as footpaths, crossovers, verges and public utilities infrastructure and the like.

RELATED LEGISLATION

Local Government Act 1995

Local Government (Uniform Local Provisions) Regulations 1996

RELATED POLICIES

DELEGATED AUTHORITY

DOCUMENT MANAGEMENT

Policy Number	5.2	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	19 August 2025	OCM Ref 8049/25
Last Review Date		
Next Review Date	August 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\5. Infrastructure Policies	
File ref (copy)		

Council Policy

5. Infrastructure Services 5.3 Employee Equipment Use



POLICY OBJECTIVES

To inform when employees are allowed to use Shire of Narembeen equipment for personal use.

POLICY SCOPE

This policy applies to requests from employees to use Shire of Narembeen equipment for personal use.

POLICY DETAIL

Employees may use the Shire equipment after hours free of charge on their own residential land and Shire residences, with the express approval of the Chief Executive Officer and Executive Manager Infrastructure Services.

This approval will be allowed or disallowed depending on the nature of the work to be carried out.

Any damage from misuse or loss to be paid for by the employee.

Use of equipment for commercial operations is expressly prohibited.

DEFINITIONS

List of equipment permitted

- Push mower
- Whipper Snipper
- Blower Vac
- Cement Mixer
- Wheelbarrow
- Generator
- Plate Compactor
- Jumping Jack- Vertical Rammer
- Shovels, rakes & crowbar
- Verti mower
- Small fertiliser spreader
- Ladder
- Pressure cleaner
- Trailer

RELATED LEGISLATION

Nil

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Employee Equipment Use

Nil

DOCUMENT MANAGEMENT

Policy Number	5.3	
Policy Version	4	
Policy Owner(s)	Executive Manager Infrastructure Services	
Reviewer	Executive and Governance Officer	
Review Frequency	3 years	
Creation Date	Unknown	
Last Review Date	18/02/2015	OCM Ref 5896/15
	15/02/2017	OCM Ref 6367/17
	17/09/2024	OCM Ref 7871/24
Next Review Date	September 2027	

Council Policy

5. Infrastructure Services

5.4 Fenceline Clearing



POLICY OBJECTIVES

To provide guidelines to landowners when undertaking construction or construction of fences.

POLICY SCOPE

This policy applies to all landowners and is to be read in conjunction with the *Environmental Protection Act 1986* (EP Act).

POLICY DETAIL

Can I Clear Native Vegetation Along My Fence Line?

If you are the owner of the property, you may clear a strip along a fence line within your property to the width necessary to provide access to construct or maintain a fence, provided that the clearing, combined with other limited exempt clearing (under the Regulations) on the property, does not exceed five hectares in the financial year in which the clearing takes place.

A separate exemption exists for clearing between private property and Crown land (e.g. a road reserve), provided that the clearing on the Crown land is no more than 1.5 metres from the fence and is required to enable access to construct or maintain a fence. This exemption applies to the owner of the land on which the clearing is to take place or with the prior authority of the owner, therefore in the case of a road reserve, written approval from the Shire of Narembeen must be obtained prior to undertaking the clearing.

These exemptions do not apply in environmentally sensitive areas. The onus is on the landowner and any other person carrying out the clearing on their behalf, to ensure compliance with the EP Act, regardless of any advice given by the Shire. It is important to read the exemption as a whole which is made up of the following requirements or elements:

1. It authorises the clearing of native vegetation on Crown land along a fence line; and
2. The clearing can only be for the purpose of providing access to construct or maintain a fence between private property and Crown land; and
3. (as a limitation to these first two parts of the exemption) – the clearing can be no more than 1.5 metres from the fence line. If the intended clearing does not satisfy all of these requirements then the exemption does not apply, and a clearing permit is required.

The following images provide examples of this exemption:

