

# COUNCIL POLICIES

SHIRE OF BODDINGTON

# Contents

<b>Preamble</b> .....	<b>3</b>
<b>Amendment Record</b> .....	<b>5</b>
<b>GOVERNANCE</b> .....	<b>6</b>
Attendance at Events.....	7
Bush Firefighter (Minimum Standards).....	10
Child Safe Awareness .....	12
Code of Conduct Complaints Management .....	15
Council Concept Forum .....	23
Council Meeting Schedule .....	25
Council Member Continuing Professional Development .....	26
Council Member Records .....	29
Habitual or Vexatious Complainants .....	30
Information Communication Technology Asset Disposal .....	33
Internal Control.....	35
Legal Representation Costs Indemnification.....	37
Legislative Compliance .....	39
Management of Council Member Tablets .....	41
Public Question Time.....	43
Recognition of Service .....	46
Risk Management.....	47
Use of the Common Seal and Execution of Documents.....	53
<b>FINANCE</b> .....	<b>57</b>
Asset Management.....	58
Differential Rating .....	60
Financial Hardship .....	62
Investment of Surplus Funds .....	65
Purchasing of Goods and Services .....	67
Related Party Disclosures.....	72
<b>COMMUNITY SERVICES</b> .....	<b>74</b>
Assisting Local Sportsmen and Women.....	75
Australia Day Citizenship Awards .....	77
Boddington Caravan Park.....	78
Business Assistance Grants .....	81
Communications and Media .....	85
Community Engagement .....	88
Community Facility Fund .....	90
Community Grant Program .....	92
Affordable Housing Units – Hotham Avenue .....	94

Independent Living Units – Hotham Rise Lifestyle Village .....	95
Leasing .....	97
<b>BUILDING AND DEVELOPMENT .....</b>	<b>99</b>
Kerb Deposits and Footpath Bonds .....	100
Naming of Places .....	101
Second-hand Buildings .....	103
Shed/Caravan Accommodation .....	104
Stormwater Management and Connection .....	105
<b>WORKS AND SERVICES .....</b>	<b>113</b>
Access to Shire Reserves to Collect Flora Specimens .....	114
Fire Control Review .....	116
Gravel Royalty .....	117
Private Works .....	118
Street Trees .....	119
<b>HUMAN RESOURCES/ STAFF .....</b>	<b>120</b>
Alcohol and Other Drugs .....	121
Appointment of Acting Chief Executive Officer .....	123
Chief Executive Officer Employment and Performance Appraisal .....	124
Shire Childcare Staff Childcare Services Discount .....	126
Employee Gratuity Payments .....	127
Extended Close of Business over Christmas .....	128
Superannuation Extra Payment .....	129
Use of Shire Information Technology (IT) Facilities for Employees .....	130
Work Health and Safety .....	136

# Preamble

## Introduction

This manual contains Shire of Boddington Council adopted policies. This document is a 'living' document which has been designed to serve as a guide for Council, employees, and the general public on the normal practices and activities of the Shire of Boddington.

Council's adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

The objectives of Council's Policy Manual is:

- To provide Council with a formal written record of all policy decisions;
- To provide employees with clear direction to enable them to respond to issues and act in accordance with Council's general direction;
- To enable Council Members to adequately handle enquiries from electors without undue reference to Shire employees;
- To enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends, and circumstances; and
- To enable electors to obtain immediate advice on matters of Council Policy.

The policies may be changed as circumstances dictate, in accordance with Council's directions, and amended by Council from time to time. Employees are expected to comply closely with the spirit and intention of the policies, and to use care and discretion in implementing the policies, to ensure the best possible outcome for all. Implementation should be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

This document does not stand alone, but is underpinned by legislative requirements, which comprises (in order of priority):

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

## Process

It is a requirement of the Local Government Act 1995 s5.18 and s5.46 (1) (2) that all delegations be reviewed at least once in each financial year. In order to ensure that there is clear authority and to ensure consistency and relevancy, the applicable policy is to be updated where a delegation applies.

A policy may be reviewed at any time as a result of:

- Legislative changes (Acts/Regulations/Local Laws) which have a bearing on a particular policy;
- Council decisions which affect the continued validity or applicability of a policy;
- Important technological or social changes; or
- Any other such circumstance that would justify an earlier review

In order to ensure that policies remain current, the assigned Responsible Officer should review them on a regular basis and no less than once every two years.

## New Policies

Council may make new policies at any time. However, unless specifically stated that the authority is to be included in the Policy Manual at the time of adoption, it should be assumed that the authority to act is for a specific matter and is not a general or on-going policy.

## Amended Policies

The document is to include a version date to ensure that the most current version is being referred to. A version and amendment table is included at the front of the document to track minor changes. Complete re-writes to be noted for reference.

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

# Amendment Record

Date	Council Resolution	Amendment Details	Author
23 March 2023	25/23	Review and update All – Entire Manual	Executive Manager Corporate Services
30 April 2023	41/23	Naming Places Policy Added	Coordinator Community and Economic Development
28 June 2023	72/23	Legislative Compliance Policy added Internal Control Policy added	Chief Executive Officer
27 July 2023	88/23	Child Safe Awareness Policy added	Executive Manager Corporate Services
08 September 2023	95/23	Code of Conduct Complaints Management Policy added	Chief Executive Officer
03 November 2023	121/23	Bush Firefighter (Minimum Standards) Policy added	Executive Manager Development Services
24 January 2024	17/24	Information Communication Technology Asset Disposal Policy added	Executive Manager Corporate Services
23 February 2024	28/24	Differential Rating Policy added	Executive Manager Corporate Services
09 August 2024	95/24	Purchasing of Goods and Services Policy added	Executive Manager Corporate Services
09 August 2024	118/24	Council Member Continuing Professional Development Policy added	Chief Executive Officer
09 August 2024	119/24	Access to Shire Reserves to Collect Flora Specimens Policy added	Executive Manager Infrastructure Services
09 August 2024	113/24	Business Assistance Grant Policy added	Coordinator Community and Economic Development
16 September 2024	129/24	Boddington Caravan Park Policy added	Executive Manager Corporate Services
19 September 2024	128/24	Use of the Common Seal and Execution of Documents Policy added	Chief Executive Officer
11 December 2024	178/24	Affordable Housing Units – Hotham Avenue Policy added	Executive Manager Corporate Services
11 December 2024	178/24	Independent Living Units – Hotham Rise Lifestyle Village Policy added	Executive Manager Corporate Services

# GOVERNANCE

### Purpose

The Shire of Boddington (Shire) is required under Section 5.90A of the Local Government Act 1995 to prepare and adopt an Attendance at Events Policy

The purpose of this Policy is to outline the process associated with attendance at any event, whether free of charge, part of a sponsorship or paid by the local government, and provide transparency about the attendance at events of Council Members and the Chief Executive Officer.

Attendance at an event in accordance with this Policy excludes the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 inclusive of GST and the donor has a matter before Council. Any gift received that is \$300 or less, either one gift or cumulative over twelve months from the same donor, also does not need to be disclosed as an interest. Receipt of the gift is still required under the gift register provisions.

### Scope

This Policy only applies to Council Members and the Chief Executive Officer of the Shire. The Chief Executive Officer is required to determine and apply a Policy regarding such matters, as they apply to all employees, other than the Chief Executive Officer.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Attendance at Events".
District	The Peel region of Western Australia and the Local Government areas covered by the Hotham-Williams Economic Development Alliance.
Council Members	Includes all Councillors.
Event	In accordance with section 5.90A of the Local Government Act 1995, an event is defined as a: <ul style="list-style-type: none"> <li>• Concert</li> <li>• Conference</li> <li>• Function</li> <li>• Sporting event</li> <li>• Occasion prescribed by the Local Government (Administration) Regulations 1996.</li> </ul>
Gift	Means a single gift or cumulative gifts within any rolling 12 month period and is not limited to either calendar or financial year.

### Policy Statement

Council Members and the Chief Executive Officer occasionally receive tickets or invitations to attend events. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be a free/open invitation event to the community in general.



### Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events are to be received by the Shire, as opposed to in the name of a specific person in their role with the Shire. Individual tickets and associated hospitality with a dollar value above \$500, inclusive of GST and travel if relevant, provided to the Shire are to be referred to Council for determination.

Council approves attendance at the following events:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings;
- Meetings of clubs or organisations within the Shire of Boddington;
- Any free event held within the Shire of Boddington;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Boddington to which the individual has been officially invited;
- Shire hosted ceremonies, functions and events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire of Boddington or District;
- Cultural events/festivals within the Shire of Boddington or District;
- Events run by a Local, State, or Federal Government;
- Events run by schools and universities within the Shire of Boddington;
- Major professional bodies associated with local government at a local, state, and federal level;
- Opening or launch of an event or facility within the Shire of Boddington or District;
- Recognition of Service events within the Shire of Boddington or District;
- RSL events within the Shire of Boddington or District;
- Events run by Western Australian Local Government Association (WALGA), Local Government Insurance Scheme (LGIS), or other recognised and incorporated WA based local government professional association; and
- Where Council Member or employee representation has been formally requested.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement..

If there are more Council members than tickets provided, the Council President is to allocate the tickets.

### 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 Council President may be approved by the Deputy Council President;
- Events for Councillors may be approved by the Council President; and
- Events for the Chief Executive Officer may be approved by the Council President;

Considerations for approval of the event are to include:

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

Where a Council Member has an event approved through this process and there is a fee associated with the event, the cost, including for attendance of a partner, is to be paid out of the Members Receptions budget. Where an employee has an event approved through this process and there is a fee associated with the event, then the cost is to be paid for out of the Shire's relevant budget line.

### 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 dealt with as follows:

- If the event is a free event to the public, then no action is required.

- If the event is ticketed and the attendee pays the full ticketed price and does not seek reimbursement then no action is required.
- If the event is ticketed and the attendee pays a discounted rate or is provided with a free ticket/s with a discount value greater than \$300, the recipient is to disclose the ticket/s and associated hospitality within ten days to the Chief Executive Officer (or Council President if recipient is the Chief Executive Officer).

If a Council Member receives a ticket in their name, in their role as a Council Member, and of \$300 value or greater, they are still required to comply with normal gift disclosure requirements.

An event does not include training, which is dealt with separately.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 28 May 2020 (Resolution 49/20) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 5.90A of the Local Government Act 1995
<b>Related Documentation</b>	Forms & Templates : Declaration of Gifts, Code of Conduct

### Purpose

The purpose of this Policy is define the minimum training standards required for Volunteer Bush Fire Fighters to ensure that they are competent and can safely perform their roles.

### Scope

This Policy applies to the Shire of Boddington (Shire) Volunteer Bush Fire Brigade members.

### Definitions

Term	Meaning
CEO	Chief Executive Officer of the Shire of Boddington
Policy	This Shire of Boddington policy titled "Bush Fire Personnel (Minimum Training Standards)"
Program	Department of Fire and Emergency Service, <u>Bush Fire Service Training Program</u>

### Policy Statement

The Shire has a primary duty of care under the Work Health and Safety Act 2020, as far as is reasonably practicable, that the health and safety of persons is not put at risk from work conducted as part of the business or undertaking. This includes Volunteer Bush Fire Brigades, which come under the control of the Local Government.

#### Bush Firefighter

To attend fires as a Bush Firefighter, the volunteer must have completed the recommended training modules from the Department of Fire and Emergency Services (DFES) Bush Fire Service Training Program (Program) for a Bush Firefighter or otherwise have active operational experience recognised by the Chief Bush Fire Control Officer (CBFCO), Deputy Chief Bush Fire Control Officer (DBFCO) and their relevant Brigade Captain.

#### Fire Control Officer

To be appointed as a Fire Control Officer by the Chief Executive Officer the volunteer must have completed the DFES Fire Control Officer Program, and have active operational experience recognised by the CBFCO, DBFCO and relevant Brigade Captain.

#### Active Operational Experience

Where a volunteer has yet to complete the recommended training courses for a Bush Firefighter but has demonstrated years of active operational experience then collectively the CBFCO, DBFCO and relevant Brigade Captain may nominate to the CEO that the volunteer be recognised as a Bush Firefighter.

---

<b>Responsible Officer</b>	Executive Manager Development Services
<b>History</b>	Adopted 26 October 2023 (121/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Bush Fires Act 1954
<b>Related Documentation</b>	Department of Fire and Emergency Service Bush Fire Service Training Program

### Purpose

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 of Boddington (Shire) is committed to encouraging local organisations to ensure children are safe and empowered.

This policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire is uniquely placed to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse.

### Scope

This Policy applies to all employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire, regardless of if their work is directly related to children and/or young people or not. It also applies to occupants of the Shire's facilities and venues, including visitors, contractors, and suppliers.

The safety and wellbeing of children and young people is everyone's responsibility.

### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Child Safe Awareness".
Abuse	An act, or 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	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	<p>Defined in the Royal Commission Final Report as one that:</p> <ul style="list-style-type: none"> <li>• Creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions;</li> <li>• Places emphasis on genuine engagement with and valuing of children and young people;</li> <li>• Creates conditions that reduce the likelihood of harm to children and young people;</li> <li>• Creates conditions that increase the likelihood of identifying any harm; and</li> <li>• Responds to any concerns, disclosures, allegations, or suspicions of harm.</li> </ul> <p>Note: In the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate. Implementation of the National Principles for Child Safe Organisations give effect to the above.</p>
Child Safe	For the purpose of this policy, 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	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	Includes the care, development, education, health, and safety of children and young people.

## Policy Statement

The Shire of Boddington supports and values all children and young people. The Shire 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.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire in supporting local organisations to be child safe through access to resources, awareness raising, and sharing relevant information.

The Shire is to ensure the following functions of this policy are resourced and assigned to 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).

Although the Shire is not legally responsible for providing oversight of compliance with child safe practices, it is to take any reasonable steps to engage with persons who utilise Shire facilities to operate in alignment with this policy.

### 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.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 27 July 2023 (Resolution 88/23)

<b>Delegation</b>	
<b>Relevant Legislation</b>	Child Care Services Act 2007 Children and Community Services Act 2004 National Principles for Child Safe Organisations Commonwealth Child Safe Framework
<b>Related Documentation</b>	Employee Code of Conduct

### Purpose

To establish, in accordance with Clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and Shire of Boddington (Shire) Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Code of Conduct.

### Scope

This Policy applies to:

- Complaints made in accordance with Clause 11 of the Code of Conduct.
- Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy

The following are inappropriate to be dealt with under this Policy:

- complaints made with the intent of addressing personal grievances or disagreements;
- complaints made to express dissatisfaction with a council or committee member's lawfully made decisions or performance of their role;
- minor breaches under section 5.105(1) of the Act;
- serious breaches under section 5.114 of the Act; and
- allegations of corruption.

### Definitions

Term	Meaning
Breach	A breach of Division 3 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.
Candidate	A candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.
Candidate Complaint	A Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.
Code of Conduct	The Shire of Boddington Code of Conduct for Council Members, Committee Members and Candidates.
Complainant	A person who has submitted a Complaint in accordance with this Policy
Complaint	A complaint submitted under Clause 11 of the Code of Conduct.
Complaint Assessor	A person appointed by the Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.
Complaint Officer	The person authorised in writing by Council resolution or by the CEO exercising delegated authority under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints.



Complaint Documents	The Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.
Complaint Form	The form approved under clause 11(2)(a) of the Code of Conduct.
Council	The Council of the Shire of Boddington
Council Meeting	A formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.
Council Member	A person who is currently serving a term of office as an elected member of the Council in accordance with the Act.
Finding	A finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.
Plan	A Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.
Response Documents	The response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## Policy Statement

### 1. Principles

#### 1.1 Procedural Fairness

The principles of procedural fairness, or natural justice, are to apply when dealing with a Complaint under this Policy. In particular:

- a) the Respondent is to be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- b) the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- c) any findings made are to be based on proper and genuine consideration of the evidence.

#### 1.2 Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent are to be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances are to result in similar decisions.

#### 1.3 Confidentiality

- a) The Shire is to take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.
- b) Council Members, Local Government employees and contractors who have a role in handling a specific complaint are to be provided with sufficient information to fulfil their role. This information is to be managed securely, and is not to be disclosed or inappropriately used.
- c) Complainants should be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.
- d) In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant is to be provided to the Respondent, unless the Complainant provides reasons this should not occur. The Complainant's contact information is not to be provided to the Respondent.
- e) The Complainant's name and contact information is to be excluded from any publicly available documents such as meeting agenda or minutes.

#### 1.4 Accessibility

The Shire is to ensure that information on how to make a complaint, including this Policy, is available on the Shire's website. Information is to be made available in alternative formats if requested.

Any person wishing to make a complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

## 2. Roles

### 2.1 Complaints Officer

- a) The Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.
- b) The Complaints Officer is not an advocate for the complainant or the respondent. The Complaints Officer provides procedural information and assistance to both Complainant and Respondent.
- c) The Complaints Officer is to liaise with and provide administrative support to Complaint Assessor appointed under this Policy.
- d) The Complaints Officer is to liaise with the Local Government to facilitate the calling and convening of Council meetings if required.
- e) In undertaking their functions, the Complaints Officer is to apply the Principles of this Policy.

### 2.2 Complaint Assessor

- a) The Complaint Assessor is appointed by the Complaints Officer in accordance with Part 3.9 of this Policy.
- b) The Complaint Assessor is an impartial third party who is to undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor is to apply the Principles of this Policy.
- c) The Complaint Assessor is to liaise with the Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

## 3. Complaint process

### 3.1 Making a complaint

- a) Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [clause 11(1) of the Code of Conduct].
- b) A Complaint must be made within one (1) month after the alleged Breach [clause 11(2)(c) of the Code of Conduct].
- c) A Complaint must be made by completing the Complaint Form in full and providing the completed forms to the Complaints Officer.
- d) A Complaint must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.
- e) A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.
- f) Where a Complaint Form omits required details, the Complaints Officer is to invite the Complainant to provide this information in order for the Complaint to be progressed.
- g) Where a Complaint is made more than 1 month after the alleged breach, the Complaints Officer is to give the Complainant written notice that the Complaint cannot be made (clause 11(2)(c) of the Code of Conduct).

### 3.2 Candidate Complaints

- a) A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.
- b) Within 7 days after receiving a Candidate Complaint, the Complaints Officer is to provide written notice:
  - i. To the Complainant confirming receipt, and advising of the procedure for

- candidate complaints; and
    - ii. To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.
  - c) No action is to be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint is to be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint are to be taken to commence on the election date.
  - d) If the Respondent is not elected, the Complaints Officer is to provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with (clause 15(1) of the Code of Conduct).

### 3.3 Withdrawing a Complaint

- a) A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint (clause 14 of the Code of Conduct).
- b) A Complainant may withdraw a Complaint by advising the Complaints Officer in writing that they wish to do so.
- c) After receiving a written withdrawal of the Complaint, the Complaints Officer is to take all necessary steps to terminate the process commenced under this Policy.

### 3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Complaints Officer is to provide written notice to the Complainant that:

- a) confirms receipt of the Complaint;
- b) outlines the process that is to be followed and possible outcomes;
- c) explains the application of confidentiality to the complaint;
- d) includes a copy of this Policy; and
- e) if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Complaints Officer is to advise the Complainant of the process in accordance with Part 3.7 of this Policy.

### 3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Complaints Officer is to provide written notice to the Respondent that:

- a) advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- b) includes a copy of the Complaint Documents;
- c) outlines the process that is to be followed, the opportunities that are to be afforded to the
- d) Respondent to be heard and the possible outcomes;
- e) includes a copy of this Policy; and
- f) if applicable, advises that further information has been requested from the Complainant and is to be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Complaints Officer is to ask the Respondent if they are also willing to participate in accordance with Part 3.7 of this Policy.

### 3.6 Preliminary review of initial evidence

The Complaints Officer is to conduct a preliminary review of the complaint:

- a) If there is no breach established on the face of the complaint and:
  - i. No further information can be obtained by the complainant; or
  - ii. No further information establishing a breach has been provided by the complainant after opportunity has been given;
 then the complaint is not to be progressed.
- b) If the alleged breach relates to Division 3 of the Shire's Code of Conduct, the Complaints Officer is to proceed to part 3.7 of this Policy.
- c) If the alleged breach is a minor breach or serious breach as defined under the Local

Government Act, then the Shire is to follow the procedure set out in Part 5 Division 9 of the Act.

### 3.7 Alternative Dispute Resolution

- a) The Shire recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.
- b) To commence the process, the Complaints Officer is to, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Complaints Officer is to pause the formal process.
- c) The objective of Alternative Dispute Resolution is to be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.
- d) The Complaints Officer is to offer, at his or her discretion, either of the following options for Alternative Dispute Resolution:
  - i. negotiation with the assistance of the Complaints Officer or other appropriate person as intermediary;
  - ii. facilitation with a suitably qualified and experienced mediator, appointed by the Complaints Officer.
- e) If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.
- f) If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Complaints Officer is to resume the formal process required under this Policy.

### 3.8 Order of Complaints

Complaints are to normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Complaints Officer may decide to progress those Complaints concurrently.

### 3.9 Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Complaints Officer may appoint a suitably qualified and experienced Complaint Assessor. The Complaints Officer is to endeavour to appoint a Complaint Assessor within a reasonable period and provide written notice of the appointment to the Complainant and the Respondent.

The Complaints Officer is to set out the scope of the investigation within the procurement documents.