The below clearing is authorised by the exemption -



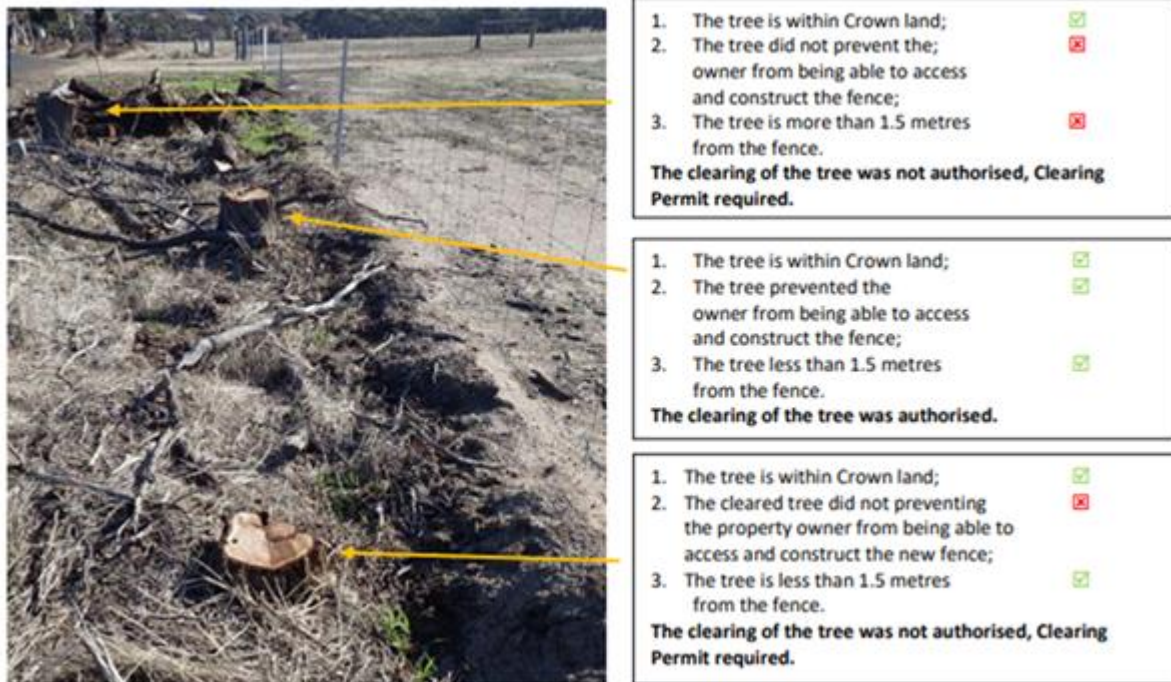
1. The cleared tree, pictured above, is within Crown land and is along a fence line; ☒
2. The cleared tree was preventing the property owner from being able to access and construct the new fence; ☒
3. The cleared tree is less than 1.5metres away from the fence line ☒

The below clearing of the tree would not be authorised by the exemption -



1. The tree, pictured above, is within Crown land and is along a fence line; ☒
2. The tree does not prevent the property owner from being able to access and construct the new fence; ☐
3. The cleared tree is less than 1.5metres away from the fence line ☒

FENCE LINE CLEARING



Although a tree may have limbs that overhang a fence and there is a possibility that a tree limb could fall and damage the fence at a later point in time, the tree cannot be cleared under this exemption unless all three requirements are met. If the limbs do not impede access to the area to construct or maintain the fence (the second requirement) the exemption would not apply and a clearing permit issued by the Department of Water and Environmental Regulation (DWER) would be required. The limb itself could be removed (pruned) as it would not constitute 'clearing' as defined under the EP Act if the removal of this limb does not cause substantial damage to the tree and the trunk of the tree is not severed.

This exemption does not authorise the wholesale clearing of all native vegetation on the Crown land within 1.5 metres of the fence line, it only authorises the clearing of as much vegetation as is necessary "to provide access to construct or maintain a fence". Any clearing undertaken must be done in such a way to limit damage to neighbouring vegetation.

Should you need further assistance regarding fence line clearing on Crown land i.e. road reserve within 1.5 metres of the fence line, then please contact the Shire of Narembreen on 9064 7037 or via email to admin@narembreen.wa.gov.au.

Unauthorised Clearing of Native Vegetation The clearing of native vegetation in Western Australia without authorisation is an offence under the Environmental Protection Act 1986. **Unlawful clearing by individuals can result in fines of up to \$250,000.** Guidelines on clearing exemptions and applications for clearing permits are available on the DWER website www.dwer.wa.gov.au

DEFINITIONS

Nil

RELATED LEGISLATION

Environmental Protection Act 1986

RELATED POLICIES

Fenceline Clearing

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	5.4	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	19 November 2024	OCM Ref 7907/24
Last Review Date		
Next Review Date	November 2027	

Council Policy

5. Infrastructure

5.5 Gravel, Sand and Pit Rehabilitation



POLICY OBJECTIVES

To ensure that at all times the Shire has sufficient materials and arrangements in place to meet the needs of road maintenance and construction programs. This will be achieved by:

1. Ensuring access to an adequate supply of high-quality road building materials;
2. Ensuring that an effective rehabilitation program is in place; and
3. Ensuring that all facets of these transactions are transparent and compliant with relevant legislation.