### 3.10 Search of Local Government Records

The Complaint Assessor may request the Complaints Officer to search for any relevant records in the Shire's Record Management System. In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Complaints Officer is to be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- a) the behaviour occurred at a Council or Committee Meeting,
- b) the behaviour was dealt with by the person presiding at the meeting, and/or
- c) the Respondent has taken remedial action in accordance with the Shire of Boddington Standing Orders Local Law 2011.

The Complaints Assessor is to provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Complaints Officer or the Complaint Assessor, copies are also be provided to the Respondent.

### 3.11 Assessment of the Complaint

The Complaint Assessor is to undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor is to ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations. The Complaint Assessor is not to make an adverse finding against a respondent unless, at a minimum, they have provided the Respondent with an opportunity to provide a written response to the complaint.

### 3.12 Complaint Report

- a) The Complaint Assessor is to prepare a Complaint Report that:
  - i. outlines the process followed, including how the Respondent was provided with an opportunity to be heard;
  - ii. includes the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
  - iii. includes recommendations on each decision that may be made by the Council; and
  - iv. includes reasons for each recommendation, with reference to Part 4 of this Policy.
- b) If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report should include a Proposed Plan.
- c) The Complaint Assessor is to liaise with the Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Complaints Officer is responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report are to be provided as the Officer Recommendations.
- d) The Respondent is to be provided with a draft copy of the Complaint Report, and an opportunity to make a submission prior to the Complaint Assessor finalising the Complaint Report.

### 3.13 Council Meeting

- a) An item for a Council Meeting is to be prepared on the basis that the part of the meeting that deals with the Complaint Report is to be held behind closed doors in accordance with s.5.23(2) of the Act.
- b) Council is to consider the Complaint Report and attachments and give due regard to the recommendations.
- c) In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation are to be recorded in the meeting minutes.
- d) If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Council is to determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.
- e) If Council dismisses a Complaint, the Complaints Officer is to provide the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.
- f) If the Complaint is not dismissed, Council is to consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

- g) If Council finds that the alleged Breach did not occur, the Complaints Officer is to provide the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.
- h) If Council finds that the alleged breach did occur, Council is to decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.
- i) If Council decides to take no further action, the Complaints Officer should give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.
- j) If Council decides to prepare a Plan, the Complaints Officer or Complaints Assessor is to first consult with the Respondent in accordance with clause 12(5) of the Code of Conduct. Council is to consider any submissions made by the Respondent before preparing and implementing a Plan.

### 3.14 Compliance with Plan Requirement

The Complaints Officer is to monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Complaints Officer is to provide a report advising Council of any failure to comply with a requirement included in a Plan.

## 4. Decision Making

### 4.1 Objective and Principles

All decisions made under this Policy are to reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

### 4.2 Dismissal

Council is to dismiss a Complaint in accordance with clause

13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- b) either —
  - i. the behaviour was dealt with by the person presiding at the meeting; or
  - ii. the Respondent has taken remedial action in accordance with the Shire of Boddington Standing Orders Local Law.

### 4.3 Finding

A Finding that the alleged breach has occurred is to be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

### 4.4 Action

In deciding whether to take no further action, or prepare and implement a Plan, Council may consider:

- a) the nature and seriousness of the breach(es);
- b) the Respondent's submission in relation to the contravention;
- c) whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- d) whether the Respondent has breached the Code of Conduct on previous occasions;

- e) likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- f) personal circumstances at the time of conduct;
- g) need to protect the public through general deterrence and maintain public confidence in Local Government; and
- h) any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5 Plan Requirements

- a) The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:
  - i. engage in mediation;
  - ii. undertake counselling;
  - iii. undertake training;
  - iv. take other action Council considers appropriate (e.g. an apology).
- b) The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.
- c) The Proposed Plan may also outline:
  - i. the actions to be taken to address the behaviour(s);
  - ii. who is responsible for the actions;
  - iii. any assistance the Local Government will provide to assist achieve the intent of the Plan; and
  - iv. a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 24 August 2023 (Resolution 95/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government (Model Code of Conduct) Regulations 2021
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to outline the requirements for conducting Council Concept Forums.

### Scope

This Policy applies to Shire of Boddington Council Members and employees.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Council Concept Forum".
Council Members	Includes all Councillors.

### Policy Statement

The purpose of a Council Concept Forum is to:

- Provide an opportunity for Council Members to request information, ask questions, or make comment on specific issues, or on issues in general,
- Discuss conceptual issues as considered appropriate by Council members or employees,
- Disseminate information from employees to Council Members, and
- Coordinate questions from Council Members to employees.

Council Concept Forum Agenda:

- The Chief Executive Officer is to prepare an Agenda for each Concept Forum.
- The Agenda is to be distributed a minimum of two days prior to the Forum.
- Council Members are to advise the Chief Executive Officer of items they want to raise six days prior in order to be included in the Agenda.

Financial, proximity, and impartiality interests:

- Council Members, employees, consultants, and other participants are to disclose interests in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act and associated regulations at the time information is provided or discussion commences on an issue.

Conduct of Council Concept Forum:

- The President, or other person nominated by the President, is to be the Presiding Member for the Council Concept Forum, or in the President's absence another Council Member.
- All questions and discussion are to be directed through the Presiding Member.
- Being outside the statutory decision making framework, Council Members at a Council Concept Forum are not to vote, indicate their voting intentions, make or imply any collective or collaborative decision is to be made, other than the Chief Executive Officer may agree to take an action that is of administrative nature.
- Proposals under a Planning Scheme are not to be discussed.
- Any additional written information not included in the Agenda is only to be distributed to the meeting at the discretion of the Presiding Member.



- Any discussion items not in the Agenda are only to be permitted at the discretion of the Presiding Member.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 19 December 2017 (Resolution 166/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to provide details on the schedule for Ordinary Meetings of Council.

### Scope

This Policy applies to the Chief Executive Officer and Council Members of the Shire of Boddington.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Council Meeting Schedule".
Council Members	Includes all Councillors.

### Policy Statement

Ordinary meetings of Council are to be held at 5:30pm on the fourth Thursday of each month, except for December, which is to be the third Thursday of the month. No Ordinary Council Meeting is to be held in January.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 27 October 2022 (Resolution 117/22) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to ensure that Council Members of the Shire of Boddington (Shire) 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 the skills and knowledge relating to roles and responsibilities as a Council Member of the Shire.

The professional development of Council Members is an important activity to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by trained and committed Council Members acting in the best interest of all the community.

---

### Scope

This Policy applies to Shire of Boddington Council Members.

---

### Definitions

Term	Meaning
<b>Policy</b>	This Shire of Boddington policy titled "Council Member Continuing Professional Development".
<b>Council Members</b>	Includes all Councillors.

---

### Policy Statement

The formal training events to which this Policy applies is limited to those conducted or organised by any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA),
- Local Government Professionals WA,
- Accredited training organisations offering training which is directly related to the role and responsibilities of Council Members,
- Information sessions organised by the Department of Local Government, and
- Seminars, training and/or information sessions provided by individuals with demonstrably strong knowledge of local government in Western Australia.

### Council Member Professional Development

The Local Government Act 1995 requires Council Members to undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the Council Member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;

- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

In addition to this, following each election, the Shire provides newly elected Council Members with information to support their understanding of Council Member roles and responsibilities, legislative obligations and the strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to refresh their understanding.

Council Members are also encouraged to nominate to attend other conferences or training opportunities, to enhance and broaden their knowledge of local government issues in an aim to support the community.

The following are examples of other professional development opportunities that would be supported in principle:

- National General Assembly of Local Government,
- WA Local Government Week,
- Special 'one off' conferences sponsored by WALGA or the Department of Local Government on important local government issues,
- Annual conferences of major professions of local government,
- The Annual Road Congress,
- Conferences which advance the development of Council Members in their role, or
- Conferences of organisations on which a Council Member has been elected or appointed as a delegate.

### Expenses

Expenses relating to professional development are to be paid directly by the Shire.

Such expenses may include:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilization;
- Reasonable laundry expenses;
- Meals; and/or
- Travel to and from the event and to and from the airport.

All booking arrangements for Council Members are coordinated through the office of the Chief Executive Officer. Council Members should note that the Local Government Act 1995 precludes a Council Member to pre-spend Shire funds.

Where a Council Member is accompanied to conferences or training by someone other than an eligible Shire Employee, all costs for/or incurred by the accompanying person are not covered by

the Shire. The exception to the above being the cost of attending any official event dinner where partners would normally attend.

### Application and Approval

Professional development for the Shire President is to be approved by the Deputy Shire President in conjunction with the Chief Executive Officer. Professional development for other Council Members is to be approved by either Council or the Shire President in conjunction with the Chief Executive Officer.

Considerations for approval of professional development activities include:

- The costs of attendance including registration, travel, and accommodation;
- The budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of Council Members both individually and as a collective;
- Alignment to the Shire’s strategic objectives; and
- The number of Shire representatives already approved to attend.

### Reporting and Publishing

All Council Members are expected to report to Council on the benefits achieved by attending training and are to make the conference papers or learning materials available to the other Councillors.

A record of conferences and training attended by Council Members is to be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development completed by Council Members in the financial year. This report is to be published on the Shire’s official website within 1 month after the end of the financial year to which the report relates.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 28 May 2020 (Resolution 50/20) Amended 23 March 2023 (Resolution 25/23) Amended 24 July 2024 (Resolution 118/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Sections 5.126, 5.127, 5.128, Local Government Act 1995 Regulation 32(1) and 35, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	Forms & Templates : Travel Expense Claim Form

### Purpose

The purpose of this Policy is to outline the requirement for Council Members to capture and manage their records in accordance with legislated requirements.

### Scope

This Policy applies to all Shire of Boddington (Shire) Council Members.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Council Member Records".
Council Members	Includes all Councillors.
Record	A record of information however recorded and includes on which there is writing, map, plan, diagram, graph, drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

### Policy Statement

Each Council Member is responsible for determining which records are required for capture, management, and submission to the Chief Executive Officer for storage.

The Shire, as an organisation, in meeting its obligations to facilitate the capture and management of Council Member records is to:

- Provide a collection point readily accessible to Council Members to deposit the required material;
- Separate material collected according to Council Member and financial year of deposit;
- Provide for the backup of all electronic records at least once per year; and
- Duplicate records where a copy is to be retained by the Council Member.

Access to records created may be required and is to be facilitated by the Chief Executive Officer as permitted under various legislations such as the Local Government Act and the Freedom of Information Act, by order of an authorised body such as the Standards Panel or a Court of Law, or by a representative of an authorised body such as the Ombudsman or Crime and Corruption Commission.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 19 December 2017 (Resolution 165/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	The State Records Act 2000 Freedom of Information Act 1992 Local Government Act 1995
<b>Related Documentation</b>	Procedure : Shire of Boddington Recordkeeping Plan

### Purpose

Habitual or vexatious complaints can be a problem for the Shire of Boddington (Shire) employees and Council Members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further that can be reasonably done to assist or to rectify a real or perceived problem.

The purpose of this Policy is to identify situations where a complainant, either individually or as part of a group, or group of complainants might be considered to be 'habitual or vexatious' and ways of responding to these situations. This Policy is intended to assist in identifying and managing persons who seek to be disruptive to Council through pursuing an unreasonable course of conduct.

---

### Scope

This Policy applies to Shire of Boddington Council Members and employees, as well as, members of the public.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Habitual or Vexatious Complainants".
Habitual	Done repeatedly or as a habit.
Vexatious	Denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant.
Habitual or Vexatious Complainant	The repeated and/or obsessive pursuit of: <ol style="list-style-type: none"> <li>a) Unreasonable complaints and/or unrealistic outcomes; and/or</li> <li>b) Reasonable complaints in an unreasonable manner.</li> </ol>

---

### Policy Statement

Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out below within this Policy, the Chief Executive Officer, following discussions with the Executive Leadership Team, is to make the determination whether to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken.

The Chief Executive Officer is to notify the complainant, in writing, of the reasons why their complaint is being treated as habitual or vexatious, and the action that is to be taken.

Once a complainant has been determined to be habitual or vexatious, their status is to be kept under review after one year and monitored by the Chief Executive Officer. If a complainant subsequently demonstrates a more reasonable approach then their status is to be reviewed.

## Criteria for Determining Habitual or Vexatious Complainants

Complainants, and/or anyone acting on their behalf, may be deemed to be habitual or vexatious where previous or current contact with them evidences how they meet one of the following criteria:

- Complainant persists in pursuing a complaint where the Shire's complaints process has been fully and properly implemented and exhausted.
- Complainant persistently changes the substance of a complaint, continually raises new issues, or seeks to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. However, care is to be taken not to disregard new issues which are significantly different from the original complaint as they are to be addressed as separate complaints.
- Complainant is repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- Complainant repeatedly does not clearly identify the precise issue/s which they wish to be investigated, despite reasonable efforts of the Shire to help them specify their concerns, and/or where the concerns identified are not within the remit of the Shire to investigate.
- Complainant regularly focuses on a trivial matter to an extent which is out of proportion to its significance. It is recognised that determining what a 'trivial matter' is can be subjective and careful judgement is to be used in applying this criteria.
- Complainant has threatened or used physical violence towards Shire employees at any time. This is to result in personal contact with the complainant and/or their representative to be discontinued and the complaint is to be continued only through written communication thereafter. Any complainant who threatens or uses physical violence towards employees is to be regarded as a vexatious complainant. The complainant is to be informed of this in writing together with notification of how future contact with the Shire is to be made.
- Complainant has, in the course of addressing a registered complaint, had an excessive number of contacts with the Shire, placing unreasonable demands on employees. Judgement is to be used to determine excessive contact, taking into account the specific circumstances of each individual case.
- Complainant has harassed or been verbally abusive on more than one occasion to employees dealing with the complaint. Employees are to recognise that complainants may sometimes act out of character in times of stress, anxiety, or distress and are to make reasonable allowances for this.
- Complainant is known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
- Complainant makes unreasonable demands of Council and/or Shire employees, and fails to accept that these may be unreasonable. For example, insisting on responses to complaints or enquiries being provided more urgently than is reasonable or within the Shire's complaints procedure or normal recognised practice.
- Complainant makes unreasonable complaints which impose a significant burden on the human resources of the Shire where the complaint:
  - Clearly does not have any serious purpose or value,
  - Is designed to cause disruption or annoyance,
  - Has the effect of harassing the public authority, or
  - Can otherwise be characterised as obsessive or manifestly unreasonable.
- Complainant makes repetitive complaints and allegations which ignore the replies supplied in previous correspondence.

## Options for Dealing with Habitual or Vexatious Complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed:

- A letter to the complainant setting out responsibilities for the parties involved if the Shire is to continue processing the complaint. If terms are contravened, consideration is to be given to implementing other actions from this list.



- Decline contact with the complainant either in person, by telephone, letter or email, or any combination of these provided that one form of contact is maintained. This may also include only one named officer being nominated to maintain the contact (and a named deputy in their absence). The complainant is to be notified of this in person.
- Notify the complainant in writing that the Shire has responded fully to the points raised, has tried to resolve the complaint, there is nothing more to add, and continuing contact on the matter serves no useful purpose. The complainant is to be notified that the correspondence is at an end, that they are being treated as a habitual or vexatious complainant, and as such, the Shire does not intend to engage in further correspondence dealing with the complaint.
- Inform the complainant that in extreme circumstances the Council may seek legal advice on habitual or vexatious complaints.
- Temporarily suspend all contact with the complainant in connection with the issues relating to the complaint being considered habitual or vexatious while seeking legal advice or guidance from relevant agencies.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 18 February 2021 (Resolution 9/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995
<b>Related Documentation</b>	Customer Service Charter

### Purpose

The purpose of this Policy is to determine the guidelines for the disposal of Information and Communication Technology (ICT) assets. Proper disposal of ICT equipment is essential to protect sensitive information, reduce environmental impact and ensure compliance with relevant laws and regulations.

---

### Scope

This Policy applies to all Councillors, employees and contractors who have access to, and are responsible for, the disposal of ICT equipment within the Shire of Boddington (Shire). It encompasses the disposal of technology equipment or peripheral devices that are no longer needed within the Shire, including, but not limited to, personal computers, servers, hard drives, laptops, mainframes, smart phones, printers, scanners, portable storage devices, and back-ups.

---

### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Information Communication Technology Asset Disposal"
ICT Equipment	Refers to any electronic hardware, software or related components for data processing, storage, communication and connectivity.
Data Sanitisation	The process of securely removing all data from ICT Equipment to ensure it cannot be recovered, following established data erasure or destruction procedures.

---

### Policy Statement

All ICT equipment must undergo data sanitisation processes before disposal to ensure the complete removal of sensitive data.

- All data, including files and software, are to be removed from equipment using disk sanitising software that cleans the media overwriting each and every disk sector of the machine.
- Hard drives may be removed and rendered unreadable (drilling, crushing, etc.).

The Officer responsible for ICT equipment, is responsible for managing the disposal process, including data sanitisation. A record of the sanitisation, to document what media has been sanitised, is to be included on the ICT inventory list, as well as a record of all disposal information.

The disposal of ICT equipment should not jeopardise the confidentiality, integrity and availability of any stored data. All relevant laws and regulations, including data protection laws, environmental laws and any other applicable legal requirements, are to be adhered to.

Equipment which is working but has reached the end of its useful life to the Shire, may be made available for donation to a not for profit organisation that operates for the benefit of the community.

Any equipment not in working order is to be disposed of according to current environmental guidelines. Proper disposal channels are to be utilised and whenever feasible, should be recycled or repurposed to reduce environmental impact.

---

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 18 January 2024 (Resolution 17/24)
<b>Delegation</b>	Delegation 1.1.18 – Disposing of Property
<b>Relevant Legislation</b>	Local Government Act 1995 – Section 3.58 Disposing of Property
<b>Related Documentation</b>	

#### Purpose

The purpose of this Policy is to ensure that appropriate internal controls are implemented in order to:

1. Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and the Local Government (Audit) Regulations 1996, and
2. Ensure that the Shire of Boddington's (Shire's) assets are safe from loss due to fraud and mismanagement.

#### Scope

This Policy applies to all aspects of Shire business.

#### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Internal Control"
Internal Controls	Generally classified as: <ul style="list-style-type: none"> <li>• Preventative – prevent errors and irregularities from happening in the first place</li> <li>• Detective – detect errors and irregularities that may have occurred or be occurring now</li> <li>• Corrective – correct errors and irregularities already detected.</li> </ul> e.g. Code of Conduct, Detection Programs, Supervision, Audits, Awareness Raising Activities etc.

#### Policy Statement

That Council, through the Chief Executive Officer, is to ensure that appropriate and efficient internal controls are in place covering:

1. Staffing and segregation of duties;
2. Information technology;
3. Documents procedures and processes covering the recording, reporting, and authorisation or transactions; and
4. Monitoring performance and adherence.

Integrity Policies and Procedures, as well as audits, are a fundamental part of any integrity framework.

Policies and Procedures:

- Set and communicate expectations;
- Explain how integrity risks are managed;
- Encourage consistency and proportionality in decision making;
- Provide information to stakeholders about how decisions are made; and

- Foster stability and business continuity, even during periods of change.

### Roles and Responsibilities

Council is responsible for the Internal Control Policy.

The Chief Executive Officer (CEO) is accountable to Council for the development and implementation of appropriate systems to achieve accountability and integrity, to provide support for the development and implementation of appropriate systems and to report to the Council on internal control effectiveness. The CEO is expected to promote a best practice approach in support of effective business practices and properly functioning controls.

Employees are responsible for conducting their duties in accordance with internal control policies, procedures and practices of the Shire. They are also responsible for reporting to Management instances where they consider that internal control procedures are inadequate or are not being met.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 22 June 2023 (Resolution 72/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government (Financial Management) Regulations 1996, Local Government (Audit) Regulations 1996.
<b>Related Documentation</b>	Council Policy Risk Management

### Purpose

The purpose of this Policy is to establish guidelines concerning the provision of legal representation and cost indemnification to assist Council Members and employees facing or taking court action.

This Policy is designed to protect the interests of Council Members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions.

### Scope

This Policy applies to Council Members and employees of the Shire of Boddington (Shire).

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Legal Representation Costs Indemnification".
Council Members	Means a current or former person elected as a Councillor.
Legal Proceedings	May be civil, criminal or investigative.
Legal Representation	Is the provision of legal services, to or on behalf of a relevant person by an approved lawyer that are in respect of: <ol style="list-style-type: none"> <li>A matter or matters arising from the performance of the functions of the relevant person; and</li> <li>Legal proceeds involving the relevant person that have been, or may be commenced.</li> </ol>
Approved Lawyer	Is to be: <ol style="list-style-type: none"> <li>A person who is admitted to the legal profession under the Legal Profession Act 2008.</li> <li>From a law firm on the WALGA's panel of legal service providers, if relevant, unless Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and</li> <li>Approved by resolution of Council or in writing by the Chief Executive Officer under delegated authority.</li> </ol>

### Policy Statement

The Shire may provide financial assistance to Council Members and employees with the performance of their duties, provided that the individual has acted reasonable and has not acted illegally, dishonestly, against the interests of the Shire, or otherwise in bad faith.

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

- Proceedings brought by Council Members and employees to enable them to carry out their Shire functions (e.g. where a Council Member or employee seeks a restraining order against a person using threatening behaviour);

- Proceedings brought against Council Members or employees – this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a Council Member or employee, in carrying out their functions, is considered detrimental to the person (e.g. defending defamation actions); and
- Statutory or other inquiries where representation of Council Members or employees is justified.

In each case it is to be determined whether assistance with legal costs and other liabilities is justified for the good government of the district.

The Shire is not to support any defamation actions seeking the payment of damages for individual Council Members or employees in regard to comments or criticisms levelled at their conduct in their respective roles.

Decisions as to financial assistance under this Policy are to be made by Council. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000, provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under section 5.42 of the Local Government Act 1995. Where it is the Chief Executive Officer who is seeking urgent financial support for legal services, Council is to deal with the application.

A Council Member or employee requesting financial support for legal services under this Policy is to make an application in writing, in advance where possible, to the CEO, or in the case of the CEO requesting financial support, to Council, providing full details of the circumstances and the legal services required.

An individual requesting financial support for legal services, or any other individual who might have a financial interest in the matter, is to take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.

Any amount recovered by an individual in proceedings, whether for costs or damages, is to be offset against any moneys paid or payable by the Shire.

Assistance is to be withdrawn where the CEO or Council determines, upon legal advice, that an individual has acted unreasonably, illegally, dishonestly, against the interest of the Shire, or otherwise in bad faith, or where information from the individual is shown to have been false or misleading. Where assistance is withdrawn, any moneys already paid are to be repaid.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 19 April 2005 (Resolution 59/05) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 9.56, Local Government Act 1995
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to ensure that the Shire of Boddington (Shire) complies with legislative requirements.

### Scope

This Policy applies to all Shire of Boddington Councillors and employees.

### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Legislative Compliance".
Senior Management	An employee who is responsible for a business unit of the Shire.

### Policy Statement

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. These processes and structures will aim to:

- Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
- Provide training for relevant employees and Council members in the legislative requirements that affect them;
- Provide people with the resources to identify and remain up to date with new legislation;
- Establish a mechanism for reporting non-compliance;
- Review situations where there may have been non-compliance; and
- Review audit reports, incident reports, complaints, and other information to assess how the systems of compliance can be improved.

The Shire is to have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

### Roles and Responsibilities

Council and Committee Members Have a responsibility to be aware of and abide by legislation applicable to their role.

Senior Management Should ensure that directions relating to compliance are clear, and that legal requirements which apply to each activity for which they are responsible for, are identified. Senior Management should have systems in place to ensure that all employees are given the opportunity to be kept fully informed, briefed, and/or trained about the key legal requirements relative to their work within the financial capacity to do so.

Employees Have the duty to seek information on legislative requirements applicable to their area of work, and to comply with the legislation. Employees are to report, through their supervisors to Senior



Management, any areas of non-compliance that they become aware of.

If appropriate, the Chief Executive Officer will, on receipt of advice of legislative amendments, advise Council on new or amended legislation.

All incidents and complaints of non-compliance are to be reviewed. Such reviews will assess compliance with legislation, standards, policies, and procedures that are applicable.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 22 June 2023 (Resolution 72/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government (Audit) Regulations 1996
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to establish guidelines for the management and use of information technology (IT) devices issued to Council Members for use in their role as a Council Member of the Shire of Boddington (Shire).

---

### Scope

This Policy applies to Shire of Boddington Council Members.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Management of Council Member Tablets".
Council Members	Includes all Councillors.

---

### Policy Statement

- All Council Members are to be issued with an IT device for the purpose of managing agendas, minutes, and documentation related to their role.
- The IT devices remain the property of the Shire until time of disposal.
- Replacement devices are to be issued every four years, which is considered to be the maximum reliable life span. If a Council Member retires or is not re-elected within the four year period, they are to hand back the device for it to be reissued to the incoming Council Member.
- At the time of replacement, the Council Member who is in possession of the old device is to be given the option to purchase the old device for their own personal purposes. Any devices not purchased by the respective Council Members are to be retained for Council purposes.
- All software and applications installed on the devices are to be approved by the Shire's IT support provider before installation.
- The device is to be used for Council purposes only, and not in any way that may reflect badly on Council.
- All maintenance on the devices is the responsibility of the Shire and is to be performed only by its employees or appointed contractors. Council Members are to report maintenance and technical issues to the Chief Executive Officer who is to refer the matter for resolution.
- All devices are to be password protected in an attempt to prevent unauthorised access. Council Members are not to make their device available to anyone else to use, and are not to divulge their password to anyone. Forwarding, sharing, or allowing viewing of any confidential material contained on the devices is not permitted.

- Council Members acknowledge that all information and documents contained at any time on the devices remains the property of the Shire, and at any time may be the subject of a Freedom of Information, Police, Crime and Corruption Commission, or other competent authority inquiry, and as such may be made available to any of these investigating bodies. In addition, all documents, images, sound recordings, and emails are subject to the State Records Act 2000 and as such form part of the official records of the Shire of Boddington, and therefore are to be maintained in accordance with the Act.
- Council Members are wholly responsible for the security of their Shire issued device, and should make every effort to keep their device secure at all times. In the event that a device is misplaced, lost, or stolen, the Council Member is to advise the Chief Executive Officer immediately so that appropriate steps can be taken.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 20 March 2018 (Resolution 23/18) Amended 16 December 2021 (Resolution 144/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	<i>State Records Act 2000</i>
<b>Related Documentation</b>	Council Policy: Council Member Records

### Purpose

The purpose of this Policy is to ensure that Public Question Time is an opportunity for residents and others to ask Council constructive questions in an open and respectful manner and to establish procedures for the conduct of Public Question Time during Council meetings.

### Scope

This Policy applies to Shire of Boddington (Shire) Council Members and employees, as well as, members of the public.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Public Question Time".
Public Question Time	Is a means by which the public can seek responses from their Council regarding issues affecting the Shire that are of concern to them.
Council Meetings	Includes Ordinary Meetings of Council, Special Meetings of Council and Committee Meetings.

### Policy Statement

The Local Government Act provides that time is to be allocated for the asking of and responding to questions raised by 'members of the public'. This means any member of the public. It does not apply only to members of the public who reside in the Shire or who are electors.

Although a local government is required to respond to a question, the Local Government Act does not intend that a local government provides an answer to every question where the question is outside the legislation or deemed unreasonable. There are many circumstances where this may occur i.e. offensive or defamatory questions, questions that relate to the personal affairs or actions of Council Members or Shire employees, letters relating to confidential matters, and identical questions asked that have been satisfactorily responded to previously.

The Presiding Member is to remind all meeting attendees of the right for individuals to ask questions and the need to show respect.

#### Questions Asked Verbally

- Members of the public are invited to ask questions at Council Meetings.
- Questions asked at an Ordinary Council Meeting can relate to matters that affect the operations of the Shire. Questions asked at a Special Meeting of Council should relate to the purpose for which the meeting has been called.
- Persons asking a question are to state their name and address at the beginning of their speaking time.
- Public Question Time has a limit of two minutes per member of the public, and a limit of two

questions per member of the public.

- Statements are not to precede the asking of a question during Public Question Time.
- Members of the public are encouraged to keep their questions brief to enable all who desire to ask a question the opportunity to do so.
- Public Question Time is limited to the legislative minimum of fifteen minutes and may be extended in intervals of up to ten minutes by resolution of Council. The total time allocated for public questions to be asked and responses to be given is not to exceed thirty five minutes in total. Public Question Time is declared closed following the expiration of the allocated time period, or earlier when there are no further questions.
- Questions are to be directed to the Presiding Member, are to be asked politely and in good faith, and not be framed in such a way as to reflect adversely or be defamatory towards a particular member of Council or Shire employee. The Presiding Member is to decide to:
  - Accept or reject the question and their decision is final
  - Nominate a member of Council and/or Shire employee to respond to the question
  - Take a question on notice – In the case a written response is to be provided as soon as possible and included in the agenda for the next Council Meeting
- Where a member of Council or the Chief Executive Officer is of the opinion that a member of the public is asking a question at an Ordinary Council Meeting that is not relevant to the operations of the Shire, or is making a statement during public question time, they may bring it to the attention of the meeting.
- Questions and any responses given are to be summarised and included in the minutes of the Council Meeting.
- It is not intended for Public Question Time to be used as a means to obtain information that would not be made available if it was sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question would require a substantial commitment of the Shire's resources, the Chief Executive Officer is to determine that it is an unreasonable impost upon the Shire and refuse to provide it. The Chief Executive Officer is to advise the member of public that the information may be sought in accordance with the FOI Act 1992.
- Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

#### Questions in Writing

- Questions submitted for an Ordinary Council Meeting can relate to matters that affect the operations of the Shire. Questions submitted for a Special Meeting of Council should relate to the purpose for which the meeting has been called.
- A maximum of two written questions per member of the public is to be accepted. To ensure equality and consistency, each part of a multi-part question is to be treated as a question in its own right.
- Questions lodged by 12:00pm on the day immediately prior to the scheduled meeting of Council are to be responded to, where possible, at the meeting. The questions and their responses are to be distributed to members of Council and made available to the public in written form at the meeting.
- The Presiding Member is to decide to accept or reject any written question and their decision is final. Where there is concern regarding a question being offensive, defamatory, or the like, the Presiding Member is to make a determination in relation to the question. Questions determined as offensive, defamatory, or the like are not to be published. Where the Presiding

Member rules a question to be out of order, an announcement to this effect is to be made at the meeting, including the reason/s for the decision.

- The Presiding Member may rule questions out of order where they are substantially similar to questions previously submitted and responded to.
- Written questions unable to be responded to at the meeting of Council are to be taken on notice. In this case, a written response is to be provided as soon as possible and included on the agenda for the next Council Meeting.
- A person who submits written questions may also ask verbal questions at a Council Meeting, and questions asked verbally may be different to those submitted in writing.
- Questions and any responses given are to be summarised and included in the minutes of the Council Meeting.
- It is not intended for Public Question Time to be used as a means to obtain information that would not be made available if it was sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question would require a substantial commitment of the Shire's resources, the Chief Executive Officer is to determine that it is an unreasonable impost upon the Shire and refuse to provide it. The Chief Executive Officer is to advise the member of public that the information may be sought in accordance with the FOI Act 1992.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 21 November 2017 (Resolution 137/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 5.24, Local Government Act 1995 Freedom of Information Act 1992 Regulation 7, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to establish a guide for recognition of outgoing Council Members so as to avoid the necessity to refer every instance to the Department of Local Government, Sport and Cultural Industries for Determination.

### Scope

This Policy applies to Shire of Boddington (Shire) Council Members.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Recognition of Service".
Council Members	Includes all Councillors.
Retiring	Not being re-elected or standing down from public office.

### Policy Statement

An appropriate gift, not cash, costing up to \$150 may be purchased for retiring Council Members who have completed a four year term, or up to \$300 if they have completed two or more four year terms on Council, along with a framed Certificate of Service.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 17 October 2017 (Resolution 124/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Regulation 34AC, Local Government (Administration) Regulations 1996
<b>Related Documentation</b>	Code of Conduct for Elected Members

### Purpose

The purpose of this Policy is to state the Shire of Boddington's intention to identify potential risks before they occur, so that impacts can be minimised or opportunities realised. This is to ensure that the Shire achieves its strategic and corporate objectives efficiently, effectively, and within good corporate governance principles.

### Scope

This Policy applies to all Shire of Boddington (Shire) Council Members, employees, and contractors.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Risk Management".
Risk	The effect of uncertainty on objectives. <ol style="list-style-type: none"> <li>1. An effect is a deviation from the expected – positive or negative.</li> <li>2. Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product, or process).</li> </ol>
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.
Risk Management Process	Systematic application of management policies, procedures, and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring, and reviewing risk.

### Policy Statement

Risk management functions are to be resourced appropriately to match the size and scale of the Shire's operations, form part of strategic, operational, and project responsibilities, and be incorporated within the Shire's Integrated Planning and Reporting Framework.

Council is committed to ensuring that risk management:

- Optimises the achievement of the Shire's values, strategies, goals, and objectives;
- Aligns with and assists the implementation of Shire Policies;
- Provides transparent and formal oversight of the risk and control environment, enabling effective decision-making;
- Reflects risk versus return considerations within the Shire's risk appetite;
- Embeds appropriate and effective controls to mitigate risk;
- Achieves effective corporate governance and adherence to relevant statutory, regulatory, and compliance obligations;
- Enhances organisational resilience; and
- Identifies and provides for the continuity of critical operations.



The Chief Executive Officer is responsible for:

- Implementation of this Policy;
- Measurement of and reporting on the performance of risk management; and
- Review and improvement of this Policy and the Shire's risk management framework at least biennially, or in response to a material event or change in circumstances.

#### Risk Assessment and Acceptance Procedures

The Shire has quantified its broad risk appetite through the Shire's 'Risk Assessment and Acceptance Criteria'. The criteria are included within the Risk Management Framework and as a component of this Policy.

All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow for consistency and informed decision-making.

While these risk criteria are necessarily broad in their guidance, they offer insight to staff about risk areas or activities where Council has set reasonable boundaries.

For operational requirements such as projects, events, work health and safety, or in rare instances in which the Shire's Risk Assessment and Acceptance Criteria are unclear in determining a level of risk, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's risk appetite, and approval for such is to be obtained from the Chief Executive Officer.

A monitor and review process is to be implemented, to report on the achievement of risk management objectives, the management of individual risks, and the ongoing identification of issues and trends.

<b>Responsible Officer</b>	Manager of Corporate Services
<b>History</b>	Adopted 21 November 2017 (Resolution 137/17) Amended 17 November 2022 (Resolution 127/22) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government (Audit) Regulations 1996 ISO 31000:2018 – Risk Management Guidelines
<b>Related Documentation</b>	Risk Assessment and Acceptance Criteria Risk Management Procedures Operational Risk Assessment Template

## Shire of Boddington Risk Assessment and Acceptance Criteria

Shire of Boddington Measures of Consequence								
Rating (Level)	Compliance	Environment	Financial	Health / People	Property	Reputational	Service Interruption	Projects
<b>Insignificant (1)</b>	No noticeable regulatory or statutory impact	Contained, reversible impact managed by on-site response	Less than \$10,000	Near miss. Minor first aid injuries	Inconsequential damage.	Unsubstantiated, low impact, low profile or 'no news' item	No material service interruption <3 hours	<5% deviation in project outputs (Time, Cost, Scope and Quality) or funding
<b>Minor (2)</b>	Some temporary non-compliances	Contained, reversible impact managed by internal response	\$10,000 - \$50,000	Medical - type injuries	Localised damage rectified by routine internal procedures	Un/Substantiated, low impact, low news item	Short-term temporary interruption – backlog cleared <1 day	5-10% deviation in project outputs (Time, Cost, Scope and Quality) or funding
<b>Moderate (3)</b>	Short term non-compliance but with significant regulatory requirements imposed	Contained, reversible impact managed by internal & external agencies	\$50,001 to \$500,000	Lost-time physical or mental injury <30 days / Multiple staff morale problems	Localised damage requiring internal & external resources to rectify	Un/Substantiated, public embarrassment, moderate impact, moderate news profile	Medium-term temporary interruption – backlog cleared by additional resources <1 week	10-25% deviation in project outputs (Time, Cost, Scope and Quality) or funding
<b>Major (4)</b>	Non-compliance results in termination of services or imposed penalties	Uncontained, reversible impact managed by a coordinated response from external agencies	\$500 000 to \$1,000,000	Lost-time physical or mental injury >30 days / Widespread staff morale problems	Significant and/or widespread damage requiring internal & external resources to rectify	Substantiated, public embarrassment, high impact, high news profile, third party actions	Prolonged interruption of services – additional resources required; performance affected <1 month	25-50% deviation in project outputs (Time, Cost, Scope and Quality) or funding

<b>Catastrophic (5)</b>	Non-compliance results in litigation, criminal charges, significant damages and/or penalties	Uncontained, irreversible impact	>\$1,000,000	Fatality, permanent disability. Shire no longer an employer of choice. Loss of key staff.	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance >1 month	More than 50% deviation in project outputs (Time, Cost, Scope and Quality) or funding
-----------------------------	--	----------------------------------	--------------	--	--	---	---	---

<b>Shire of Boddington Measures of Likelihood</b>				
<b>Level</b>	<b>Rating</b>	<b>Description</b>	<b>In the past</b>	<b>Control Effectiveness</b>
<b>1</b>	<b>Rare</b>	The event may only occur in exceptional circumstances (<5% chance)	Less than once in 10 years	Controls are very strong and operating as intended. There is no scope for improvement
<b>2</b>	<b>Unlikely</b>	The event could occur at some time (<10% chance)	Once in 10 years	Controls are strong and operating as intended
<b>3</b>	<b>Possible</b>	The event should occur at some time (20% chance)	Once in 3 years	Controls are operating as intended, but there is scope for improvement
<b>4</b>	<b>Likely</b>	The event will probably occur in most circumstances (>50% chance)	Once per year	Controls are operating; however, inadequacies exist
<b>5</b>	<b>Almost Certain</b>	The event is expected to occur in most circumstances (>90% chance)	More than once per year	Controls are weak, do not exist, or are not being complied with

**Consequence X Likelihood = Risk Rating**

Shire of Boddington Risk Rating						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)

Shire of Boddington Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Coordinator / Team Leader
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Executive Team Member
High	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	CEO & Executive
Extreme	Unacceptable in most circumstances	Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous documented monitoring	Council

Shire of Boddington Existing Control Ratings		
Rating	Foreseeable	Description
Effective	There is no scope for improvement with all available resources.	Controls are operating as intended and aligned with policies and procedures. Controls are documented, up to date, understood by users, not forgotten or components missed, does not expose the organisation to theft or fraud and is delivered consistently within statutory or service delivery standards. Controls are subject to ongoing monitoring. Controls are reviewed and tested regularly.
Adequate	There is some scope for improvement.	Controls are generally operating as intended; however, inadequacies exist. Limited monitoring of controls. Controls are reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Controls are not operating as intended. Controls do not exist, or are not being complied with. Controls have not been reviewed or tested for some time.

### Purpose

The purpose of this Policy is to establish protocols for affixing and administering the Shire of Boddington (Shire) Common Seal and authority for the Chief Executive Officer (CEO) and other nominated officers to sign (execute) documents on behalf of the Shire of Boddington, in accordance with the requirements of section 9.49A of the Local Government Act 1995.

### Scope

This Policy applies to the Shire President, CEO and other nominated officers authorised to sign (execute) documents on behalf of the Shire.

### Definitions

Term	Meaning
Policy	Is the Shire of Boddington policy titled "Use of the Common Seal and Execution of Documents".
Document	Any paper or electronic documents including communications such as letters and emails that convey a decision of Council, establishes an obligation on the Shire or is ceremonial.
Common Seal	Is the official seal used by the Shire of Boddington for the purposes of authentication and executing legal and other documents specified within this Policy.

### Policy Statement

A document can be executed in one of the following ways:

- a) By affixing the Common Seal of the Shire of Boddington, in the presence of the Shire President and Chief Executive Officer in accordance with s.9.49A(3) of the Act; or
- b) Without affixing the Common Seal, signed by the Chief Executive Officer, another employee or an agent of the Shire who has been authorised to do so in accordance with s.9.49A(4) of the Act.

#### Common Seal

The Common Seal may be applied to documents that:

- a) Give effect to decisions of Council; or
- b) As detailed in this Policy in the section Specific Document Signing (Execution) Authorisations in accordance with s.9.49A (4) of the *Local Government Act 1995*.

The Common Seal is to be applied in the presence of both the Shire President and the CEO (or Acting CEO or other senior employee authorised by the CEO).

The CEO is to be responsible for the safe custody and proper use of the Common Seal, and the maintenance of a register of each time the Common Seal is used.

## General Document Signing (Execution) Authorities

Where a Shire officer has the written authority to make a decision ('written decision making authority') the officer has the authority to sign documents which give effect to that decision. Written decisions of authority are:

- a) Delegated Authority;
- b) Statutory Authority; or
- c) Operational Authorisation.

Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co-signatory with the CEO.

## Specific Document Signing (Execution) Authorisations

The Shire has established the following categories to assist in determining appropriate signing authorities:

Category	Description
1	<ul style="list-style-type: none"> <li>The matter is specifically resolved by Council, which may be inclusive of a resolution to execute the resulting document under the Common Seal.</li> <li>It is identified under this Policy that the matter requires the affixing of the Common Seal, commonly as a result of a historical internal or external practice.</li> </ul>
2	<ul style="list-style-type: none"> <li>The matter is specifically or generally resolved by Council.</li> <li>The matter is strategic and/or carries a significant (or lesser) level of financial or other risk, legal complexity of is politically sensitive.</li> </ul>
3	<ul style="list-style-type: none"> <li>The matter is specifically or generally resolved by Council or may be subject to a Council policy or day to day operations at the determination of the CEO only.</li> <li>The matter is strategic and/or carries a moderate (or lesser) level of financial or other risk, legal complexity of political sensitivity.</li> </ul>
4	<ul style="list-style-type: none"> <li>The matter is mandated in the Shire's Council Plan or relates to the day to day operations of the Shire under the direction of the CEO or Executive.</li> <li>The matter carries a minor or insignificant financial or other risk, legal complexity or political sensitivity.</li> </ul>
<i>Notes:</i>	<i>Other documents and communications that relate to day to day, routine communications or transactions do not require specific authorisation under this Policy as they are subject to S5.41(d) of the Local Government Act 1995 which prescribes the CEO's duty to manage the day to day operations of the Shire.</i>

The table below provides authorisations for the signing (execution) of specific types of documents in accordance with s9.49(A) of the *Local Government Act 1995*. The specific authorities established in the table below are limited in accordance with the Shire's Register of Delegations.