POLICY SCOPE

This policy applies to all Shire of Narembeen staff involved in the identification and procurement of sand and gravel supplies.

POLICY DETAIL

1. Where the required quantity, quality or type of material is not available from Council controlled areas and the material may be available from private property, the following is to be normal procedure -
 - a. Request permission to search for materials from the landowner.
 - b. Calculate the approximate requirement for the project(s) or yearly requirement of material from the proposed pit, and the expected life of the pit.
 - c. If suitable material is located, a written agreement is to be reached with the landowner regarding compensation for the materials removed.
 - d. Priority must be given at all times to reasonable negotiation to reach an amicable written agreement mutually acceptable to Council and the Landowner.
 - e. Should agreement for the removal of materials not be reached with the landowner and the Chief Executive Officer and Executive Manager Infrastructure Services considers the acquisition of these materials is in the best interests of the public, the Chief Executive Officer will provide such notices and take such actions as prescribed by the Local Government Act 1995, Section 3.27 (1) to secure the materials.
 - f. If materials are extracted without the landowner's consent, then the rates of royalty that would have been applicable and remedial actions to the land that would have been taken, will apply as if the landowner had given their permission.
2. Royalty Compensation shall be agreed in writing using the Council's Materials Purchasing Agreement and in accordance with the relevant legislation and Council Policies.

Rates of payment for materials, including GST are:

- Gravel without rehabilitation \$2.20 per m³ compacted.
- Gravel with rehabilitation compacted \$1.65 per m³.
- Sand \$1.65 per m³.

3. Works to rehabilitate the pit once materials have been removed shall take place and will be such works as agreed on in writing before excavation commences. These works may include -

- Deep ripping
- Levelling
- Stockpiling of original topsoil and spreading after extraction is completed
- Utilise any overburden and vegetation that has been stockpiled at the pit from roadside clearing.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995

- Section 3.27
- Schedule 3.2 and 3.22

RELATED POLICIES

Strategic Community Plan
Procurement Framework

DELEGATED AUTHORITY

Not applicable

DOCUMENT MANAGEMENT

Policy Number	5.5	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review frequency	3 years	
Creation Date	16 April 2024	OCM Ref 7771/24
Last Review Date		
Next Review Date	April 2027	

Council Policy

5. Infrastructure Services

5.6 Land Drainage Crossing Road Reserves



POLICY OBJECTIVES

To provide clear guidelines in relation to the installation, maintenance and associated costs of land drainage crossing road reserves.

POLICY SCOPE

This policy applies to all applications for drainage works that cross road reserves.

POLICY DETAIL

- 1) Any person proposing drainage works must obtain prior approval (for either deep or shallow drainage crossing road reserves) before commencing any works. This includes submitting a Notice of Intent to Drain to the Commissioner of Soil and Land Conservation.
- 2) The following applies to the deep drainage crossing road reserves:
 - a) All pipes to be class 4 concrete pipe or an approved equivalent.
 - b) Pipes to have a minimum 150mm compacted gravel cover.
 - c) Soil in the drain is to be removed from the road reserve and only gravel to be used as replacement fill.
 - d) The minimum pipe diameter for drains over 1m deep is 600mm.
 - e) Endwalls, including a concrete floor and toe wall, must be installed at each end of the pipe.
 - f) Pipe ends to be within the Landowners property.
 - g) All traffic management plans to be the responsibility of the applicant and approved by Executive Manager Infrastructure Services. If the Shire provide traffic management, it will at the applicant's cost.
 - h) The work must include a 12-month guarantee against washouts and slumps. Any remedial work undertaken by the Shire within this period will be at the applicant's cost.
 - i) If the applicant is seeking assistance in undertaking drainage works, an application must be made to the Chief Executive Officer.
 - j) Applications for assistance will not be considered if works have commenced prior to receiving approval.