Document Type	Category	Common Seal	Execution by Signature Only		
			Shire President	CEO	Executive Manager
(1) <b>Local Laws</b> – adoption, amendment or repeal.	1	✓	x	x	x
(2) <b>Local Planning Schemes and Amendments</b>	1	✓	x	x	x
(3) Any document relating to a disposition in property where that disposition is undertaken in accordance with s3.58 of the <i>Local Government Act 1995</i> .	1	(✓)	x	✓	x

(4) Any document required under a Development Approval or Subdivision condition that may also be required to be lodged with the Registrar of Titles (Landgate), including but not limited to: <ul style="list-style-type: none"><li>• Vesting documents.</li><li>• Caveats.</li><li>• Easements.</li><li>• Restrictive Covenants.</li><li>• Bonds and Contribution Agreements.</li></ul>	1	(✓)	x	✓	x
(5) Mortgages, Loans and Debentures.	1	✓	x	x	x
(6) State or Commonwealth Governments Funding Agreements.	2	x	x	✓	x
(7) Grants and Funding Agreements with non-Government entities.	2	x	x	✓	✓
(8) Memorandum of Understanding	2	x	x	✓	x
(9) Contracts, contract variations and other legal instruments, related to: <ul style="list-style-type: none"><li>• Procurements Contracts</li><li>• Service Agreements</li><li>• Hire Agreements</li><li>• Heritage Agreements</li><li>• Acquittal of planning conditions</li><li>• Maintenance of the public realm</li></ul>	2	x	x	✓	✓
(10) Development, building, occupancy, subdivision and strata title approvals for Shire land.	3	x	x	✓	✓
(11) Applications to other Government Agencies on behalf of the Shire <i>Examples include Clearing Permits and commercial activity applications</i>	2	x	x	✓	✓
(12) Documents that fulfil a <b>statutory local government duty or power</b> , for which there is no power of delegation or authorisation and is a matter which constitutes a potential risk to the Shire.	4	x	x	✓	x
(13) Communications on behalf of the Shire with Commonwealth or State Ministers, Members of Parliament	2/3	x	✓	✓	x
(14) Communications on behalf of the Shire, relevant to the day to day operations of the Shire and subject to a level of political sensitivity or risk. <i>Examples include Directors General, Commissioners or CEOs of Commonwealth or State Government Departments or CEOs of industry lead bodies.</i>	3/4	x	x	✓	✓
(15) Ceremonial Certificates	3/4	x	✓	✓	x
(16) Employee Matters <i>Examples includes Enterprise Bargaining Agreements or Deeds of Settlement</i>	4	x	x	✓	x
(✓) Common Seal only to be applied where it is a legal requirement or is specified in the relevant document.					



---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 20 May 2021 (Resolution 49/21) Amended 23 March 2023 (Resolution 25/23) Amended 28 August 2024 (Resolution 128/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	S9.49A <i>Local Government Act, 1995</i>
<b>Related Documentation</b>	Procedure : Purchasing Authorisation limits Forms & Templates :

# FINANCE

## Purpose

The purpose of this Policy is to ensure consistent Asset Management processes are applied throughout the Shire of Boddington (Shire) and that the assets that Council manages on behalf of the community support its strategic vision and objectives, deliver sustainable service outcomes, and are provided at appropriate service levels for present and future stakeholders.

## Scope

This Policy is applicable to the management of all assets owned and directly managed by the Shire, whether constructed, purchased or donated. This includes, roads, bridges, footpaths, stormwater drains, park and recreation space components, buildings and facilities.

## Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Asset Management".
Asset	Physical item that is owned or controlled by the Shire and provides or contributes to the provision of services to the community.
Asset Management	The processes applied to assets from their planning, acquisition, operation, maintenance, replacement, and disposal to ensure that the assets meet Councils priorities for service delivery

## Policy Statement

This Policy:

- Ensures Shire assets are fit for purpose in accordance with its long term strategic direction;
- Ensures that the Shire services and infrastructure are provided for in a sustainable manner, with the appropriate levels of service to residents, visitors, and the environment;
- Safeguards Shire assets including physical assets and employees by implementing appropriate Asset Management strategies and appropriate financial resources for those assets;
- Creates an environment where all Shire employees take an integral part in overall management of Shire assets by creating and sustaining Asset Management awareness across the organisation through training and development;
- Meets legislative requirements for Asset Management;
- Ensures resources and operational capabilities are identified and responsibility for Asset Management is allocated; and
- Demonstrates transparent and responsible Asset Management processes that align with demonstrated best practice.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 19 June 2018 (Resolution 54/18) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	AASB13 Fair Value Measurement
<b>Related Documentation</b>	Shire of Boddington Council Plan Asset Management Plans

### Purpose

The purpose of this Policy is to provide guidance for categorising properties into the most suitable valuation category by considering a combination of the properties Town Planning Scheme zones and predominate land use.

### Scope

This applies to all properties located in the Shire of Boddington. Council is to consider this Policy during the annual rate setting process.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Differential Rating"
Unimproved Value (UV)	The value of the land only, excluding any building or improvements. Applied to land predominantly for rural purposes only
Gross Rental Value (GRV)	The value that the land, buildings and improvements might reasonably be expected to earn each year if it was rented out.

### Policy Statement

The following principles are to be considered in relation to each rating category:

#### GRV – General

No differential rate in the dollar applies to properties within this category.

#### GRV - Rural Residential

The rate in the dollar applying to years 2024/25 and 2025/26, to properties zoned "Rural Residential" or "Rural Smallholdings", is to be considered to minimise the impact of the change to the valuation method of rating for these lots. This may result in the imposition of a differential rate in the dollar.

#### UV - Rural

No differential rate in the dollar applies to properties zoned "Rural".

#### UV – Rural Residential

A differential rate in the dollar, applying to years 2024/25 and 2025/26, to properties zoned "Rural Residential" or "Rural Smallholdings", is to be considered. This may result in the imposition of a differential rate in the dollar.

#### UV - Mining

A differential rate is to be applied to Mining operations including all Mining Tenements, as well as UV valuations held for mining purposes.

---

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 18 January 2024 (28/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995, Section 6.33 Differential General Rates Local Government (Financial Management) Regulations 1996, 52A
<b>Related Documentation</b>	Department of Local Government, Sport and Cultural Industries – Rating Policy : Differential Rates

## Purpose

The purpose of this Policy is to ensure that the Shire of Boddington (Shire) provides fair, equitable, consistent, and dignified support to Ratepayers and debtors suffering hardship, while treating all members of the community with respect and understanding during difficult periods.

This includes to:

- Enable a ratepayer liable for sundry debts or rates and service charges, who is experiencing financial hardship or in situations of vulnerability, to make an application for assistance;
- Ensure all ratepayers are treated fairly and consistently with respect and compassion when the Shire is considering their circumstances in recognising financial hardship and vulnerability;
- Provide financial relief to Shire debtors and ratepayers who claim genuine hardship in meeting their obligation to pay their charges; and
- Provide a decision making framework for the appropriate assessment of hardship application.

## Scope

This Policy applies to all Ratepayers and debtors with:

- outstanding rates as at the date of adoption of this Policy;
- Lease and or rental charges owed to the Shire from commercial or residential tenancy arrangements; and
- Any other debt arising from a fee, interest or charge by the Shire.

## Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Financial Hardship".
Financial Hardship	Where a change in a person's circumstances results in them being unable to pay Shire rates, service and/or lease/rental charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.
Ratepayer	A person or entity that is responsible for the payment of rates to the Shire.
Debtors	A person or entity that owes money or has a financial obligation to the Shire.
Act	The Local Government Act 1995.

## Policy Statement

The Shire of Boddington recognises that debtors and ratepayers may experience financial hardship due to pandemics and other significant events. The Shire is committed to working with debtors and ratepayers to find an appropriate payment solution where they are in financial hardship.

The debtor/ratepayer can only apply for financial hardship in relation to sundry debts and rates and charges levied on their principal place of residence (owner and occupier) or on their small business

(owner and operator with full-time occupation of the premises within the Shire of Boddington) that the applicant is responsible for the payment of.

While evidence of hardship is required, the Shire recognises that not all circumstances are alike and is to take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- a) Recent unemployment or under-employment,
- b) Sickness or recovery from sickness,
- c) Low income or loss of income, and
- d) Unanticipated circumstances such as caring for and supporting extended family.

Payment arrangement facilitated in accordance with section 6.49 of the Act are to be of an agreed frequency and amount, and are to consider the following:

- a) Whether a debtor/ratepayer has made a genuine effort to meet obligations in the past,
- b) Whether the payment arrangement establishes a known end date that is realistic and achievable,
- c) The size of the debt and span of time over which the debt has accumulated, and
- d) Freehold ownership or mortgaged.

The following concessions may be applied on a case-by-case basis:

- a) Acceptance of temporarily reduced repayments;
- b) A moratorium on interest changes for up to six months, after such time as agreed, enter into a payment arrangement for a maximum of eighteen months, provided the current year's debts/rates are paid each year within the arrangement;
- c) Waiving of administration fees;
- d) Write off up to \$20 per calendar year of interest accrued during that financial year; and
- e) Suspension of any pending court actions in relation to debt recovery.

The debtor/ratepayer is responsible for informing the Shire of any changes in circumstances that may affect the agreed payment schedule. If a debtor/ratepayer does not comply with their payment arrangement and fails to contact the Shire to renegotiate the terms, the Shire is to make all reasonable attempts to contact them. If three consecutive payments are missed and the Shire has not been contacted, the Shire reserves the right to cancel the payment arrangement for noncompliance. The Shire is not obligated to offer a payment arrangement if the debtor/ratepayer has had three payment arrangements cancelled because of non-payment or declined payments.

A debtor/ratepayer that meets the Financial Hardship criteria is not to attract any interest or penalty charges on their debt for the period of time that a State of Emergency Declaration remains effective. If an arrangement has been cancelled, penalty interest is to recommence and the relevant cancellation fee is to be applied as per the Fees and Charges as applicable.

The Shire is to suspend its debt recovery process while negotiation a suitable payment arrangement with a debtor/ratepayer. If legal proceedings have commenced and the debtor/ratepayer lodges a Financial Hardship Application, the proceedings are to be temporarily suspended while the application is reviewed and assessed. All legal costs incurred prior to the lodgement of the Financial Hardship Application remain the responsibility of the debtor/ratepayer for payment. The Shire reserves the right to recommence legal proceedings if the payment arrangement is not adhered to.

An applicant dissatisfied with the outcome of their application has the right to appeal to the Chief Executive Officer. Any such appeal is to be made in writing and submitted to the Shire of Boddington.

The Shire is to maintain confidential communications at all times and is to undertake communications with a nominated support person or other third party at the applicant's request.



<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 22 July 2021 (Resolution 79/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	1.1.21 Defer, Grant Discounts, Waive or Write Off Debts 6.1.5 Debt Recovery and Prosecutions
<b>Relevant Legislation</b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
<b>Related Documentation</b>	Forms & Templates : Financial Hardship Application Form

### Purpose

The purpose of this Policy is to ensure that the Shire of Boddington's surplus funds are invested with consideration of risk and with 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.

### Scope

This Policy is applicable to all investments made by the Shire of Boddington (Shire) with the exception of deposits held in accordance with a grant funding agreement that details the relevant authorities for investments.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Investment of Surplus Funds".
Authorised Institution	An authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5, or the Western Australian Treasury Corporation established by the West Australian Treasury Corporation Act 1986.

### Policy Statement

In accordance with Section 19 Local Government (Financial Management) Regulations 1996, details of the Shire of Boddington's investment management strategy is as follows:

- Funds surplus to immediate requirements are to be deposited into an authorised institution;
- Transactions are to be performed via NAB Connect with authorised officers signing the original copy of the audit trail;
- The investment is to 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 of Surplus Funds Policy, and not for speculative purposes;
- Investments are only to be made with authorised institutions;
- **Investments which are not allowed are as follows:**
  - Deposits for more than twelve months;
  - Bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
  - Bonds with a term to maturity of more than three years; and
  - Foreign currency;
- Investments are to be restricted to bank investments only;

- The term of the investment is to be based on forward cash flow requirements to ensure investment return on available surplus funds;
- A report on the investments is to be included in the monthly financial report presented to Council, detailing which institution the investment is lodged with, the interest rate, and the date of maturity;
- Documentary evidence is to be held for each investment and details thereof maintained in an Investment Register; and
- Certificates are to be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	1.1.22 Power to Invest and Manage Investments
<b>Relevant Legislation</b>	Regulation 19C, Local Government (Financial Management) Regulations 1996 Section 6.14, Local Government Act 1995 Banking Act 1959 Trustees Act 1962
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to:

- Ensure best practice policies and procedures are followed in relation to procurement for the Shire of Boddington;
  - Ensure compliance with the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996;
  - Undertake procurement processes that ensure best value for money for the Shire by delivering the most advantageous outcome possible;
  - Ensure openness, transparency, fairness, and equity throughout the procurement process to all potential suppliers; and
  - Ensure efficient and consistent procurement processes are implemented and maintained across the Shire.
- 

### Scope

This Policy applies to all Shire of Boddington employees, appointed representatives, and, where applicable, contractors procuring on behalf of the Shire.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Purchasing of Goods and Services".

---

### Policy Statement

#### Procurement Principles

The following principles, standards, and behaviours are to be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatments of all parties:

- Full accountability is to be taken for all procurement decisions and the efficient, effective, and proper expenditure of public monies to achieve value for money;
- All procurement practices are to comply with relevant legislation, regulations, and requirements consistent with the Shire's applicable policies and Code of Conduct;
- Procurement is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly, and in a similar manner;
- All processes, evaluations, and decisions are to be transparent, free from bias, and fully documented in accordance with the applicable policies, audit requirements, and relevant legislation;

- Any actual or perceived conflicts of interest are to be identified, disclosed, and appropriately managed;
- Any information provided to the Shire by a supplier is to be treated as commercial-in-confidence and is not to be released unless authorised by the supplier or relevant legislation; and
- Any canvassing of Council Members or employees is to disqualify businesses seeking to do business with the Shire in relation to the applicable procurement.

### Quality and Value for Money

Quality and value for money is an overarching principle governing procurement that seeks the best possible outcome for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, safety and quality standards, sustainable procurement objectives, timeliness of supply, whole of life cycle costing, and other relevant service benchmarks. When a higher priced offer is recommended there should be clear and demonstrable benefits over and above the lowest priced offer.

### Purchasing Thresholds

The purchasing threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the Shire will continue to purchase a particular category of goods, services, or work and the total value of that purchase.

The following thresholds apply where the total value, excluding GST, of the full contract period for the purchasing of goods and/or services is, or is expected to be:

Under \$1,500	Goods and services may be purchased without first obtaining a quotation.
\$1,501 - \$5,000	Direct Procurement from suppliers requiring one verbal quotation to be sought. The preference is to procure from a local business if a suitable supplier can be sourced. A written note of this quotation is to be recorded.
\$5,001 - \$10,000	A minimum of one written quotation to be sought from suppliers containing price and details of the supply. At least one written quotation is to be obtained from a local business if a suitable supplier can be sourced.
\$10,001 - \$50,000	A minimum of two written quotations to be sought from different suppliers containing price and details of supply including basic specifications. At least one written quotation is to be obtained from a local business if a suitable supplier can be sourced.
\$50,001 - \$250,000	A minimum of three written quotations to be sought from different suppliers containing price, details of supply including basic specifications, and warranty offerings. At least one written quotation is to be obtained from a local business if a suitable supplier can be sourced. An assessment of the quotations is to be undertaken by two officers and is to be approved by the Chief Executive Officer.
Over \$250,000	Tender process.

All information in relation to quotations received and purchases made is to be documented in accordance with the Shire's Recordkeeping Policy and procedures.

Whenever it is not possible to meet the procurement requirements of the Shire, appropriate justification is to be documented in accordance with the Shire's Recordkeeping Policy and procedures.

## Tender and Quotation Exemptions

An exemption may apply in the following instances:

- The purchase is from a pre-qualified supplier established by the Shire;
- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement – Regulation 11(2)(b) and 11(2)(e) of the Local Government (Functions and General) Regulations 1996;
- The purchase is to be obtained from the expenditure authorised in an emergency – Regulation 11(2)(a) of the Local Government (Functions and General) Regulations 1996;
- The purchase is of a unique nature, with a sole source of supply – Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996;
- The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited, or a person registered with the Australian Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is worth \$250,000 or less and represents value for money – Regulations 11(2)(h) of the Local Government (Functions and General) Regulations 1996;
- The purchase is acquired from an Australian Disability Enterprise - Regulation 11(2)(i) of the Local Government (Functions and General) Regulations 1996; or
- Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such a waiver are provided by the responsible officer and documented through records.

## Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, or to manage procurement risk, the Shire may consider publicly advertising tenders in lieu of undertaking a request for quotation for purchases under the tender threshold. This decision is to be made after considering the benefits of this approach in comparison with the costs, timeliness, and compliance requirements. The Shire's tendering procedures are to be followed in full.

## Variations

In general, Agreements and Contracts may be varied where:

- a) The variation is lawful and in accordance with the Agreement/Contract;
- b) The revised value of the Agreement or Contract as a result of the variation does not exceed the Financial Authority of the Officer approving the variation; and
- c) The revised value (if applicable) of the Agreement or Contract as a result of the variation can be incorporated into approved Shire budgets and/or the Shire's Strategic Resource Plan.

In addition to the points noted above, Agreements or Contracts which were entered into by the Shire as a result of a public tender are further restricted by 2.11 of the Register and Part 4, Division 2, reg 21A of the Regulations.

Under reg 21A of the Regulations a Contract entered into subsequent to a public tender process must not be varied unless:

- a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the Contract; or
- b) the variation is a renewal or extension of the term of the Contract as described in reg 11(2)(j)

The revised value of an Agreement or Contract (for determination of correct Financial Authority) is calculated as the originally approved value plus the sum of the proposed variations. A variation which increases value above the presently approved value requires re-approval of the varied Agreement or Contract by a suitable Officer with applicable Financial Authority.

### Standing Offer Agreement

This is an agreement where a supplier agrees to provide specified goods (which are considered commodities/services off the shelf which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process. A Standing Offer is established by seeking quotations as per the Purchasing Thresholds tabled in this Policy within the range of \$500 - \$250,000.

### Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can demonstrate that there is only one source of supply for those goods, services, or works. The Shire is to use its best endeavours to determine if the sole source of supply is genuine by exploring any alternative sources of supply. From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply prevails in this situation.

### Anti-Avoidance

The Shire is not to enter into two or more contracts, or create multiple purchase order transactions of a similar nature for the purpose of 'splitting' the value of the purchase or contract to take the value of the purchase in consideration below a particular purchasing threshold.

### Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and/or tenders are not required to be obtained prior to the purchase being undertaken. An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort is to be made to anticipate the Shire's procurement requirement in advance and to allow sufficient time to obtain quotes and/or tenders.

### State of Emergency Declaration

- A formal tender process does not need to be undertaken when sourcing and securing essential goods and services when a state of emergency declaration is in force for local government and the goods or services are required to address needs arising from, or impacts the consequences of, the hazard to which the emergency relates.
- When a state of emergency declaration is in force, a contract that is due to expire within the next three months can be renewed or extended at the discretion of the Shire, even if this option is not included in the original contract. The original contract is to have less than three months to expiry and the renewal or extension is not to be for more than twelve months.

## Purchase Order Exemption

A purchase order is not required where the payment is for:

- A utility charge such as water, electricity, telephone;
- Bank charges, including account fees, loan repayments, and merchant fees;
- Goods or services supplied under a standing contract such as cleaning, audit, waste collection, fuel, information technology services, town planning services;
- Urgent maintenance requirements;
- Training courses; and
- Good and services under \$500

---

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 16 September 2021 (Resolution 101/21) Amended 27 June 2024 (Resolution 95/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995, Local Government (Functions and General) Regulations 1996, Construction Contracts Act 1984
<b>Related Documentation</b>	Procedure : Forms & Templates :



### Purpose

The purpose of this Policy is to provide guidance to Council Members and identified key management personnel to assist them in making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

### Scope

This Policy applies to Shire of Boddington (Shire) employees and Council Members.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Related Party Disclosures".
Council Members	Includes all Councillors.
Key Management Personnel	AASB 124 defines Key Management Personnel as those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. Key Management Personnel for the Shire of Boddington are: <ul style="list-style-type: none"> <li>• Council Members, and</li> <li>• Persons employed under section 5.36 of the Local Government Act 1995 in the capacity of the Chief Executive Officer or Executive Manager.</li> </ul>

### Policy Statement

The Shire of Boddington is committed to producing financial information with high standards. In delivering high standard financial information, the Shire is committed to complying with the principles of transparency and good governance, as well as with the Accounting Standards prescribed by the Australian Accounting Standards Board (AASB), Local Government Act 1995, and Local Government (Financial Management) Regulations 1996.

Council recognises the requirement to comply with the Australian Accounting Standards Board 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 20 February 2020 (Resolution 12/20) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995

	Local Government (Financial Management) Regulations 1996 Australian Accounting Standard AASB124 – Related Party Disclosures
<b>Related Documentation</b>	Forms & Templates : Related Party Disclosures Declaration Form

# **COMMUNITY SERVICES**

### Purpose

The purpose of this Policy is to assist with supporting local junior sportspersons in participating in competitions distant from the Shire of Boddington (Shire).

---

### Scope

This Policy applies to local sports persons as defined in the guidelines below.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Assisting Local Sportsmen and Women".
ATO	Australian Taxation Office.

---

### Policy Statement

The Shire of Boddington may provide financial assistance for local sports men and women towards the cost of travel, accommodation, uniforms, or equipment when competing at an official National Sporting Organisation (NSO) endorsed state or national sporting competition.

To be eligible to apply for assistance, individuals and all team members are to meet the following criteria:

- Be between 12 and 21 years of age (inclusive) at the time of the nominated sporting competition;
- Be a member of the immediate family of a resident or ratepayer of the Shire of Boddington;
- Be participating as an athlete in an official state or national sporting competition which is endorsed by the relevant national sporting organisation (NSO) or national school sport competition – this does not include coaching or officiating at such competitions;
- Be required to travel greater than 250km return to participate in the nomination NSO endorsed state or national sporting competition or national school sport competition;
- Not have been the recipient of a grant, either as an individual or a member of a team, within the year ending 30 June;
- Not be participating in a professional competition that involves prize money;
- The event is not to have occurred at the time the application is submitted to Council.

Council may contribute up to one third of the applicant's anticipated expenses for travel, accommodation, uniforms, and/or equipment to a maximum of \$1,500 per financial year per applicant.

Non-resident sports persons may be ineligible unless they are considered to be a dependent child or student as defined by the ATO.

---

<b>Responsible Officer</b>	Coordinator Community Economic Development
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to outline the recognition of individuals and organisations that have made noteworthy contributions to the community of the Shire of Boddington (Shire) through the Australia Day WA Community Citizen of the Year Awards.

### Scope

This Policy applies to members of the Shire's community.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Australia Day Citizenship Awards".

### Policy Statement

Nominations are to be sought from organisations and individuals for:

- Community Citizen of the Year
- Community Citizen of the Year – Youth
- Community Citizen of the Year – Senior
- Active Citizenship – group or event

Nominations are to be in accordance with the official Australia Day Community Citizen of the Year Awards.

A person is not to receive the same award twice, but is to be eligible to receive an award from a different category.

One winner is to be selected for each category by a panel of three Councillors. Judging is to be in accordance with the criteria published in the Australia Day WA Citizen of the Year Award Guidelines. No award is to be presented when the judges believe the nominees are not of a sufficiently high standard to deserve the honour. Those nominees who do not win an award are to receive a Certificate of Recognition to acknowledge their achievements.

The Shire President, or their nominee, is to present the awards at the annual Australia Day Ceremony.

<b>Responsible Officer</b>	Coordinator Community and Economic Development
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 25 November 2021 (Resolution 130/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Australia Day Council of WA of the Year Award Guidelines

### Purpose

The purpose of this Policy is to enable smooth, efficient operation and to outline the Terms and Conditions with regards to the Boddington Caravan Park.

### Scope

This Policy applies to the day to day operations of the Boddington Caravan Park, its employees and occupants.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Boddington Caravan Park".
Long-Stay Tenant	Person/s residing in the Caravan Park for residential purposes for three months or more under a Long-Stay Agreement, and who are covered under the provisions of the <i>Residential Parks (Long-stay Tenants) Act 2006</i>
Long-Stay Agreement	An agreement made between a Long-Stay Tenant and the Park Operator granting the Long-Stay Tenant the right to occupy a Relocatable Home as their principle place of residence on a site at the Caravan Park.
Short-Stay Occupant	Person/s residing in the Caravan Park for recreational, vacation, or transient purposes, for less than three months.
Relocatable Home	As defined in the <i>Residential Parks (Long-stay Tenants) Act 2006</i> - A vehicle, building or other structure that is designed for use as a residence (whether or not it includes bathroom or toilet facilities) and can be parked, assembled or erected on a site within the Caravan Park.
Park Operator	The Chief Executive Officer of the Shire of Boddington.
Caravan Park Manager	Person/s appointed by the Park Operator to run the Boddington Caravan Park.

### Policy Statement

#### Sites

- Sites with concrete slabs are to be used for all Long-Stay Tenants. Tenants are not to be accommodated on grass sites.
- Use of the slabs and numbers of Long-Stay Tenants is to depend on the size of the Relocatable Home, whether they can be accommodated on the respective site, and their compliance with the requirements of the Caravan Parks and Camping Grounds Regulations 1997.
- Short-Stay Occupants can be accommodated on grassed sites or on cement slabs if they are not being used for Long-Stay Tenants.

- When a Long-Stay Tenant vacates a site, it then becomes available for use as short-stay accommodation.
- Short-Stay Occupants and Long-Stay Tenants are permitted to have the following items on sites:
  - Caravan and flexible annex;
  - One motor vehicle only per site;
  - Portable/temporary items such as gazebos, temporary fencing and shade structures may be permitted, provided they are adequately secured and are not considered to be an imposition on the site.
  - More permanent structures such as rigid annexes, carports and sheds require approval to be constructed by the Park Operator. The provisions of the Caravan Parks and Camping Grounds Regulations 1997 apply in relation to these structures. Applications to erect these structures is to be in writing to the Park Operator and include all necessary documentation and the requisite fee. Approval to erect these structures is to be in writing and is at the Park Operators discretion taking into account the sizes involved and the distances required by legislation.

### Fees and Charges

- Site rental fees are to be set by Council as part of the budget process each year.
- Long-Stay Tenants are to pay site fees and electricity in accordance with the Long-Stay Agreement. Electricity is to be charged on a unit-used basis and the cents per unit charged as per the Electricity Industry (Caravan Park Operators) Exemption Order 2005. Electricity meters are read on a monthly basis.
- Short-Stay Occupants are to be charged for site use as per the Shires Fees and Charges. Site fees are to be paid in advance up to and including the day of departure.

### Tenancy

- The Boddington Caravan Park is no longer accepting any new Long-Stay Tenants, however, all existing Long-Stay Agreements are to be honoured.
- The period of tenancy for Long-Stay Tenants is to be as per the date on the Long-Stay Agreement, unless terminated as per the requirements of the Residential Parks (Long-stay Tenants) Act 2006 and Regulations by either the Park Operator or the Tenant.
- Long-Stay Agreements are limited to a twelve month period. Twelve monthly extensions may be granted at the discretion of the Park Operator. Should the Tenant wish to renew the Agreement, notice in writing to the Park Operator no less than thirty days prior to the Agreement expiring is required.
- Short-Stay Occupants are required to vacate the Park after a maximum stay of three months. They are then required to be away from the Park for a period of three months before they are eligible to return.
- The Park Operator reserves the right to terminate any tenancy immediately at its absolute discretion.
- All persons using the Caravan Park are required to provide the following information: name, address, phone number, driver's license number, vehicle registration number, caravan registration number (where applicable), and dependant's names (where applicable). The Park Operator also aims to capture the name and contact details of next of kin or an emergency contact.



## Disputes Procedures

- Any complaints regarding the management of the Caravan Park are to be in writing to the Park Operator who is to investigate the complaint and respond in writing to the complainant.
- Should a breach of the Caravan Park Terms and Conditions (Rules) or the requirement of the Long-Stay Agreement occur, a verbal warning is to be issued by the Park Operator. Should further breaches continue, a Notice of Breach is to be used giving a time frame required to remedy the breach/s. Further breaches may result in termination of the tenancy.

## Caravan Park Terms and Conditions (Rules)

- The Park Operator is to prepare and maintain a schedule of Caravan Park Terms and Conditions (Rules) to provide for the orderly functioning of the Caravan Park.
- The Caravan Park Terms and Conditions (Rules) are to be amended and updated by the Park Operator as required. A copy of the amended Terms and Conditions (Rules) is to be provided to all Tenants of the Caravan Park at the time of adoption.
- Any breach of the Terms and Conditions (Rules) is to be dealt with as per the Disputes Procedures outlined in the Policy.
- A copy of the Terms and Conditions (Rules) is to be provided to all Tenants and Tourists when they commence their stay.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23) Amended 16 September 2024 (Resolution 129/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Caravan Parks and Camping Grounds Act Residential Parks (Long-stay Tenants) Act 2007 Caravan Parks and Camping Grounds Regulations 1997
<b>Related Documentation</b>	Forms & Templates : Caravan Park Long Stay Agreement Form 1 Notice of Breach Caravan Park Complaint Form

### Purpose

The purpose of this Policy is to provide targeted financial assistance to existing businesses to deliver projects and programs that supports their growth, or benefit the Shire of Boddington strategic direction.

### Scope

This Policy applies to small and medium sized businesses within the Shire of Boddington (Shire).

### Definitions

Term	Meaning
<b>ABN</b>	An Australian Business Number is a unique eleven digit number used to identify businesses. This issued by the Australian Business register <a href="http://abr.gov.au">abr.gov.au</a> .
<b>Application</b>	The Business Assistance Grant Application and all of its attachments.
<b>Advertised Closing Date</b>	The date by which the Shire of Boddington requires complete Applications to be received for an advertised funding round.
<b>Eligible Organisation</b>	A small or medium sized business based within the Shire of Boddington that do not have an outstanding acquittal.
<b>Policy</b>	This Shire of Boddington policy titled "Business Assistance Grant"
<b>Regulatory Approval</b>	An approval, licence or permit required by a government body, statutory authority or similar for the carrying out of works or activities, including but not limited to Development Approvals, Building Licences, Liquor Licences, Food Business Registration and Free Trade Area Permits.
<b>Shire</b>	Refers to the Shire of Boddington.
<b>Small and Medium Sized Business</b>	Any business with less than 20 employees, as well as an annual turnover less than \$2 million.
<b>Standard Operating Expenses</b>	Are expenses that are core to the basic operation of a business and not directly related to delivering a unique project, activity or program.

### Policy Statement

Council is committed to providing support for business attraction, growth and investment consistent with the Shire's overall vision.

The Policy provides assistance for the following priority areas:

1. Shopfront improvements e.g. facades, lighting, landscaping, and accessibility;
2. Crime Prevention e.g. CCTV installation; and
3. Place Activation e.g. events, art and entertainment.

## Shopfront Improvements

To provide financial support to commercial property owners to undertake high-quality façade improvements to enhance the visual appearance and function of their building. This may increase street appeal and patronage, stimulate the economy, and improve uptake of commercial/industrial tenancies within appropriately zoned areas. Example projects may include facades, lighting, landscaping, and accessibility.

## Crime Prevention

To provide funding to support community safety enhancement projects or programs, such as CCTV installation. This creates a safer and more secure environment by prioritising prevention as the root causes of crime, support public law enforcement, and foster a strong, resilient community.

Applications in the Crime Prevention priority area need to demonstrate footage should be available for Police.

## Place Activation

To provide funding to support businesses to lead deliver projects and programs in public spaces or areas that are public facing. The aim is to activate pockets of the Shire for the benefit of residents and visitors, increase walkability, increase participation in community life and the space to the unique history of the community. Example projects may include events, art or entertainment.

## Administration of the Business Assistance Grant

The Shire may administer the Business Assistance Grant to support economic goals outlined in the Council Plan.

The Business Assistance Grant is subject to a regular budget review process and availability of funding.

Applications may be accepted on an ongoing basis.

Applications should be from an eligible organisation and be for no more than \$5,000 in any single financial year. The funding supports up to 50% of total project costs.

Payment of funds are to be provided retrospectively, unless expressly agreed by the Shire.

## Eligibility

Applicants agree to meet the following general conditions before an application is accepted and assessed:

- a. Be the property owner or have evidence of the property owner's consent to make the application;
- b. Be a small or medium sized business;
- c. Have no outstanding debt with the Shire;
- d. Acknowledge that further information may be required to accept or assess an application;
- e. Acknowledge that not all applications may be funded;
- f. Acknowledge that applications are not guaranteed to receive the full amount of funding requested;
- g. Acknowledge that the application is assessed against the Assessment Criteria;
- h. Demonstrate compliance with the relevant Planning Scheme;
- i. Be a business with an Australian Business Registration;
- j. Hold Public Liability insurance of \$10 million and provide evidence with the Application;
- k. Own or hold the appropriate permission to use any intellectual property associated with the proposed project or program;
- l. The proposed project or program is located within the Shire; and

- m. Meet any additional eligibility criteria.

The following ineligibility criteria apply to all Applications administered under this Policy:

- a. The applicant has failed to submit a satisfactory acquittal for a previous Business Assistance Grant or Community Grant Program;
- b. The location is based outside the Shire, unless there is an intention to establish or substantially operate within the Shire; and
- c. The applicant is linked in any way to a political party, political organisation, political agenda or lobbying activity.

The Business Assistance Grant does not support recurrent operational funding, including but not limited to, wages, salaries or administrative overheads.

### Assessment Criteria

The following assessment criteria applies to all Business Grants:

- a. The proposed project or program aligns with at least one of the Shire's goals outlined in the Council Plan including;
  - i. Shopfront improvements e.g. facades, lighting, landscaping, and accessibility;
  - ii. Crime Prevention e.g. CCTV installation;
  - iii. Place Activation e.g. events, art and entertainment.
- b. The applicant can demonstrate the feasibility of the proposed project or program and their capacity to successfully deliver it; and
- c. The proposed project or program is a discrete piece of work and is not, in the opinion of the Shire, a standard operational expense.

### Approval Process

The Shire only assesses Applications that are:

- a. Received from applicants meeting the eligibility requirements laid out in this Policy; and
- b. Received by the advertised closing date.

The Shire only assesses Applications received by:

- a. Assessing against the requirements and Assessment Criteria set out in this Policy; and
- b. Provide recommendations for Applications which may be accepted or declined by Council.

It is the applicant's responsibility to demonstrate in their Application how the proposed project or program meets the Assessment Criteria.

The Shire reserves the right to:

- a. Refuse a grant application, having regard for availability of funds and/or which applications best satisfy the Assessment Criteria;
- b. Offer partial-funding of a grant application, having regard for availability of funds, match-funding, which applications best satisfy the Assessment Criteria, and ability of the applicant to deliver the proposal with partial-funding; and
- c. Not award any Business Assistance Grant funding where no applications received are considered to adequately satisfy the Assessment Criteria.

The Shire reserves the right to deny funding to any party should the proposed project or program conflict with the Shire's Vision or Values, or bring the Shire's brand or reputation into disrepute at its discretion.

Where a proposed project or program requires a regulatory approval to commence, the Shire may, at its discretion, approve an Application subject to the required regulatory approvals being obtained prior to the commencement of the proposed project or program, and within a timeframe to be specified by the Shire.

All applications which meet the eligibility criteria are determined by Council.

Acquittal

Recipients are required to acquit the funds within 90 days of the completion of the project or program.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 23 October 2018 (Resolution 108/18) Amended 23 March 2023 (Resolution 25/23) Amended 24 July 2024 (Resolution 113/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Forms & Templates : Financial Assistance Application Form

### Purpose

The purpose of this Policy is to establish protocols for the release of public statements issued by the Shire of Boddington (Shire), including to the media and on social media, to ensure the Shire is professionally and accurately represented, and to maximise a positive public perception of the Shire.

This Policy also provides clarity on the roles and responsibilities of the Council President, Deputy President, Council Members, and the Chief Executive Officer when issuing public statements.

### Scope

This Policy applies to all Shire of Boddington Council Members, employees, consultants, volunteers, contractors, and outsourced service providers of the Shire.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Communications and Media".
Act	The Local Government Act 1995.
Media	Includes all mediums used for communication including, but not limited to, television, radio, newspaper, newsletter, magazine, internet, and social media.
Social Media	Web-based technology which facilitates the communication and sharing of text, photos, audio, video, and information in general.
Council Members	Includes all Councillors.

### Policy Statement

Media and public statements are issued by the Shire for the purposes of:

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

Official statements are to be consistent with policies, standards, and the position adopted by Council.

The Shire uses a combination of different communication modes to relay public statements including:

- Shire websites;
- Advertising and promotional materials;
- Media releases and media statements promoting specific Shire positions prepared for or provided by the President, the Chief Executive Officer, or a delegated officer;

- Social media platforms; and
- Community newsletters and communiques.

### Speaking on Behalf of the Shire of Boddington

- Section 2.8 (1) of the Act provides that the President is the official spokesperson for the Shire of Boddington and may represent the Shire in official communications. All media enquiries are to be directed to the Chief Executive Officer in the first instance whereby information is to be coordinated to support the release of an official response on behalf of the Shire. The media may approach the President directly for comment in their capacity as official spokesperson for the Shire.
- Section 5.34 of the Act provides that the Deputy President may perform the functions of the President if the office of President is vacant or the President is not available or is unable or unwilling to perform the functions of the President.
- Section 2.10 of the Act sets out the role of Council Members. There is no provision for a Council Member to speak on behalf of the local government.
- The President may include commentary from other Council members in media and public statements where a Council Member has specific expertise or knowledge of a specific area of Council business, a comment from a Council Member other than or as well as the President would generally be expected by the community, and/or a comment from a Council Member other than or as well as the President maximises the positive perception of the Shire Council.
- The Chief Executive Officer, or a Chief Executive Officer approved officer, may speak to the media or otherwise in public as to the Shire's affairs in performance of the Chief Executive Officer's functions under S.5.41 of the Act, including that of managing the day-to-day operations of the Shire.
- Statements made by a Council Member or employee, whether undertaken in an authorised official capacity or as a personal communication, are not to:
  - Bring the Shire of Boddington into disrepute;
  - Compromise the person's effectiveness in their role within the Shire;
  - Imply the Shire's endorsement of personal views;
  - Imply the person is speaking on behalf of the Shire, unless authorised to do so; and/or
  - Disclose, without authorisation, confidential information.

### Council Member Statements on Shire Matters

- Council Members may speak in public to the extent that doing so does not conflict with roles or obligations outlined in the Shire's Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007.
- Any public statement made by a Council Member, whether made in a personal capacity or in their capacity as a Council Member, is to:
  - Clearly state that the comment or content is a personal view only which does not necessarily represent the views of the Shire of Boddington;
  - Be made with reasonable care and diligence;
  - Be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws;
  - Be factually correct;
  - Cause damage to the reputation of the Shire;
  - Not reflect adversely on a decision of Council;
  - Not reflect adversely on the character or actions of another Council Member or

- employee; and
- Maintain a respectful tone and not use offensive or objectionable expressions in reference to any Council Member, employee, or community member.

### Social Media

- The Shire uses and maintains social media accounts to facilitate information sharing and to provide feedback to our community. Social media is not to be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entities private affairs.
- The Shire may post and contribute to social media hosted by others to ensure that the Shire's strategic objectives are appropriately represented and promoted.
- The Shire is to, at its discretion, moderate its social media accounts to address, and where necessary delete, content deemed to be:
  - Offensive, abusive, defamatory, objectionable, inaccurate, false, or misleading;
  - Soliciting or commercial in nature;
  - Unlawful or which may incite others to break the law;
  - Information which may compromise individual or community safety or security;
  - Repetitive material copied and pasted or duplicated;
  - Electioneering for Council, appointment to official Office, or any ballot;
  - In violation of intellectual property rights or the legal ownership or interests or another party; and
  - Inappropriate in any other way.
- Where a third party contributor to a Shire's social media account is identified as posting content which is deleted in accordance with this Policy, the Shire may, at its discretion, hide that contributor's comment and/or block that contributor for a specific period of time or permanently.
- The Shire is to, in conjunction with other communication modes, use social media to communicate and advise the community regarding Emergency Management.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 16 September 2021 (Resolution 100/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 2.8, 2.10 and 5.41(f), Local Government Act 1995
<b>Related Documentation</b>	Code of Conduct for Council Members, Committee Members and Candidates Code of Conduct for employees



### Purpose

The purpose of this Policy is to:

- Provide the public with a clear understanding of Council's commitment to community and stakeholder engagement;
  - Help key stakeholders understand the range of perspectives and viewpoints amongst members;
  - Provide a forum for dialogue in a constructive and informed manner;
  - Raise awareness of Council decisions and community aspirations surrounding programs, projects, and initiatives;
  - Provide key stakeholders with an opportunity to be more actively involved in the decision making process; and
  - Allow for informed decision making to collectively achieve an improved quality of life for all.
- 

### Scope

This Policy is applicable to Shire of Boddington (Shire) Council members, employees, and contractors who engage with stakeholders in relation to the delivery of services and projects or the implementation of policies.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Community Engagement".
Engagement	Connection with community groups, organisations, and individuals for the purpose of informed decision making. This may include informing, consulting, collaborating, and involving stakeholders in decision making.
Stakeholders	Community members, groups, individuals, or entities that have an interest in the business of the Shire of Boddington.

---

### Policy Statement

The Shire of Boddington is to encourage community confidence, demonstrate good governance by engaging effectively with the community to strengthen relationships, build community capacity, and facilitate transparent decision making.

Council is to work with the community to identify the most appropriate engagement methods, working to continually improve relationships and outcomes when:

- Developing policies, strategies, and plans that could directly or indirectly impact on the community;
- Changing services and/or service levels;
- Impacting community health and well-being;
- Impacting on the social, economic, natural, or built environment; or

- Meeting statutory and/or compliance requirements.

This Policy is to be applied whenever any new program, project, or initiative is planned to be introduced, any change in service, activity, or infrastructure is being proposed, or any review is considered.