- 3) The following applies to shallow drainage:
- a) Where drains are seen as advantageous to the Shire, the Shire may supply the pipes, and the applicant will undertake the work.
 - b) Applications for assistance will not be considered if works have commenced prior to receiving approval.
 - c) All signage and works to be the responsibility of the applicant, works to be completed in the same day, in daylight hours only.
 - d) Headwalls must be constructed to Shire standards.
 - e) All pipes must be Class 4 concrete pipe.
 - f) Pipes to have a minimum of 150mm compacted gravel cover.
 - g) Endwalls, including concrete floor and toe wall, must be installed at each end of the pipe.
 - h) The minimum pipe length is 12.0m or 14.0m were deemed necessary by the Shire.
- 4) Any person proceeding with unauthorised land drainage works may be liable for all costs incurred by the Council, including:
- Repair of damaged roads and drainage structures.
 - Any necessary upgrades resulting from the unauthorised works.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

RELATED POLICIES

Nil

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	5.6	
Policy Version	1	
Policy Owner(s)	Executive Manager Infrastructure Services	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	16 September 2025	OCM Ref 8060/25
Last Review Date		OCM Ref
Next Review Date	September 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\5. Infrastructure Policies	
File ref (copy)		

5. Infrastructure

5.7 Natural Crossings

POLICY OBJECTIVES

POLICY SCOPE

POLICY DETAIL

Council upgrade natural crossings to an adequate standard (20m) when requested for conservation purposes with 900mm pipes. Where the requested crossing is not in the natural drainage the landowners are to pay for the pipe and Council to do the work.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	5.7	
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	Unknown	OCM Ref
Last Review Date	18 February 2015	OCM Ref 5896/15
	15 February 2017	OCM Ref 6367/17
	16 September 2025	OCM Ref 8060/25
Next Review Date	September 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\5. Infrastructure Policies	
File ref (copy)		

Council Policy

5. Infrastructure Services 5.8 Tree Management



POLICY OBJECTIVES

This policy establishes clear guidelines for the management, retention, maintenance, and removal of trees on land owned or managed by the Shire of Narembeen.

POLICY SCOPE

The policy aims to:

1. Provide strategic guidance for the management of the Shire's tree assets.
2. Enhance the Shire's tree canopy cover and increase its long-term viability.
3. Protect townscape trees on verges, reserves, public open spaces, and near development sites.
4. Ensure public safety for pedestrians, road traffic, and property.
5. Mitigate the urban heat island effect and improve town cooling during summer.
6. Enhance amenity through strategic tree planting.
7. Define conditions under which tree removal or pruning is permissible.

COUNCIL DETAIL

Tree Removal

Tree removal will only be considered under the following circumstances:

1. The tree is dead or dying, unless retained for habitat or other purposes.
2. The tree poses an unacceptable risk to public safety due to structural weakness or disease.
3. The tree obstructs sight distances as per the *Austroads Guide to Road Design: Part 4A*.
4. The tree interferes with essential services (e.g. power, water, telecommunications).
5. The tree causes or is likely to cause significant damage to infrastructure (e.g. roads, buildings, footpaths).
6. Trees located within the designated road reserve or development site where its removal is required for approved roadworks or property/infrastructure development.

Tree removal requests will not be considered for the following reasons:

1. To improve or create views.
2. Due to minor litter issues (e.g. leaves, twigs, flowers).
3. Due to unwanted shading of lawns, gardens, or property.
4. For unjustified property damage claims or minor allergenic concerns.

Note: Before any removal, alternatives (e.g. root barriers, pruning, or relocation) must be evaluated by a qualified arborist or trained Shire officer.

Unauthorised Tree Felling

Unauthorised tree felling on road reserves, verges, or Council-owned land is strictly prohibited. Any individual or entity found undertaking such activities without prior written approval from the Shire will be subject to:

- **Investigation:** the Shire will investigate the unauthorised activity to assess damage and circumstances.
- **Remediation Requirements:** the responsible party may be required to replace the tree(s) with a species approved by the Shire at their own cost, ensuring compliance with the Shire's planting and spacing guidelines.
- **Fines and Penalties:** unauthorised felling may attract penalties under applicable legislation, including the *Environmental Protection Act 1986 (WA)* and local government regulations.
- **Legal Action:** in cases of significant damage or non-compliance, the Shire may pursue legal action.

Note: Unauthorised tree felling compromises public assets and amenity value, and such actions will not be tolerated.

Tree Planting Requests

Property owners may request verge tree planting, subject to Shire approval. Species will align with the existing streetscape. All planting will consider crossovers, intersections, powerlines, and environmental factors. Unauthorised tree planting on verges is prohibited. Unauthorised trees may be removed unless deemed suitable for retention.

Pruning Guidelines

Pruning will only occur to address:

- Public safety risks.
- Traffic and pedestrian access.
- Disease management.
- Protection of public art or signage.
- Maintenance of public lookouts.