Community involvement techniques are to vary depending on who is being involved and the nature and complexity of the issue. Available resources are also to be considered e.g. the timeframe available, the funds available, and the staff resource capacity available.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 18 April 2017 (Resolution 57/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Communications and Media Policy

### Purpose

The purpose of this Policy is to assist community groups within the Shire of Boddington (Shire) to upgrade, extend, or construct sporting, recreation, and community facilities that may benefit the community. The fund provides an opportunity to part fund an infrastructure project with strong community benefit.

### Scope

This Policy applies to all community groups, sporting clubs, and other not-for-profit organisations operating within the Shire of Boddington.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Community Facility Fund".
Incorporated Association	A legal entity separate from its members. Incorporated associations are organisations incorporated under state or territory law that are usually not-for-profit.

### Policy Statement

Applications are to be invited once each year for Council consideration with the total level of funding being determined in the annual Shire budget.

Applicants are to meet the following criteria:

- Be an incorporated not-for-profit sporting, recreational, or community organisation;
- Be based within the Shire of Boddington;
- Have no outstanding acquittals from any Shire funding program;
- Applications are to be submitted on the form provided;
- Only apply for funding towards one project each year; and
- Only apply for up to one third of the total project costs (in-kind services and volunteer labour are eligible components of the total project costs).

Applications are to be assessed against the following criteria:

- The extent to which the project results in increased community benefit and/or physical participation;
- The extent to which the project improves the standard of the facility or services to local residents;
- Demonstration of total project funding capacity and ongoing ability to sustain or maintain the facility; and
- Ability to fund two thirds of the project costs (this may include additional funding sources).

Funding is not to be provided for recurrent maintenance or operational works.

The Shire of Boddington has the right to impose relevant conditions on funding to ensure the integrity of the project, and reserves the right to manage the project if it is to be located on Shire owned land.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 16 December 2021 (Resolution 140/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 6.7(2), Local Government Act 1995
<b>Related Documentation</b>	Forms & Templates : Community Facility Fund Application Form

### Purpose

The purpose of this Policy is to provide financial assistance to incorporated bodies to deliver projects and programs which deliver benefit to the local community and local economy to build an engaged, vibrant, inclusive, and healthy community.

### Scope

This Policy applies to Shire of Boddington (Shire) employees and the general public.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Community Grant Program".
Community	People that live, work, or visit the Shire of Boddington.
Eligible Organisation	Incorporated bodies (or auspiced through an incorporated body with written acknowledgment) that do not have an outstanding grant acquittal.
Application Form	The Community Grant Application Form and all of its attachments. It also includes the option to provide a separate Income and Expenditure statement relevant to the project.
Incorporated Body	A legal entity separate from its members. Incorporated associations are organisations incorporated under state or territory law that are usually not-for-profit.

### Policy Statement

Applications are to be accepted thrice per year with the funding pool being determined in the annual Shire budget. Applications are to be from an eligible organisation and be for no more than \$2,000 in any single financial year. The funding is to support up to 75% of the total project costs. In-kind services and volunteer labour are eligible components of the total project costs. Successful projects are to meet at least one priority area identified within this Policy or have clearly identified and evidenced the need for the project.

For applications to proceed to assessment they are to:

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

Application are to be assessed according to:

- The level of community benefit;
- The level to which it addresses an evidenced need;

- Long term sustainability;
- Appropriateness of the project's financial statement;
- Partnerships, collaborations, community engagements, and involvement of other funding sources that have been secured; and
- Capacity to deliver the project.

Some projects, either in their entirety or elements of the project, that may not be eligible for funding include:

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

#### Additional Information

- Applications are able to seek assistance prior to finalising their application, however the assessment process is to occur based on the information provided and therefore be sufficient and concise.
- Council reserves the right to request copies of quotes of audited financial information.
- It may be appropriate to redirect applicants to more appropriate sources of funding prior to considering the project funding application.
- Successful applicants are to sign a grant agreement which details any relevant conditions necessary to minimise the risk, meet Shire protocols, and/or maximise and safeguard the project outcomes. Conditions are also to include the need to acknowledge the Shire's funding and submit an acquittal form within three months of the project/s completion along with photographic and promotional evidence.

<b>Responsible Officer</b>	Coordinator Community and Economic Development
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 16 December 2021 (Resolution 139/21) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Forms & Templates : Community Grant Program Application Form

### Purpose

To improve the community’s access to secure, appropriate, and affordable housing in the Shire of Boddington.

### Scope

This policy aims to ensure the provision of affordable housing to support the diverse needs of the community while promoting stability and economic diversity. By fostering equitable access to safe and affordable housing, the quality of life for residents will be enhanced.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled “ Affordable Housing Units – Hotham Avenue”

### Policy Statement

Units 1-4, 36 Hotham Avenue

To be considered eligible for a unit an applicant is to:

1. Be in receipt of a pension from Centrelink or Veterans Affairs; and
2. Not own a home.

Applicants seeking placement in one of the Affordable Housing Units are to apply using the designated Application Form.

Where no units are available, a waitlist of applicants is maintained.

Places are allocated in chronological order of application, subject to applicants meeting the eligibility criteria.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 24 May 2022 (Resolution 47/22) Amended 23 March 2023 (Resolution 25/23) Amended 27 November 2024 (Resolution 178/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Forms & Templates : Affordable Living Units Application Form

### Purpose

To enhance housing options for Shire of Boddington residents that promote autonomy and support independent living.

---

### Scope

Access to the Shire’s Independent Living Units enables residents to stay in their community instead of relocating when their primary residence is no longer suitable. These units provide accommodation for individuals who can care for themselves but need to be near support services, healthcare providers, and shops.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled “Independent Living Units – Hotham Rise Lifestyle Village”

---

### Policy Statement

Units 8-14, Hotham Rise Lifestyle Village, 19 Forrest Street

To be considered eligible for an Independent Living Unit within the Hotham Rise Lifestyle Village, an applicant is required to be:

- (a) Over the age of 60; and
- (b) Capable of independent living with or without a carer.

Places are allocated based on the following criteria:

- (a) First priority is given to existing residents of the Shire of Boddington.
- (b) Second priority is granted to individuals with close family ties to Boddington.
- (c) The chronological order of applications is also taken into account.

Non-residents are welcome to apply, however, their applications are only to be considered if there are no existing residents or applicants with close family ties seeking placement.

Applicants seeking placement in one of the Independent Living Units are to apply using the designated Application Form.

Where no Independent Living Units are available, a waitlist of applicants is maintained.



---

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 27 November 2024 (Resolution 178/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Application Form - Hotham Rise Lifestyle Village, 19 Forrest Street Terms and Conditions : Hotham Rise Lifestyle Village

## Purpose

To provide a structured framework and basic principles to ensure a consistent and equitable approach to the management of lease agreements, and to ensure Shire of Boddington (Shire) premises are preserved and managed responsibly and in a manner that provides a range of quality services and benefits to the community.

## Scope

This Policy is applicable to community and commercial organisations seeking lease agreements, and associated licence agreements, for the exclusive use of Shire premises. The Policy defines clear tenant categories and associated roles and responsibilities of the lessor and lessee, to ensure consistent, equitable, and effective management of the Shire's community leases.

## Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Leasing".
Shire Premises	Land and/or buildings owned or managed by the Shire.
Lease	An agreement in which the Landlord (or Lessor) agrees to give the Tenant (or Lessee) the exclusive right to occupy land, building, or part thereof, for a specific term.

## Policy Statement

A decision to lease Shire premises should be based on the achievement of promotion of positive social, economic, and environmental outcomes.

In considering whether to enter into a Lease for Shire Premises, the following factors should be considered where relevant:

- the ability of the prospective tenant to fund, resource and manage the Lease over the proposed term;
- potential opportunities for future utilisation of the asset;
- the extent and current use of the site and the impact on adjoining premises;
- the need for wider stakeholder consultation;
- impacts on social, economic, and environmental outcomes;
- the potential impact of any related capital works program;
- any statutory restrictions or obligations relating to heritage or conservation of the site

Relevant additional factors when considering a Lease or Licence to a not-for-profit organisation or entity include:

- the benefit to the community;
- the promotion of public health and wellbeing;
- protection of public land values;
- impacts on social, economic, and environmental outcomes; and

- the history, purposes, and governance of the organisation.

Relevant additional factors when considering a Lease or Licence to a commercial entity include:

- the potential to attract investment and enhance amenities in the district;
- the creation of employment;
- the promotion of tourism;
- economic return; and
- impacts on social, environmental, and economic outcomes.

To achieve a balance between the need for security of tenure and utilisation of community resources in an appropriate and effective manner:

- the standard term of a Lease to a not-for-profit organisation is a period of 5 years with an option to extend the term by a further 5 years;
- the term of commercial or government leases are negotiated on a case by case basis.

### Rent

Not-for-profit lessees, with minimal earning capacity, are to be charged a peppercorn rent as a contribution towards the administration costs to the Shire of managing the Lease.

Where the use of the Shire premises enables the lessee to generate periodic or regular income from their activities, the standard rent is to be \$500. The Shire may negotiate a higher rent where the use of the Shire premises enables the lessee to generate significant income from their activities, or if the Shire is responsible for maintenance of all or part of the premises.

Rent and other payments associated with commercial or government leases are negotiated on a case by case basis.

### Form of Lease

The Shires standard Community Group Lease is to be used for all leases where the lessee is a not-for-profit organisation, unless circumstances require otherwise.

The need for any specific terms and conditions relative to the unique nature or requirements of the Shire premises is to be considered where appropriate.

<b>Responsible Officer</b>	Executive Manager Corporate Services
<b>History</b>	Adopted 23 February 2023 (Resolution 12/23) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995 Land Administration Act 1997
<b>Related Documentation</b>	Forms & Templates : Shire of Boddington standard Lease agreement

# **BUILDING AND DEVELOPMENT**

### Purpose

The purpose of this Policy is to provide a mechanism for the recovery of any likely damage to roads, kerbing, footpaths, and verges as a result of building works.

---

### Scope

This Policy applies to residents, builders, and developers within the Shire of Boddington (Shire).

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Kerb Deposits and Footpath Bonds".

---

### Policy Statement

An amount of \$2,300 is to be charged on each building/demolition licence issued for a dwelling or commercial building, or substantial extensions to such buildings as a kerb deposit/footpath bond in such areas where a footpath or kerb is provided.

The bond is to be fully refunded at the completion of the building and after inspection by a Shire officer to ensure the kerb or footpath has not been damaged.

Should the footpath or kerb be damaged, the bond is to be refunded after the repair of the footpath or kerb has been completed, minus the costs of repair.

<b>Responsible Officer</b>	Executive Manager Planning and Development
<b>History</b>	Adopted 21 November 2017 (Resolution 137/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to ensure that a consistent, fair and equitable protocol is followed when naming Shire assets and public places.

### Scope

This Policy is applicable to naming of Shire of Boddington (Shire) assets and Shire roads, inclusive of the entire asset or specific portion/s of it, which require a determination for naming.

### Definitions

Term	Meaning
<b>Policy</b>	This Shire of Boddington Council Policy titled "Naming of Places".
<b>Shire Assets</b>	Any property, facility, structure, building, bridge, or asset under the control of the Shire of Boddington.
<b>Shire Road</b>	Any road, or variation of road, owned or under the control of the Shire of Boddington.

### Policy Statement

Names of Shire assets and Shire roads are reminders of local history, culture and citizens, and are named or dual named appropriately to match the context and significance of the asset.

### Guiding Principles

1. Where applicable, and always in the first instance, naming guidelines as set out in Policies and Standards for Geographic Naming in Western Australia is to be adhered to. The Shire is to apply to Landgate for the naming of Shire roads.
2. In general terms, naming should be unique, as well as use form, spelling and style of contemporary Australian English. In particular cases, naming practice should take into account the Noongar spoken language relevant to the geographic location of the Asset.
3. The restoration of traditional Noongar names of geographical features and dual naming of Shire assets is encouraged, to strengthen the connection to heritage and culture. Aboriginal names are to be in the local Noongar language and chosen in consultation with the Aboriginal community.
4. A name should be wherever possible:
  - Relevant to Australian, preferably local, history, flora, fauna, culture, local landscape and physical characteristics;
  - Short and simple - preferably one to two words;
  - Complementary with and sensitive to existing names and design themes of adjoining assets;

- Not easily confused with or duplicating names within the region or nearby local governments;
  - Be considerate of any potential risk to the reputation of the Shire and/or Council from aligning with an individual or company whose reputation may vary; and,
  - Have strong local community support.
5. If personal names are used, the person commemorated should:
- Have contributed significantly to the development, protection or enhancement of the immediate locality (Boddington) or greater region (Peel) that has produced long-term improvements in the area or community;
  - Have a long-term association with a local community group or service club (twenty years or more), service to the community or organisation is to have been voluntary; and,
  - Preferably be recognised in memoriam.
6. Public consultation is to occur in the naming or re-naming of existing roads and places.

### Assessment Process

1. Any person, community group or organisation may present a proposal in writing to the Shire of Boddington for comment and/or support on a new name or an amendment to an existing name within the Shire of Boddington. The proposal is to include:
  - Address of the asset to be named;
  - A site plan clearly identifying the location and boundaries of the asset to be named;
  - The reason for the choice of name including the history, meaning, significance and relevance to the Boddington and/or Peel region or national/international contribution;
  - If the nomination is being submitted by an organisation, documented evidence (e.g. minutes from a committee / board meeting) should also be included in support of the nomination.
  - For personal names, the following information is also to be supplied:
    - Biographical details: dates of birth & death (if relevant); length and years of service or association;
    - Written permission from the family in the case of a deceased person
2. Applications are checked against relevant legislation and documentation.
3. Following satisfactory assessment, a report to Council is to be prepared for consideration.

<b>Responsible Officer</b>	Coordinator Community and Economic Development
<b>History</b>	Adopted 27 April 2023 (Resolution 41/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995 Land Administration Act 1997
<b>Related Documentation</b>	Landgate, Policies and Standards for Geographical Naming in Western Australia (2017) Aboriginal Naming: A guideline to Aboriginal naming and dual naming of geographic features and places in Western Australia (2020) Policies and Standards for Geographical Naming in Western Australia Australian Standard AS/NZS 4819:2011 Rural and Urban Addressing

### Purpose

The purpose of this Policy is to ensure that second-hand buildings are of a suitable standard for erection within the Shire of Boddington and prohibit the movement of asbestos clad buildings due to the health risks involved with handling asbestos.

### Scope

This Policy is applicable to proposals to erect a second-hand building within the Shire of Boddington (Shire).

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Second-hand Buildings".
Second-hand	A building such as a donga, site office, crib room, or transportable building that has been in different locations and has been dismantled and transported to another location, but does not include a new modular or transportable building.

### Policy Statement

Persons proposing to erect second-hand buildings within the Shire are to, at their own costs, obtain certification from a Registered Builder or a Structural Engineer to the satisfaction of the Shire's Executive Manager Development Services to ensure:

- The suitability of the dwelling to satisfy the requirements of a building license application; and
- That **NO** asbestos clad buildings are being transported into or within the Shire of Boddington.

<b>Responsible Officer</b>	Executive Manager Development Services
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Shire of Boddington – Local Planning Scheme No.3



### Purpose

The purpose of this Policy is to establish guidelines concerning the occupation of temporary accommodation during the construction of a residence and to control the use of caravans and sheds as long term temporary accommodation.

### Scope

This Policy assists Shire of Boddington (Shire) Council members and employees in the exercise of discretion in respect to applications for temporary accommodation.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Shed/Caravan Accommodation".

### Policy Statement

Council is to:

- Allow camping on site for a period of up to twelve months in a caravan only, provided that suitable ablutions (shower, toilet, hand basin, laundry trough) and septics are erected and provided a building permit as an owner builder has been issued for a dwelling on the same lot;
- Consider an extension for a further six months dependent on the progress of the construction of the dwelling;
- Not allow camping in a shed for any period of time greater than three days in any twenty eight day period, but allow camping in a caravan located within a shed provided that suitable ablutions and septics are erected and provided a building permit as an owner builder has been issued for a dwelling on the same lot; and
- Limit the approval for camping in this policy to the zones of Rural, Rural Residential, and Rural Small Holding, as per Town Planning Scheme No. 3.

<b>Responsible Officer</b>	Executive Manager Planning Development Services
<b>History</b>	Adopted 30 September 2020 (Resolution 115/20) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Caravan Parks and Camping Grounds Regulations 1997
<b>Related Documentation</b>	Shire of Boddington – Local Planning Scheme No.3

### Purpose

The purpose of this Policy is to:

- Ensure that development is compatible with the design capacity of the existing stormwater system so as not to increase the incidence of downstream flooding;
  - Minimise maintenance issues with the stormwater system caused by private connections and to provide a consistent standard;
  - Ensure that stormwater capture and conveyance within a development site is properly managed through the provision of drainage infrastructure to appropriate capacity and standard;
  - Ensure that stormwater capture and conveyance within a development site is provided so that stormwater does not constitute a potential hazard or nuisance to persons or property including adjoining property;
  - Ensure that on-site detention systems are designed and constructed to be compatible with other aspects of site planning; and
  - Ensure that drainage works do not cause inconvenience or safety hazards to pedestrians or vehicular traffic.
- 

### Scope

This Policy applies to the management of stormwater runoff from Shire of Boddington (Shire) buildings and private properties.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled “Stormwater Management and Connection”.
ARI	Average Recurrence Interval Event.

---

### Policy Statement

- Stormwater from buildings and surface water runoff is the responsibility of the landowner to effectively manage and to appropriately detain/retain stormwater on their property.
- All new subdivision/development within the municipality is required to detain stormwater on site and where possible retain stormwater. Where site conditions dictate, there may be a need to use appropriate bio retention to remove nutrients from stormwater runoff which may include soil amendments and use of nutrient absorbing plants. The minimum design criteria is to detain stormwater on site for the 1 in 1 year, 1 hour average recurrence interval (ARI) storm event. The total post-development 1 in 1 year ARI site runoff is to be controlled to be no greater than the pre-development 1 in 1 year ARI site runoff.
- Surface drainage systems are to be designed to ensure that overflows, with a 1 in 100 year ARI storm event do not present a hazard to people or cause damage to off-site property.

- Stormwater flows, ARI events, time of concentration, and runoff coefficients are to be in accordance with the relevant Australian Standards and/or guidelines endorsed by Engineers Australia.
- Rainfall intensity is to be in accordance with accepted guidelines or information relevant to the district. Appendix 1 sets out the rainfall intensity for Perth which is to be applied to the Shire of Boddington until there is updated information relevant.
- Stormwater runoff from impermeable surfaces in developments is to be managed in any one or more of the following ways, to the satisfaction of Council:
  - Soak wells;
  - Stormwater detention basins;
  - Rainwater tanks;
  - Infiltration basins and infiltration trenches;
  - Diversion or catch drains across a slope to convey runoff at a non-erosive velocity and to divert runoff from upslope areas around the site of a disturbance or an area at risk of erosion;
  - Installation of barriers positioned so as to intercept runoff and sediment;
  - Installation of sediment fences to reduce runoff velocities and cause the deposition of silt;
  - Swales;
  - Rain gardens;
  - Planting of continuous vegetated buffers; and/or
  - Any other method identified as being acceptable for controlling stormwater runoff to the satisfaction of Council.
- On site stormwater detention storage areas are to be located:
  - In an appropriate location, generally in or near the lowest point of the site;
  - So as to collect runoff from all roofed and impervious areas;
  - Clear of any surface flow path conveying stormwater runoff from adjoining land. If overland flow from adjoining properties enters the detention systems then this flow is to address the 1 in 100 year ARI event and conveyed by suitable means to bypass the detention system. Alternatively, the detention system can be enlarged to cater for the additional catchment areas;
  - As part of the overall development scheme for the site;
  - So that pedestrians movements are clear of the top water level for storms up to the 1 in 1 year ARI event;
  - On common property in the case of development within strata title schemes. Below ground storage can be provided under private courtyards provided that the surcharge point from the storage area and the primary means of access for maintenance is clearly provided from common property;
  - To ensure that no upstream pits have grate levels lower than the detention top water level; and
  - So that access to the system is readily available and not via any enclosed structures.
- Detention/retention may be achieved in clayey sites or where high groundwater exists by use of infiltration basins and infiltration trenches with associated trickle feed/outlets, appropriate fill, and/or sub-soil drainage systems.
- Vegetated basins for storing events greater than 1 in 1 year ARI events, 1 hour is to have batters no steeper than 1:6 and operational water depth not exceeding 0.9 metres.
- All above ground storage is to be integrated into landscaping areas which are to be appropriately vegetated.
- Soak wells are to be provided and maintained for impervious areas including car parks, driveways, and roofs. The collection points and soak wells are to be located so as to minimise the amount of runoff entering the road reserve. Soak wells are to be provided at the minimum

rate of storage to address the impervious area. Runoff is to be collected and conveyed in an above ground system with a grated overflow entry to the soak well, enabling first flush sediments to settle out reducing maintenance needs of the soak well. If the soak well has become inoperative, the property owner is to undertake such maintenance as directed. Additional requirements are set out in Appendix 2.

- All premises are to be provided with gutters, downpipes, or other associated drainage features to ensure effective stormwater disposal away from buildings and other impervious surfaces. Stormwater management systems are to be designed to avoid the potential for erosion, damage, or any other defects to the property or adjoining properties caused by stormwater. All stormwater systems are to ensure that stormwater is adequately detained and ideally retained on the lot at least for 1 in 1 year ARI storm events, 1 hour average stormwater events. Where Council approval is required for property drainage systems, Council requires details of the work proposed including the locations, size, grade, and class of all pipes proposed, as well as the position of all pits and existing and proposed structures, trees, overland flow paths, and existing and proposed impervious areas.
- Where stormwater is unable to be retained on site, Council is to consider connections where justified by the proponent and where there is capacity in the stormwater system to manage peak flows. Connection to Council's stormwater system may be provided at the proponent's cost subject to approval. Approvals are to be provided in writing. Connections to Council's stormwater system are to be in accordance with the requirements of Appendix 3. Applications are to be accompanied with a refundable bond as set out in the Fees and Charges to ensure the approved work is in accordance with the approved plans and specifications.
- A Stormwater Drainage Plan is generally required for infiltration and conveyance systems seeking development approval. Plans are to demonstrate the appropriateness of the proposed drainage system within the site and, as relevant, the proposed connection to Council's stormwater system. Plans are to contain sufficient information to assess whether the proposed stormwater management system is feasible, both within the site and as relevant in its connection to Council's stormwater system, and function as designed. Where a Stormwater Drainage Plan is required by Council, the Plan is to provide the information set out in Appendix 4 unless varied by Council.
- Nothing in this Policy prevents a proponent carrying out a Stormwater Drainage Plan that demonstrates drainage of the development by alternative means. Preparation of a Plan is to be in accordance with a brief approved by Council and is to be carried out by a professional engineer experienced in drainage design.

## Appendix 1 – Rainfall intensity for Perth

**OUTPUT IFD TABLE**  
**Rainfall Intensity (mm/hr) for Perth**

Duration	Average Recurrence Interval (Years)							
	1	2	5	10	20	50	100	500
5m	59.35	78.17	102.62	119.02	142.65	177.59	207.44	290.89
6	55.19	72.60	95.01	110.00	131.62	163.54	190.77	266.70
7	51.74	67.99	88.74	102.57	122.56	152.02	177.10	246.93
8	48.82	64.08	83.44	96.31	114.92	142.32	165.62	230.37
9	46.30	60.72	78.88	90.92	108.37	134.01	155.79	216.21
10	44.09	57.77	74.90	86.23	102.66	126.78	147.25	203.94
11	42.13	55.16	71.38	82.08	97.63	120.42	139.74	193.17
12	40.38	52.83	68.24	78.39	93.15	114.76	133.07	183.63
13	38.81	50.73	65.42	75.08	89.13	109.70	127.10	175.09
14	37.38	48.83	62.87	72.08	85.50	105.13	121.71	167.41
15	36.07	47.10	60.55	69.36	82.21	100.97	116.82	160.45
16	34.88	45.51	58.42	66.87	79.19	97.18	112.37	154.11
17	33.77	44.04	56.47	64.58	76.43	93.71	108.28	148.31
18	32.75	42.69	54.66	62.46	73.87	90.50	104.52	142.97
20	30.93	40.26	51.43	58.69	69.32	84.79	97.81	133.48
25	27.27	35.43	45.02	51.21	60.32	73.53	84.62	114.87
30	24.52	31.80	40.22	45.63	53.62	65.17	74.85	101.16
35	22.36	28.95	36.47	41.28	48.41	58.70	67.29	90.59
40	20.61	26.64	33.45	37.79	44.23	53.51	61.25	82.18
45	19.15	24.73	30.96	34.90	40.79	49.25	56.29	75.30
50	17.93	23.11	28.86	32.48	37.90	45.68	52.15	69.56
55	16.87	21.73	27.06	30.42	35.44	42.65	48.63	64.70
60	15.96	20.53	25.51	28.63	33.32	40.03	45.60	60.53
75	13.85	17.80	22.06	24.72	28.73	34.47	39.21	51.92
90	12.32	15.82	19.56	21.89	25.42	30.45	34.60	45.73
2.0h	10.21	13.09	16.14	18.03	20.89	24.97	28.34	37.32
3	7.82	10.00	12.27	13.67	15.80	18.82	21.32	27.94
4	6.46	8.25	10.09	11.22	12.94	15.39	17.40	22.73
5	5.57	7.11	8.67	9.62	11.09	13.16	14.87	19.37
6	4.94	6.30	7.66	8.49	9.78	11.59	13.07	17.00
8	4.09	5.20	6.31	6.98	8.02	9.48	10.68	13.84
10	3.53	4.49	5.43	5.99	6.87	8.12	9.13	11.80
12	3.13	3.98	4.80	5.29	6.06	7.15	8.04	10.36
14	2.83	3.60	4.36	4.82	5.53	6.54	7.36	9.52
16	2.59	3.30	4.01	4.44	5.11	6.05	6.82	8.85
18	2.40	3.06	3.72	4.13	4.76	5.64	6.37	8.29
20	2.24	2.86	3.49	3.87	4.46	5.30	5.99	7.82
22	2.10	2.68	3.28	3.65	4.21	5.01	5.67	7.41
24	1.98	2.53	3.11	3.46	4.00	4.76	5.39	7.06
36	1.50	1.93	2.39	2.67	3.10	3.72	4.23	5.59
48	1.22	1.57	1.96	2.21	2.57	3.10	3.53	4.71
60	1.03	1.33	1.67	1.89	2.21	2.67	3.05	4.09
72	0.89	1.16	1.46	1.65	1.94	2.35	2.69	3.62

Record No. 06/1105 D07#187956

## Appendix 2 – Standard Requirements for Soak Well and On Site Detention

The purpose of these requirements is to prevent increased stormwater runoff entering the Shire's stormwater system and causing overloading and flooding. The Shire is to have regard to rainfall intensity which is to be in accordance with accepted guidelines or information relevant to the district.

- Where there is no available stormwater system to connect to, proponents are generally to provide 1m<sup>3</sup> of onsite storage for every 100m<sup>2</sup> of impervious surface, which is the total of all roofs, paving, and driveways. As a guide, a 900mm x 900mm soak well holds about 0.5m<sup>3</sup>.
- Where a stormwater connection system is available, the landowner is to provide a silt trap on the property side of the connection point (see diagram below).
- Gutters and downpipes require an overflow relief in the event of a blockage in the stormwater system. The gutter may be designed to prevent flooding, and downpipes are not to be directly connected to the stormwater pipes below ground, without some means of escape.
- Sub soil drains are required to be connected to the stormwater disposal system. These pipes are to work efficiently for the structural integrity of dwellings, so maintenance is essential.

- Paving around the dwelling is to be a minimum of 50mm below the house or building floor level and slope down a minimum of 25mm in the first metre away from the building. Some paving areas may also need to be connected to a drainage system, depending on the landscape.
- Driveways that fall towards the street need to have a stormwater grate at the edge of the property to catch the runoff.
- Commercial developments are to manage stormwater on site. Because of the generally large areas of impervious surface, the design of the system usually needs to be slowly released to the street system, where available, through a slow release silt trap. The design would usually require a professional consultant or engineer.
- All stormwater pipes from private property that have been approved to discharge into the Shire’s stormwater system are to be connected via a storm water grate as detailed below:

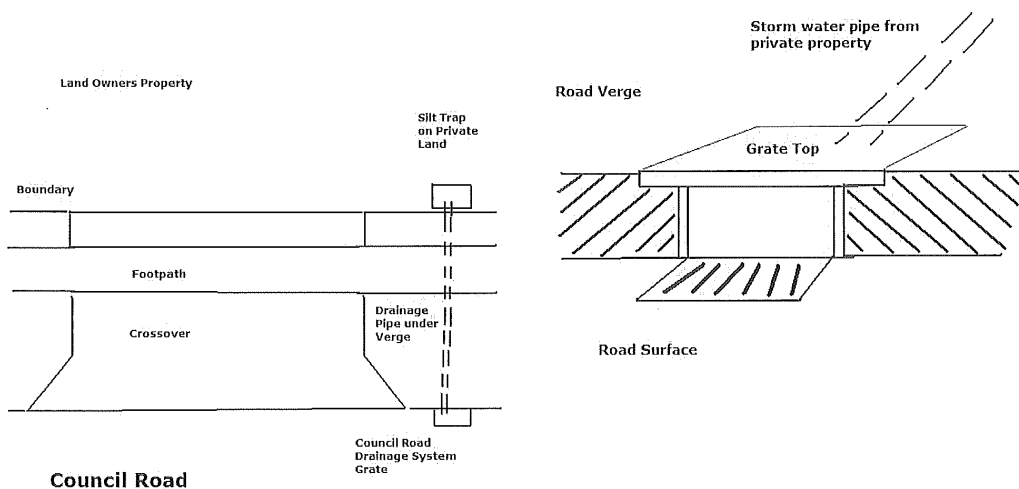
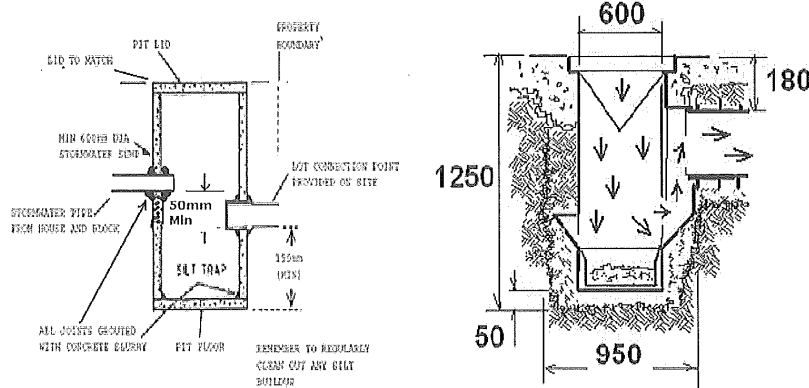


Diagram 2: Residential Silt Trap

Commercial Pollutant Arrestor Pit



### Appendix 3 – Standard Requirements for Connection to the Shire’s Stormwater System

All drainage works connecting to the Shire’s stormwater system (open or piped) is to be designed and constructed so that:

- Stormwater flows are controlled to recognise best practice limits;
- Stormwater infrastructure should withstand expected traffic loads; and
- Stormwater infrastructure is not to impede other uses of public land (e.g. access to adjoining properties, other service authority, etc.).

The piped property drainage system is to capture and convey, to a lawful point of discharge, stormwater runoff from impervious areas including roofs, driveways, and paved areas, areas subject to changes to natural ground level including cut or filled areas, and areas where the natural or pre-development overland flow regime is disrupted to the potential detriment of an adjoining property.

Carrying out of the development is not to introduce, impede, or divert stormwater runoff in such a manner as to increase the rate or concentration of stormwater flow across a boundary onto adjoining private property. Any proposed flow onto adjoining properties is only permissible where an easement is secured and if it can be managed so as to not exceed pre-development flow rates and concentrations.

Piped systems are to meet the minimum pipe diameter, cover, and gradient criteria specified in the current relevant Australian Standard. Such systems are to be designed so that any overflow does not point against, or enter into, buildings.

Unless otherwise agreed to by the Shire, the following is to be designed, constructed, and suitably maintained:

- A throttled direct lot connection;
- A 100mm diameter pipe;
- At the inlet a 90 degree elbow with an open ended perforated riser is to be used, enabling discharge flows to mimic pre-development flows;
- A silt trap included at the entry point with access for maintenance; and
- Connections to piped minor conveyance systems are to be close to a manhole in the minor conveyance system to facilitate maintenance. If no manhole exists in close proximity, the proponent is responsible for installing one to Shire specifications.

Drainage connections may be to an inlet pit/well liner or pipeline in the street verge. They may also be made to an open 'Vee' drain or to a properly shaped gap in the kerb line. Connections can also be made to drainage reserve or easement through private property provided the requisite approvals are acquired.

Any drainage pipe connecting from private property into a Shire piped drainage system requires the installation of a manhole/silt trap to be situated and built within the private property prior to connection into the Shire system, to stop any silt or debris from entering the pipeline system.

Council is to allow a private drain pipe connection to be cut into the existing kerb of a street to allow the water to drain down the kerb face if the pipe is of a small diameter (approx. 90mm) and the connection makes use of a standard commercial shaped drainage fitting to match the kerb profile.

Overflow connections from soak wells are to be made from the final soak well of the private drainage system. All connections are to have a trapped manhole placed at the boundary of the lot prior to entering the Shire's system. Connections are to be fitted with a non-return valve to prevent surcharging from the Shire's stormwater system.

All connections are to have a provision for an overflow which is to be located to allow stormwater to flow overland to the street without entering buildings. Connections are to only be made to manholes; no direct connections to pipes is to be permitted. Where a new manhole is required, it is to be approved by the Shire and constructed, by the proponent or by the Shire, at the proponents cost.

Where the proponent makes a connection, the proponent is required to have a road-opening permit prior to commencing work and to comply with requirements for works in road reserves. A Traffic Management Plan may be required.

Connections are to be smoothly and neatly grouted.

Maintenance of connections is the responsibility of the landowner. The Shire accepts no responsibility for any maintenance costs or damages arising through the lack of maintenance of the connection, backflow prevention, or overflow provisions. All maintenance of the silt trap is the

landowner's responsibility and the Shire is not to accept any liability for any damage or failure of the silt trap.

The Shire may require pollution control facilities to be installed to remove sediments, rubbish, and oils prior to connection to the Shire's stormwater system. Pollution control is required on connections from car parks and paved areas in commercial, industrial, light industrial, and mixed business areas. Pollution control facilities are to be selected and designed to suit the site, and are to be approved by the Shire.

Whoever installs the private drainage connection is totally responsible for checking the location of services (e.g. power, water, sewer, telephone. etc.) and for any liability if damage is done. If the builder declines to make good any lack of meeting the Shire's requirements, the Shire is to retain the bond and use Shire staff to complete the works.

The Shire is not responsible for damage done to private drainage pipes on street verges by other groups, individuals, or service authorities.

#### **Appendix 4 – Stormwater Drainage Plan**

The Stormwater Drainage Plan is to be in accordance with this Policy and is to include plans, diagrams, and information that shows:

- The proposed method of stormwater disposal and sufficient design level information to demonstrate that the proposed system drains;
- The plan of the site showing location, size, and levels of soak wells, pipes, and other drainage features;
- Any constraints such as trees, services, structures, and easements that may affect the viability of the drainage or on-site detention/retention system;
- Existing ground levels or contours;
- Proposed locations and levels of roofs, driveways, parking, and other paved or sealed areas;
- Details of any proposed connections to the Shire's drainage system, including size, level, and location;
- A table showing volume calculations, including lot area, impermeable area, and minimum soak well volume required; and
- Construction details for soak wells, other stormwater structures, and any proposed connections to the Shire's stormwater system.

The Shire may also require the following information as applicable:

- Detailed engineering drawings;
- Location, layout, and dimensions for all stormwater management structures and measures;
- All information and specifications necessary to enable the stormwater management system to be constructed in accordance with the design intent, and to enable a 'works as executed' plan to be prepared;
- Existing and proposed finished surface contours at relevant intervals (i.e. 0.1m for flat sites to 1.0m for sloping sites) and spot levels;
- Proposed and existing building locations and floor levels;
- Street levels including gutter and kerb heights and levels;
- Proposed infiltration measures (e.g. soakage trenches, swales, landscaping, permeable pavements, etc.);
- Proposed discharge points to the Shire's stormwater system and levels at these locations;
- Any surface flow paths or flood-affected areas;
- Vertical information sufficient to assess the impact of runoff from adjacent properties and demonstration that existing surface flows on adjacent properties is not altered as a result of the proposed development;
- Location, extent, depth, volume, and maximum storage level of each on-site detention storage;
- Location and details of each discharge control device;
- Orifice plate dimensions and centreline levels;
- Pit locations, dimensions, and levels (surface and invert), and pipe inverts and grades;



- Location and levels of internal drainage system;
- Levels and locations of the discharge points for each storage;
- Cross sections through storages, orifice pits and tanks as necessary;
- Structural details (including reinforcing where applicable);
- A maintenance schedule that clearly and simply sets out the routine maintenance; and/or
- Justifications that the proposed design measures won't cause adverse stormwater impacts on adjoining properties.

<b>Responsible Officer</b>	Executive Manager Development Services
<b>History</b>	Adopted 19 August 2014 (Resolution 102/14) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 3.25, Local Government Act 1995 Land Administration Act 1997
<b>Related Documentation</b>	Shire of Boddington – Local Planning Scheme No.3

# **WORKS AND SERVICES**

### Purpose

The purpose of this Policy is to outline guidelines for approving the collection of flora specimens within the Shire of Boddington (Shire).

---

### Scope

This Policy is applicable to applications from members of the public to collect flora specimens from reserves under the care, control, and management of the Shire.

---

### Definitions

Term	Meaning
<b>Policy</b>	This Shire of Boddington policy titled "Access to Council Reserves to Collect Flora Specimens".
<b>Flora</b>	<p>The Biodiversity Conservation Act 2016 provides the following definition for Flora:</p> <p>(a) a plant that -</p> <p style="padding-left: 20px;">(i) belongs to a native species and is indigenous to the State unless the plant is determined by order under section 9(4) not to be flora for the purposes of this Act; or</p> <p style="padding-left: 20px;">(ii) is determined by order under section 9(3) to be flora for the purposes of this Act; or</p> <p>(b) a native species or taxonomic grouping of native species that is determined by order under section 10(1) or (2) to be flora for the purposes of this Act</p> <p>Examples of flora may include wildflowers, palms, shrubs, trees, ferns, creepers, vines, seeds or spores.</p>

---

### Policy Statement

The Shire may provide access to collect seed and flora specimens on land vested to the Shire, where activities provide a benefit to the local area. Permission is to be given subject to the following conditions:

- Permission is only to be granted for periods of up to one year at a time;
- Proof of current public liability insurance of at least \$5 million;
- Where appropriate, a permit issued by the Department of Biodiversity, Conservation, and Attractions needs to be obtained, and the permit holder is required to comply with the Departments requirements regarding native seed collection;
- Appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
- All care be taken to avoid the disturbance of fauna habitat;
- All care be taken to avoid any disturbance that may lead to soil degradation; and
- Work Health and Safety measures, appropriate to the level of risk, should be implemented and adhered to.

---

<b>Responsible Officer</b>	Manager Works and Services
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23) Amended 24 July 2024 (Resolution 119/24)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Environmental Protection Act 1986 Biodiversity Conservation Act 2016
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to regulate the holding of the annual meeting of the Bushfire Advisory Committee and to establish a procedure for election of the Chief and Deputy Chief Bush Fire Control Officers.

### Scope

This Policy applies to Shire of Boddington Council Members and employees, as well as members of the bush fire brigades.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Fire Control Review".

### Policy Statement

A Bushfire Advisory Committee meeting is to be held annually to be attended by representatives of all brigades, the Chief Bush Fire Control Officer, and Shire representatives.

The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer are to be elected by the brigade delegates at the meeting each year and officially appointed at the next ordinary meeting of Council.

All brigades are required to hold their Annual General Meetings no later than 30 June before the Advisory Meeting takes place.

<b>Responsible Officer</b>	Manager of Works and Services
<b>History</b>	Adopted 21 November 2017 (Resolution 137/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 2.7 (c), Local Government Act 1995 Bush Fires Act 1954
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to adopt a consistent price for gravel which can be readily understood by ratepayers and employees.

### Scope

This Policy applies to Shire of Boddington (Shire) employees with the authority to purchase goods and services.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Gravel Royalty".

### Policy Statement

The Shire is to pay for royalty for gravel extracted from private landholders' pits rather than complete works in kind.

Council is to set this royalty fee as part of the budget process.

<b>Responsible Officer</b>	Manager of Works and Services
<b>History</b>	Adopted 31 August 2010 (Resolution 144/10) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Section 3.2, and 3.6, Local Government Act 1995
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to allow the undertaking of major private works where the work can be accommodated, so that Shire of Boddington (Shire) can obtain unbudgeted funds for utilisation for other programs.

### Scope

This Policy applies to the Shire of Boddington community.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Private Works".

### Policy Statement

The Shire is not to undertake any major private works if such private works delays the completion of the Shires annual works program beyond an acceptable time frame.

The Shire is not to seek to complete any minor private works that may infringe on the services available for purchase from local businesses.

The Chief Executive Officer is to have the responsibility to make the final determination on whether major private works can be accommodated by the Shire without causing unacceptable interruptions to the works program.

<b>Responsible Officer</b>	Manager of Works and Services
<b>History</b>	Adopted 19 April 2005 (Resolution 59/05) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	Private Works Request Form

### Purpose

The purpose of this Policy is to encourage land owners and residents to improve and maintain the road verges with suitable street trees.

Council seeks to work co-operatively with land owners in improving the visual amenity of the streets across the whole Shire of Boddington (Shire).

### Scope

This Policy applies to all employees and land owners within the Shire of Boddington.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Street Trees".

### Policy Statement

Council recognises the valuable contribution land owners make in maintaining street verges.

It is not intended that established and healthy trees are removed, rather that a consistent theme emerges over time for street planting.

Tall growing species are not to be approved where there are overhead power lines.

Permission to allow tree planting may be refused where there are services in the verge.

The Shire is responsible for all planting, maintenance, and removal of street trees. Private planting, removal, and pruning on road reserves requires prior approval from the Shire. Trees planted without permission may be subject to removal.

<b>Responsible Officer</b>	Manager of Works and Services
<b>History</b>	Adopted 21 November 2017 (Resolution 137/17) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Environmental Protection Act 1986
<b>Related Documentation</b>	



# **HUMAN RESOURCES/ STAFF**

### Purpose

The purpose of this Policy is to provide guidance to management, employees, contractors, and volunteers of the Shire of Boddington as to the procedures and consequences arising from the use of alcohol and other drugs in a Shire of Boddington (Shire) workplace.