Pruning will not be considered for issues such as litter, shading, personal views, or perceived risks without substantiated evidence.

Legislative Compliance for Tree Clearing

All tree clearing will comply with relevant Western Australian legislation, including:

- *Environmental Protection Act 1986 (WA)*: For clearing native vegetation, clearing permits may be required unless exempt.
- *Planning and Development Act 2005 (WA)*: For ensuring compliance with local and regional planning schemes.
- *Bush Fires Act 1954 (WA)*: For clearing vegetation to meet firebreak requirements.

OPERATIONAL PROCEDURES

Responsibilities and Resources

The Shire is responsible for planting, maintaining, and removing trees within its jurisdiction. A qualified arborist is engaged to ensure best practices in tree management.

Benefits of Tree Management

The Shire actively manages tree assets to deliver benefits, including:

- Air quality improvement?
- Carbon sequestration?
- Reduced heat in built environments.
- Habitat provision for native fauna.
- Aesthetic and heritage value.

Tree Planting and Spacing Guidelines

Clearance and spacing requirements will guide planting to ensure compatibility with infrastructure. For example:

- **Street intersections:** 10m clearance.
- **Power poles:** 3m clearance.
- **Tree height and spacing:** Add table to be added
- **Tree species:** Create a list

Unauthorised Tree Planting

Trees planted without approval will be assessed for suitability. If unsuitable, residents may relocate the tree onto private property.

Pruning of Powerline Trees

Trees near powerlines will be pruned per Western Power's statutory requirements.

DEFINITIONS

RELATED LEGISLATION

RELATED POLICIES

DELEGATED AUTHORITY

DOCUMENT MANAGEMENT

Policy Number	5.8	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 February 2025 Amalgamated old policy 10.2.1 and 10.2.5	OCM Ref 7947/25
Last Review Date		
Next Review Date	February 2028	
File Ref (original)	G:\Records\OPEN\CORPORATE MANAGEMENT\POLICY\Policy Register	
File ref (copy)		

Council Policy

5. Infrastructure Services

5.9 GPS Fleet Tracking



POLICY OBJECTIVES

To set Council's parameters for the installation of GPS tracking in Shire plant and vehicle and access, retention, use and misuse of the collected information by responsible employees.

POLICY SCOPE

This policy applies to all Shire-owned or leased plant and vehicles, and to all employees or contractors operating such assets or having authority to access the associated records from any GPS tracking.

POLICY DETAIL

GPS tracking devices may be installed in any or all of the Shire of Narembreen's fleet for the purposes of:

- Assisting in incident response and emergency management;
- Enhancing safety for staff, contractors and the community;
- Improving operational efficiency and resource management;
- Protecting Council assets from misuse, loss or theft; and
- Determining asset utilisation and maintenance planning.

This policy outlines the use, management and responsibilities associated with GPS tracking devices installed in the Shire fleet

Installation and Removal

Any vehicles or plant may have GPS tracking hardware and/or software installed or removed at the sole discretion of the Chief Executive Officer.

Privacy, Notification and Data Handling

- Employees will be given advance notice in writing when a vehicle or item of equipment is to be fitted with GPS tracking.
- A label or notice will be displayed on each vehicle/equipment indicating GPS tracking is active.
- The Shire will collect, use, and store GPS data only for legitimate business use in accordance with applicable privacy and data protection laws.
- Data will be retained only for as long as necessary to fulfil operational or legal requirements and will then be securely destroyed in accordance with Council's record keeping plan

Access to Data

- Access to GPS data is restricted to authorised personnel as determined by the Chief Executive Officer
- GPS data may be shared with external authorities (for example police, emergency services, or insurers) only when required by law

- Employees will be granted access to GPS tracking data in relation to themselves for the purpose of refuting claims made in the course of an investigation into their performance or conduct or when otherwise required by an act of law.

Employee Responsibilities

All employees and contractors must:

- Use Shire vehicles, plant, and equipment only for authorised business purposes;
- Operate all equipment safely and in accordance with Shire policies and procedures;
- Be aware that the operation of Shire assets may be monitored through GPS tracking and to check if their vehicle is labelled as such; and
- Immediately report any concerns or suspected faults with GPS tracking devices to their supervisor.

Breaches of Policy

Unauthorised access, misuse, or disclosure of GPS data, or misuse of Council vehicles identified through GPS tracking, may result in disciplinary action in accordance with the Shire's Code of Conduct and other relevant policies

DEFINITIONS

GPS: Global Positioning System - a system that utilises satellite transmissions to determine the geographical location in all weather conditions.

Tracking: The use of a GPS device to collect, interpret, and record data such as geographical location, movements, speed, and/or vehicle/ plant activity.

RELATED LEGISLATION

Local Government Act 1995 S.41
Surveillance Devices Act 1998 (WA)
Privacy Act 1988

RELATED POLICIES

Work Health and Safety Policy
 Shire Code of Conduct
 Communication and Use of Social Media Policy
 Records Management Policy
 Disciplinary Policy

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	5.9	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	18 November 2025	OCM Ref 8094/25

Last Review Date		OCM Ref
Next Review Date	November 2028	
File Ref (original)		
File ref (copy)		

Council Policy

7. Work Health and Safety

7.1 Management of Bushfire Brigade



POLICY OBJECTIVES

The purpose of this policy is to set the guidelines for the management and operation, including roles, relationships and expectations of the Narembeen Volunteer Bushfire Brigade

POLICY SCOPE

This policy applies to the Shire of Narembeen and all members of the Narembeen Bushfire Brigade.

POLICY DETAIL

Appointment - Fire Control Officers and Bushfire Advisory Committee Members

In accordance with relevant provisions of the *Bush Fires Act 1954* (as amended), Council shall appoint required Fire Control Officers, including the positions of Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer. The adopted procedure for these appointments will be as follows;

- a) The Shire appointed Bushfire Advisory Committee shall at their March Annual Advisory Meeting consider and recommend to Council, the appointment of required Fire Control Officers including the Chief Bushfire Control Officer and the Deputy Chief Bushfire Control Officer.
- b) The Shire Bushfire Advisory Committee shall undertake the following tasks at their two (2) annual Advisory Meetings in March and September of each year as follows;
 - (i) Fire Control Officer Appointments and recommendation - March
 - (ii) Firebreak Order Review and recommendation - March
 - (iii) Capital Equipment/Vehicle Replacement Budget (ESL) Planning and recommendation - March
 - (iv) Prohibited and Restricted Burning periods review and recommendation - March
 - (v) Communications Strategies including radios and repeater network review and recommendation - March or September
 - (vi) Bushfire Policy Review and recommend to the Council for consideration - March or September

Management of Bushfire Brigade

- (vii) Other Business - not included above and of a substantive nature - March or September

It should be noted that all business considered at a Bushfire Advisory Meeting is presented to the Council with recommendations for Council consideration and/or adoption.

Fire Control Officers are not permitted to issue permits to burn for their own purposes. Fire Control Officers wishing to burn must obtain a permit from another authorised Fire Control Officer.

- a) Authority to act at a Bushfire Emergency - that the Chief Executive Officer be authorised to allocate/release Council operated vehicles, plant and machinery to a Bushfire Emergency, in consultation with or upon request from the Fire Control Officer in charge at the Bushfire Scene.
- b) Recovery of Costs from a Bushfire Emergency - costs incurred by Council vehicle/s, plant and machinery attending to an extreme/out of control Bushfire Emergency, is to be recouped from the ESL Scheme (DFES).

That Fire Control Officers be authorised to expend up to \$200 without authorisation. Expenditure above \$200 is to be authorised by the Chief Executive Officer in the course of management of control of a bushfire and that DFES be notified of the expense required to assist with controlling a fire.

Training

All Fire Control Officer (FCO's) are required to, as a minimum, complete the FCO's training course within the first 12 months of being appointed and complete a refresher at least once every 5 years.

Minimum Training Requirements before being allowed to attend fires are as follows:

Brigade Members	Bushfire Safety Awareness Fire Fighting Skills
Farmer Response	Bushfire Safety Awareness Respiratory Protective Equipment
Itinerant Workers	Bushfire Safety Awareness

Fire Control Officers Duties

In the event of an emergency, an FCO is to ensure the safety of firefighters -

- a) incident control is to be established,
- b) any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire any person.

In the event of an emergency, the FCO / Incident Control should provide relevant details to the Shire Office as able, in order to –

- a) arrange support as needed,
- b) respond to phone calls and enquiries from the community and others,
- c) issue SMS broadcast if necessary.