### Scope

This Policy applies to all Shire of Boddington employees including contractors, consultants, and volunteers, irrespective of their position within the Shire, carrying out work for or on behalf of the Shire.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Alcohol and Other Drugs".
Shire Environment	This includes Shire of Boddington property and any official venue the Shire of Boddington may use for a Shire sponsored function or event.
Other Drugs	For the purposes of this policy, other drugs may include, but is not limited to: <ul style="list-style-type: none"> <li>• Cannabis,</li> <li>• Opiate analgesics such as heroin, pethidine or methadone,</li> <li>• Stimulants,</li> <li>• Amphetamines,</li> <li>• Cocaine,</li> <li>• Hallucinogens,</li> <li>• Designer drugs such as ecstasy,</li> <li>• Medications – prescribed or over the counter, and</li> <li>• Inhalants such as petrol glue or solvents.</li> </ul>

### Policy Statement

The Shire of Boddington is committed to providing a safe, healthy, and productive working environment for all employees. The Shire recognises that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and/or others. Employees may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

The Shire considers it improper for employees to conduct business in the Shire environment while impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, driving a Shire vehicle, on Shire property, representing the Shire, and attending events organised by the Shire.

Shire functions provide an opportunity for the Shire to host special events for promotional, public relations, or social purposes. Provision of alcohol at such events is acceptable provided that the legal blood alcohol levels are maintained. Managing the amount of alcohol consumed is the

responsibility of each individual.

Illegal drugs and substances are not permitted in the Shire environment. This includes possession, use, and distribution. Actions that are to be taken may include, but is not limited to, disciplinary action. Where appropriate, police involvement is to be sought.

Some medications prescribed by doctors or available over the counter, may affect a person's ability to work safely. Employees have the responsibility to advise their manager/supervisor of any medications they are taking which may impact on their ability to safely perform their work. This is particularly relevant in high risk areas such as operating machinery, driving a vehicle, complex decision making tasks, and work that requires the ability to react to sudden changes. It may be appropriate for the employee to provide verification of the side effects of the medication in the form of a medical certificate or similar. If an employee is unable to perform their usual work tasks safely, they are to discuss with their manager who is to assess the risk involved and either provide alternative duties or instruct the employee to take leave for the period of the medication.

### Alcohol and Drug Testing

The Shire reserves the right to conduct pre-employment, random, blanket, and suspicion alcohol and drug testing throughout the whole organisation.

A qualified Testing Service Provider is to perform those tests. The outcome may or may not affect the perception of an employee's fitness for duty on that day and may result in disciplinary action.

Suspicion testing may be carried out if the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol. If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may direct an employee to undergo drug and alcohol testing administered by a suitable person appointed by the Shire.

Where an employee is declared impaired by alcohol or other drugs following medical testing, disciplinary action may be initiated, including possible termination of employment.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 15 April 2015 (Resolution 129/05) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Work Health and Safety Act 2020, Work Health & Safety Regulations (General) 2022
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to provide guidance for the appointment of an employee as Acting Chief Executive Officer during periods of leave of the Chief Executive Officer, to ensure that the continuous and efficient execution of the Shire of Boddington (Shire) functions are maintained.

---

### Scope

This Policy is applicable to the role of the Chief Executive Officer of the Shire.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Appointment of Acting Chief Executive Officer".
Leave	Annual or personal leave for periods of up to six continuous weeks.

---

### Policy Statement

Where the Chief Executive Officer is to be absent from work for a period exceeding four weeks, Council, on advice from the Chief Executive Officer, is to determine whom it wishes to appoint to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is absent from work for a period exceeding ten consecutive working days, but not greater than four weeks, the Chief Executive Officer is authorised to appoint either the Executive Manager Corporate Services, Executive Manager Development Services, or Manager of Works and Services to the position of Acting Chief Executive Officer.

Where the Chief Executive Officer is to be absent from work for a period not exceeding ten consecutive working days, the Chief Executive Officer may elect not to appoint an Acting Chief Executive Officer, provided that the Chief Executive Officer is able to be contacted by telephone.

Where the Chief Executive Officer appoints an Acting Chief Executive Officer, or elects not to appoint one, they are to advise all Council Members in writing of the appointment and the period to which it relates as soon as is practicable.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 15 October 2019 (Resolution 95/19) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to guide Council's recruitment, annual performance appraisal, and remuneration review process for the Chief Executive Officer.

Section 5.38 of the Local Government Act 1995 requires Council to review the performance of their Chief Executive Officer (CEO) at least once each year. Conducting this review is an important function of Council as the CEO is Council's only employee, and it is through this review process that Council can also review the performance of the organisation. At the same time, it is appropriate for Council to also conduct an annual review of the CEO's remuneration package.

---

### Scope

This Policy applies to Shire of Boddington (Shire) Council Members and Chief Executive Officer.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Chief Executive Officer Employment and Performance Appraisal".
KPI	Key Performance Indicator is a quantifiable measure of performance over time for a specific objective.

---

### Policy Statement

Council is to establish a CEO Employment and Performance Appraisal Committee to have carriage and oversight of the CEO employment process and subsequent annual performance appraisals.

The Committee is to be appointed by resolution of Council for a two year term ending the date of the next ordinary local government election.

The Committee is to comprise of up to seven members, including the Shire President as Chairperson and least two other Council Members.

The primary functions of the Committee are to:

- Subject to clause 2.3 & 2.4, determine the scope of work to engage a consultant to assist with the conduct of the recruitment or review process;
- Review quotations received from consultants;
- Provide a recommendation to Council on the appointment of a suitable consultant;
- Manage the consultant appointed by Council;
- Review the results of the recruitment or performance review process and remuneration review and provide a recommendation to Council on the same;
- Discuss possible KPIs and measurements with the CEO for reporting to Council arising from the performance review process; and
- Be responsible for overseeing the performance review process and ensuring that a final review report is present to Council to conclude the process within three months of the completion of the former KPI review period, unless otherwise determined in consultation with the CEO.

Unless otherwise determined by Council, the selected consultant is to be appointed for a two year term to coincide with the membership term of the Committee.

To ensure the review process is commenced in a timely manner, Council is to make the decision to appoint a consultant by no later than one month before the CEO's 12 month anniversary date falls due.

The consultant appointed is to, as a minimum, undertake the following as part of the performance review process:

- Prepare and distribute a questionnaire to all current Council Members on the extent to which the CEO is considered to have achieved the KPIs and measurements that applied during the review period;
- Provide all current Council Members with the opportunity to provide verbal feedback on the extent to which the CEO is considered to have achieved KPIs and measurements that applied during the review period, the CEO's responsibilities during the review period, and the organisation's performance during the review period.
- Conduct a review of the CEO's remuneration package;
- Convene and attend at least one meeting between the consultant and the Committee to discuss the feedback received;
- Convene and attend at least one meeting between the consultant, the Committee, and the CEO to discuss the feedback received;
- Provide the Committee and the CEO an Annual Performance Review report incorporating the results of the review exercise;
- Conduct a review of the CEO's KPIs and recommend draft KPIs and measurements for the upcoming review period in discussion with the CEO and the Committee;
- In conjunction with the Committee, establish appropriate selection criteria, important qualities, knowledge, and skills the CEO is to possess in order to attain the most suitable candidate for the position; and
- In conjunction with the Committee establish clear terms and conditions for the CEO's employment contract.

The Shire President is to be responsible for coordinating the activities of the Committee throughout the review process and initiating the process of appointing a consultant two months prior to the completion of the KPI review period falling due.

The CEO is to, no later than six weeks following the completion of the KPI review period, provide to the consultant a written self-assessment of their own performance against the KPIs and measurements that applied during the review period.

Where the Committee proposes to amend KPIs, draft KPIs and measurements agreed to are to be submitted to Council for determination within three months of the completion of the former KPI review period.

It is incumbent upon Council Members and CEO to actively participate in the CEO Performance Review process and to provide feedback in accordance with the provisions of this Policy.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 28 May 2019 (Resolution 44/19) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995 Local Government (Administration) Regulations 2021
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to assist in retaining Shire of Boddington (Shire) childcare employees and provide industry competitive benefits to Shire employees at the Boddington Early Learning Centre.

### Scope

This Policy applies to all Shire of Boddington Childcare Centre employees who have children attending the Boddington Early Learning Centre.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Shire Childcare Staff Childcare Services Discount".

### Policy Statement

Council is to provide to employees working at the Boddington Early Learning Centre a 50% discount to the normal fees for childcare services.

Conditional upon the discount:

- Only for children for whom employees are the parent or legal guardian;
- Is only provided on those days that the employees are present and working at the centre; and
- Is only provided when the Shire is operating the Childcare facility.

<b>Responsible Officer</b>	Manager of Corporate and Community Services
<b>History</b>	Adopted 17 September 2013 (Resolution 172/13) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to provide a framework for recognising, where relevant, the contribution of employees when they voluntarily leave the employment of the Shire.

### Scope

This Policy applies to all Shire of Boddington (Shire) employees.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Employee Gratuity Payments".

### Policy Statement

The Chief Executive Officer is authorised to make a contribution towards a gift to recognise the service of employees voluntarily leaving the employment of the Shire up to the following limits:

- Between 0-2 years of service - \$50
- Between 2-5 years of service - \$100
- Between 5-10 years of service - \$150
- Between 10-20 years of service - \$200
- Over 20 years of service – \$300

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 21 April 2022 (Resolution 27/22) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government Act 1995 Section 5.50
<b>Related Documentation</b>	



### Purpose

The purpose of this Policy is to provide employees with the benefit of being able to have certainty about the Christmas and New Year holiday break period and plan for travel and Christmas arrangements in advance.

---

### Scope

This Policy applies to all Shire of Boddington (Shire) employees.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Extended Close of Business Over Christmas".

---

### Policy Statement

Council allows the Chief Executive Officer to set the extended close of business period for all employees over the Christmas and New Year break annually.

---

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 2 September 2008 (Resolution 219/08) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to increase the attractiveness of the Shire of Boddington (Shire) as an employer by improving the overall conditions of employment, and to encourage employees to contribute to their own superannuation funds.

---

### Scope

This Policy applies to employees of the Shire of Boddington.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Superannuation Extra Payment".

---

### Policy Statement

The Shire of Boddington encourages their employees to contribute towards their superannuation funds by matching the payment up to 6%.

If an employee does not wish to contribute to their superannuation, then no extra payment is to be made. If an employee wishes to contribute over 6%, then the maximum the Shire is to contribute is 6%.

---

<b>Responsible Officer</b>	Executive Manager of Corporate Services
<b>History</b>	Adopted 19 April 2005 (Resolution 59/05) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	
<b>Related Documentation</b>	

### Purpose

The purpose of this Policy is to establish guidelines for use of Shire of Boddington (Shire) IT facilities so as to ensure they are used in an appropriate manner.

---

### Scope

This Policy applies to all Shire of Boddington employees and others to whom access to IT facilities has been provided.

---

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Use of Shire Information Technology (IT) Facilities for Employees".

---

### Policy Statement

This Policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire.

#### General Use

- The Shire reserves the right to, without notice, modify, upgrade, withdraw, or otherwise alter any facilities provided.
- The Shire has ownership of all files and email messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.
- Users should respect the resource limitations of the IT facilities provided. Resources are not infinite.
- Any facilities provided are for the business purposes of the Shire. The Shire is not responsible for meeting any costs resulting from either misuse of facilities or the use of facilities for non-business related purposes.
- The Shire supports only those facilities which it provides for business purposes. Hardware, software, operating systems, and networking protocols not in use at, or provided and approved by, the Shire of Boddington IT Department, are not supported.

#### Storage

- All corporate information including correspondence, minutes of meetings, memos, file notes, reports etc. are to be stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.

- Emails and faxes sent and received and of a corporate nature are to be captured and stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.
- Corporate documents are not to be stored on desktop computers or on portable media. There are appropriate methods for storing draft and working documents within the Records Keeping System. Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each employee to understand what should be stored in the Records Keeping System and this information can be obtained from the Records Department.
- Only the network drives and corporate systems are backed up. Local drives are not backed up and users are responsible for any loss of data stored on local drives or on portable media.
- Duplication of data is to be avoided.

#### Installing Unauthorised Software or Files

- Users are not to purchase, install, copy, or use any software without prior written consultation with the IT Department.
- The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used or stored on Shire of Boddington systems.
- The installation and use of third party 'screen savers' is not permitted.

#### Access to Computer Facilities

- Users are to use only those facilities which they have been properly authorised to use by the relevant manager. Authorisation is to be provided to IT services in writing before access is provided and/or modified.
- Users are not to use any of the facilities provided by the Shire in such a way as to reflect negatively upon the Shire, either in part or as a whole.
- Users are not to use any of the facilities provided by the Shire in such a way as to achieve personal gain or to earn income external to their employment at the Shire.
- The playing of games on Shire computers is not permitted.
- Where the use of any IT facility is governed by a password, the password is not to be inappropriately divulged to any other person.
- Users are to take every reasonable precaution to ensure that their passwords, accounts, software, and data are adequately protected. It is recommended that no passwords are written down and kept at or near a user's desk.
- Any computer account or facility allocated to a user is for their exclusive use. The user is not to allow another person to use it without appropriate authorisation from management or IT services.
- Users are to comply with any directive (verbal, written, or electronic) from IT services relating to access to IT facilities.
- Users are to treat IT facilities and telephones with respect. Any wilful damage sustained to equipment is to result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or

replacement being sought from the user of the equipment.

- Food and beverages are not to be consumed in close proximity to IT equipment.
- Users are to be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, online time should be kept to a minimum. The Shire is not to be responsible for any excessive costs incurred. Next G devices are available for senior staff who have to travel and need internet access.
- Remote access to the Shire IT facilities is provided on a needs bases. Those seeking such access require approval in writing from their manager. Users with remote access are to take extra care in relation to security issues and report any breaches, or perceived breaches, of security immediately to IT services, and are to use passwords with at least eight characters containing a mixture of upper and lower case alpha characters and numbers.
- IT services reserve the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned, notification of the anticipated down time is to be communicated if possible. If an employee has a particular need for after-hours access to IT facilities, they are to liaise with IT services in advance to arrange access options.

### Security

- Regardless of the prevailing security, or lack of security, users are not to access any data or software except data or software that belongs to the user or has been provided for their use, or is stored on a shared medium for which they have been granted access.
- Users are not to attempt to rename, delete, or modify data of another user without prior authorisation from IT services, except for data or files stored on a shared network facility or transferred in/out via a shared network facility, or unless under direction of their supervisor.
- Anti-virus software protection is provided at both server and desktop level. If a user suspects their machine has become infected with a virus or similar, they are to report the issue to IT services immediately.
- Users are encouraged to log out of their workstations when they are not in use. An auto-locking policy is in place that locks computer if not used for more than thirty minutes.
- Users are to correctly shut their computer systems down before finishing work each day, unless otherwise requested by IT.
- Users are to report to IT services, without delay, any breaches, either real or perceived, of security.

### Voicemail

- Voicemail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible, telephones should be diverted to another officer.
- The system is to be used for its intended purpose and is not to be used as a means of avoiding answering telephone calls.
- The legitimate use of voicemail is for cases where employees are out of their offices for short periods where phone calls would go unanswered. Voicemail should not be used to take calls when employees are on leave.

- Users are to work with each other to minimise the reliance on voicemail as much as possible. This is to ensure that a high level of customer service is maintained.

### IT Support

- The Shire outsources the management of its IT systems to Wallis Computer Solutions. Part of this partnership involved the Shire establishing a Helpdesk system to enable users to request IT support. Employees should use this system to report problems or requests to the Shire's Senior Finance Officer. This system allows IT to attend to service calls in a fair sequence and by level of priority.
- Users are to understand that they are not to contact Wallis Computer Solutions directly. If the matter is a priority, the user should inform the Manager of Corporate and Community Services who is to contact Wallis Computer Solutions to ask for urgent support.

### Internet and Email

- The provision of internet browsing facilities to a user is to be authorised in writing by the relevant manager.
- Email users are to check their email frequently, delete any unnecessary messages promptly and manage their email files wisely. Limits are set on mailbox sizes, therefore users are to make sure emails are registered into the Records Keeping System.
- When commencing leave, employees are to utilise the ability of the email software to forward incoming mail to the person who is acting in the position during their absence.
- Outlook Calendars are regarded as a management tool and are to be made available for other employees to review. Personal appointments can be marked 'private' so reviewers are not able to see the details of the content.
- Subject to the balance of this Policy, employees may use the internet access provided to them for:
  - Work related purposes;
  - Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Boddington email address in the From or Reply header, a disclaimer is to accompany the email to the effect that the view of the sender may not represent those of the Shire of Boddington;
  - Accessing the World Wide Web, including social networking websites, for limited personal purposes during an employee's normal lunch breaks;
  - Utilising any other internet service or protocol for personal purposes after obtaining permission in writing to do so from the Shire's IT Department;
  - Email messages of a corporate nature that leave the Shire of Boddington destined for an external organisation are public records and are to be captured in the Records Keeping System. Any corporate email messages received are also to be captured in this manner; and
  - Use is conditional upon the personal use being moderate in time, not incurring costs for the Shire, and not interfering with the employment duties of the employee or their colleagues.
- Except in the course of an employee's duties or with the express permission of management, the internet access provided is not to be used for:
  - Personal commercial purposes or emails to advertise items;
  - Sending unsolicited bulk email such as advertising or announcement that are not related to Shire business;
  - Sending email that is inappropriate e.g. containing pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues, or knowingly sending or forwarding virus-infected emails;

- Dissemination of confidential information of the Shire of Boddington;
- Any illegal purpose;
- Knowingly causing interference with or disruption to any network, information service, equipment, or any user thereof;
- Dissemination of personal contact information of employees without their consent;
- Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person;
- Knowingly downloading or requesting software or media files or data streams that are not related to Shire business:
- Sending emails that have documents attached, to multiple users within the Shire. Documents of corporate value should be registered in the Records Keeping System, and can be referred to in emails. If a document is not of corporate value, it can be stored on the shared drive and referred to in an email;
- The use of real-time messaging services such as ICQ, MSN, or Yahoo;
- Websites including but not limited to those of the following nature:
  - Games,
  - Personal shopping/auctions,
  - Entertainment,
  - Adult entertainment,
  - Pornography,
  - Personal internet email,
  - Chat rooms/channels, and
  - Social networking sites for personal purposes.

#### Example Disclaimer to be used

This email message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient, please delete this email and notify the sender promptly. The view of this sender may not represent those of the Shire of Boddington. The Shire uses virus-scanning software but exclude all liability for viruses or similar defects in any attachment.

#### Unacceptable Use and Consequences

The Shire keeps, and may monitor, logs of internet usage which may reveal information such as which internet servers have been accessed and the email addresses of those they have communicated with. The Shire does not engage in real-time surveillance of internet usage and does not monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and is not to disclose any of the logged, or otherwise collected, information to a third part except under compulsion of law.

Responsibility for use of the internet that does not comply with the Policy lies with the employee so using it. The employee is to indemnify the Shire for any direct loss, and reasonably foreseeable consequential loss, suffered by the Shire by reason of the breach of this Policy.

The Shire is to review any alleged breach of this Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee is to be given an opportunity to be heard in relation to the alleged breach, and if it is admitted or clearly established to the satisfaction of the Shire, the breach may be treated as grounds for dismissal.

Council reserves the right to refer an employee's use of Shire IT facilities to an appropriate law enforcement agency for alleged illegal use.

All alleged breach is to be dealt with as follows:

1. The employee is to be informed of the alleged breach and given an opportunity to respond

to the allegation. If it is not satisfactorily explained, the employee is to be asked to desist from or, where applicable, remedy the breach.

2. If the breach is not desisted from or remedied, the Shire may withdraw the employee's access to the internet or provide a first warning, to which the employee is to have an opportunity to respond.
3. If the infringing conduct continues, the employee may be given a second and a third warning. To each of which they shall have an opportunity to respond.
4. If a breach is committed after a third warning, the employee may be dismissed.

---

<b>Responsible Officer</b>	Manager of Corporate and Community Services
<b>History</b>	Adopted 15 December 2015 (Resolution 129/15) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	State Records Act 2000
<b>Related Documentation</b>	



### Purpose

The purpose of this Policy is to demonstrate the commitment of the Shire of Boddington (Shire) to providing and maintaining a safe and healthy environment at all Shire.

### Scope

This Policy applies to all Shire employees at all Shire workplaces.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Work Health and Safety".
Workplace	A workplace as defined within the 'Work Health & Safety Act 2020'.

### Policy Statement

The Shire of Boddington regards the provision of a safe and healthy work environment as fundamental to all organisational activities, and essential to maintaining high standards of organisation stability, performance, and governance.

Council allocates resources to achieve the health and safety objectives of the Shire.

The Chief Executive Officer is responsible for:

- Developing and maintaining an organisational culture with a high level of safety and health awareness through a continuous improvement process of consultation, communication, information provision, training, and accountability; and
- Ensuring the development, implementation, and maintenance of a Work Health and Safety Management System.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 29 April 2015 (Resolution 59/15) Amended 21 April 2022 (Resolution 35/22) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Work Health and Safety Act 2020 Work Health & Safety Regulations (General) 2022
<b>Related Documentation</b>	