Fire Report

The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

DEFINITIONS

CBFCO – Chief Bushfire Control Officer
DCBFCO – Deputy Chief Bushfire Control Officer
FCO – Fire Control Officer
CEO – Chief Executive Officer
EMCS – Executive Manager Corporate Services
EMIS – Executive Manager Infrastructure Services
DFES – Department of Fire and Emergency Services
AGM – Annual General Meeting

RELATED LEGISLATION

Bush Fires Act 1954

RELATED POLICIES

Harvest and Vehicle Movement Bans Policy
Roadside Burning and Spraying Policy

DELEGATED AUTHORITY

Delegations 3 – Bush Fire Act 1954

DOCUMENT MANAGEMENT

Policy Number	7.1	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	October 2024	OCM Ref 7888/24
Last Review Date		
Next Review Date	April 2027	
File Ref (original)		
File ref (copy)		

Council Policy

7. Work Health and Safety

7.2 Roadside Burning and Spraying



POLICY OBJECTIVES

The purpose of this policy is to ensure adequate guidelines are in place for restrictions in roadside burning and to ensure that road verges and vegetation thereon is retained.

POLICY SCOPE

The policy is applied to the Shire of Narembeen landholders and employees.

POLICY DETAIL

No roadside burning is allowed within the Shire without the approval of the CEO in consultation with the Chief Bushfire Control Officer or Deputy Chief Bushfire Control Officer. Similarly, any application to use chemicals on road reserves for firebreak protection must be submitted to the CEO for approval.

DEFINITIONS

Chief Executive Officer (CEO)

RELATED LEGISLATION

Bush Fires Act 1954

RELATED POLICIES

Harvest and Vehicle Movement Bans Policy
Management of Bushfire Brigade Policy

DELEGATED AUTHORITY

Delegations 3 – Bush Fire Act 1954

DOCUMENT MANAGEMENT

Policy Number	7.2	
Policy Version	3	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	Unknown	
Last Review Date	February 2015 February 2017 October 2024	OCM Ref 5896/15 OCM Ref 6367/17 OCM Ref 7888/24
Next Review Date	March 2027	

Council Policy

7. Workplace Health and Safety

7.3 Harvest and Movement Bans



POLICY OBJECTIVES

The objective of this policy is to ensure processes are in place and followed for the issuing and advertising of Harvest and Movement Bans.

POLICY SCOPE

This policy is applied to the Shire of Narembeen and its elected members and employees.

POLICY DETAIL

That the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer or their delegate, be authorised to initiate Harvest and Vehicle Movement Bans within the Shire of Narembeen.

The decision to initiate a Harvest and Vehicle Movement Ban is to be determined by not less than three (3) individual Fire Weather Readings from within the Shire of Narembeen, obtained from one of the five (5) Fire Control Officers within the Shire of Narembeen. Alternatively, fire weather readings from an approved fire weather service, such as BOM, DFES, or the DRPID, may be used.

In the event that the Fire Danger Index reaches 40 or more, based on an average of three or more weather readings representative of three distinct areas of the Shire of Narembeen, or from readings provided by an approved fire weather service, a Harvest and Vehicle Movement Ban will be automatically issued over the whole of the Shire of Narembeen.

Once issued, a Harvest and Vehicle Movement Ban will remain in force until such time that three (3) of the five (5) fire control officers indicate that it is safe to lift the ban. In the event of inclement weather conditions prevailing, a Harvest and Vehicle Movement Ban may be extended beyond the original time indicated.

Public Notification

For public notification regarding Harvest and Vehicle Movement Bans, information will be distributed through multiple public channels, following the Shire of Narembeen's Harvest and Vehicle Movement Ban procedure.

DEFINITIONS

Bureau of Meteorology (BOM)

Department of Fire and Emergency Services (DFES)

Department of Primary Industries and Regional Development (DRPID)

Harvest and Movement Bans

RELATED LEGISLATION

Bush Fires Act 1954

RELATED POLICIES

Management of Bushfire Brigades
Roadside Burning and Spraying Policy

DELEGATED AUTHORITY

Delegations 3 – Bush Fire Act 1954

DOCUMENT MANAGEMENT

Policy Number	7.3	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	Executive Governance Officer	
Review Frequency	3 years	
Creation Date	October 2024	OCM Ref 7888/24
Last Review Date		OCM Ref
Next Review Date	March 2027	

Council Policy

7. Work Health and Safety

7.4 Smoking and Vaping



POLICY OBJECTIVES

The objective of this policy is to promote and maintain a safe, healthy, and comfortable environment for all workers, visitors, and community members by restricting smoking and vaping in and around Shire-controlled properties, workplaces, plant, and vehicles. This policy aligns with the Shire's commitment to public health, workplace safety, and legal compliance.

POLICY SCOPE

This policy applies to:

- Elected members, employees, volunteers, and contractors engaged by or representing the Shire of Narembeen.
- Members of the public accessing or using Shire-controlled areas.
- All Shire-owned, leased or managed buildings, vehicles, mobile plant, and public spaces including but not limited to offices, the Works Depot, community venues, parks, recreation areas, and residential properties under Shire control.

POLICY DETAIL

Prohibited Areas

Smoking and vaping are strictly prohibited in the following areas:

- All Shire-owned or leased buildings, including enclosed workplaces and indoor areas.
- Smoking and vaping are prohibited within 5 metres of entrances, exits, and openable windows, and within 10 metres of air conditioning intakes, unless otherwise determined as part of a designated smoking/vaping area that complies with health and safety requirements and has been formally approved by the Shire.
- All Shire-owned, leased, or operated vehicles and mobile plant.
- During Shire-managed activities and events, unless smoking or vaping occurs within a designated smoking/vaping area.
- Outdoor work areas, where second-hand smoke or aerosol could impact the health of other workers or the public.
- Community spaces, including bowling greens, tennis courts, and Shire-owned residential properties, to support a healthy living environment.

Designated Smoking Areas

Where feasible and compliant with relevant legislation, designated outdoor areas for both smoking and vaping may be provided at Shire facilities, including recreational venues. These areas are intended to accommodate all patrons—smokers, vapers, families with children, and other community members—while maintaining public health standards and comfort.

Smoking and Vaping

Designated areas must:

- Be clearly signposted and identified as smoking and vaping areas.
- Be positioned to prevent exposure to tobacco smoke or vapour for non-smoking patrons, particularly in areas used by children and vulnerable populations.
- Be located at a reasonable distance from entrances/exits, common areas, or gathering spaces, and wherever possible, not interfere with the operation of air-conditioning outlets, intake vents, or doors.
- Be situated to allow practical access for smokers/vapers at facilities like the Recreation Centre while ensuring public safety and comfort.
- Comply with the Tobacco Products Control Regulations 2006 (WA) and other relevant legislation.

When determining the location of designated areas:

- Consider prevailing wind direction and air-flow from HVAC systems to minimise smoke/vapour drift into indoor or high-traffic areas.
- Where appropriate, install physical screening or barriers to reduce passive exposure.
- Ensure safe, accessible paths to and from these areas, particularly in large venues or event locations.

Signage and Communication

- Adequate and visible signage will be displayed to inform all persons of smoke-free and vape-free areas.
- This policy will be communicated as part of employee and contractor induction processes and incorporated into ongoing workplace health and safety updates.
- Public awareness will be promoted where applicable, including at events and community facilities.

Enforcement and Compliance

- All persons on Shire premises are expected to comply with this policy.
- Employees found in breach of the policy may be subject to disciplinary action in accordance with the Shire's Code of Conduct.
- Contractors or visitors who do not comply may be asked to cease the behaviour or leave the premises and may be subject to relevant contract conditions.

DEFINITIONS

- **Smoking:** The act of inhaling or exhaling smoke from a lit tobacco product, including cigarettes, cigars, and pipes.
- **Vaping:** The act of inhaling aerosol produced by an electronic cigarette or similar device.
- **Council Worksite:** Any location under the control of the Shire, including offices, depot, public buildings, plant and vehicles, parks and recreational venues.
- **Designated Smoking and Vaping Area:** A specific outdoor location approved by the Shire for smoking and vaping that meets health and safety standards.

RELATED LEGISLATION

- *Tobacco Products Control Act 2006 (WA)*
- *Tobacco Products Control Regulations 2006 (WA)*

Smoking and Vaping

- *Work Health and Safety Act 2020 (WA)*
- *Local Government Act 1995 (WA)*
- *Work Health and Safety (General) Regulations Amendment 2025 (WA)*

RELATED POLICIES

- Shire of Narembeen Code of Conduct
- Workplace Health and Safety Policy

DELEGATED AUTHORITY

Nil

DOCUMENT MANAGEMENT

Policy Number	7.4	
Policy Version	1	
Policy Owner(s)	Chief Executive Officer	
Reviewer	WHS Officer	
Review Frequency	3 years	
Creation Date	19 August 2025	OCM ref 8049/25
Last Review Date		
Next Review Date	August 2028	
File Ref (original)	CORPORATE MANAGEMENT\POLICY\Policy Register\7. Work Health and Safety Policies	
File ref (copy)		