

SHIRE OF MORAWA

POLICY MANUAL



Updated 14 May 2018



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CODE OF CONDUCT FOR ELECTED MEMBERS & STAFF

1. Conflict and Disclosure of Interest

Conflict of Interest

1. Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
2. Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
3. Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
4. Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
5. Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognized that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

Members and staff will adopt the principles of disclosure of interest as contained within the *Local Government Act 1995*.

Disclosure of Interest

- (a) Members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

2. Personal Benefit

Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are consistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organization.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed

by separate contract.

Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Gifts or Bribery

- (a) Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.
- (b) If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register.

3. Conduct of Members and Staff

Personal Behaviour

- (a) Members and staff will;
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interest of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.

- (b) Members will represent and promote the interests of the Local Government while recognizing their special duty to their own constituents.

Honesty and Integrity

- a) Members and staff will:
 - (i) observe the highest standards of honesty and integrity; and avoid conduct which may suggest any departure from the standards;
 - (ii) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an staff member to the Chief Executive Officer;
 - (iii) be frank and honest in their official dealing with each other.

Performance of Duties

- (i) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (ii) Members will at all time exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

- (a) Members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Corporate Obligations

- (a) Standard of Dress
Staff are expected to comply with neat and responsible dress standards at all times.
Management reserves the right to raise the issue of dress with individual staff.
- (b) Communication and Public Relations
All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (i) As a representative of the community members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if members and staff have mutual respect and co-operation with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position members need to:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that cast aspersions on their professional competence and credibility.

Appointment to Committees

As part of their representative role members are often asked to represent the Council on external organisations. It is important that members;

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. Dealing with Council Property

4.1 Use of Local Government Resources Members and staff will:

- (i) be scrupulously honest in their use of Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use Local Government resources entrusted to them effectively and economically in the course of their duties and;
- (iii) not use Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorized to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

4.3 Access to Information

- (i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- (ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.

Acknowledgement

I _____ acknowledge that I have received read the Code of Conduct for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as a Officer/Councillor for the Shire of Morawa.

Signature

Witness Signature

Date

Date

Adopted 16/04/1003
Amended 19/12/2016



ADMINISTRATION

1.1 POLICY MANUAL

The Chief Executive Officer shall maintain a Policy Manual as an up to date recording of the various policies of the Council.

Policies shall relate to matters of an on-going nature. Policy decisions on single issues are not to be recorded in the manual.

Objective

- to provide elected members with a formal written record of all policy decisions;
- to provide the staff with guidelines to follow in accordance with Council decisions;
- to enable the staff to act promptly in accordance with Council requirements, but without continual reference to Council;
- to enable elected members to adequately handle enquiries from electors without unnecessary referrals to the staff or the Council;
- 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;
- to enable electors to obtain immediate advice on matters of Council policy. Council is to carry out a review of the policies each year.

Policy

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all elected members.

Changes to the Policy Manual shall be made only on:

- A notice of motion.
- An agenda item clearly setting out details of the amended policy.
- By Absolute Majority Vote.

Adopted 16/04/2003
Reviewed 19/12/2016

1.2 USE OF COUNCIL CHAMBERS

The use of the Council Chambers other than for official Council activities will be at the discretion of the Shire President or Chief Executive Officer.

Adopted 21/05/1998
Reviewed 19/12/2016

1.3 COUNCIL PHOTOGRAPHS

A formal group photograph of all elected members will be taken after the election of each new Council.

Adopted 16/03/2000
Amended 16/04/2003
Reviewed 19/12/2016

1.4 Council Meetings

Objective

To set dates and times for ordinary meetings of Council.

Policy Statement

Ordinary Council meetings are to be held on the third Thursday of each month at 5.30pm. No meeting will be held in January.

Meeting dates are to be set annually by Council prior to the end of the calendar year for the subsequent year.

Scope

This policy applies to the setting of dates for ordinary meetings of the Shire of Morawa Council.

Legislative and Strategic Context

Update relevant text. Delete rows that are not applicable.

Act:	<i>Local Government Act 1995 Section 5.4</i>
Regulations:	<i>Local Government (Administration) Regulations 1996 Section 12</i>
State	N/A
Policy/Guideline/Standard:	
Link to Strategic Community Plan:	4.5.1 Adhere to the Local Government Act 1995

Associated Documents

Update relevant text. Delete rows that are not applicable.

Policy:	N/A
Delegation:	Delegation to the CEO
Authorisation/Appointment:	
Other Guidelines:	Shire of Morawa Meeting Procedures Local Law 2012

Version Control

Revision Date

This policy is to be reviewed as required.

Responsible Officer

Executive Manager Development and Administration

Revision History

Version	Author	Version Description	Date Completed
1.0		Adopted	16/10/1997
		Amended	20/12/2007
3.0	EMDA	Council adoption reference: 7.2.3.2 OCM: 16 November 2017 Resolution: 1711006	16/11/2017

1.5 CONFERENCE AND TRAINING EXPENSES

WALGA Annual Conference expenses will be met by the Shire of Morawa and is limited to registration fees, accommodation, breakfast and evening meals including those of partners. The cost of partners programs is excluded.

The Shire President, Chief Executive Officer and a maximum of three elected members may attend annually. Attendance by elected members is to be rotated.

Other conference and training expenses by elected members and/or staff are to be within normal approved budget allocation, and limited to registration, accommodation and meals for authorised attendees and their partners.

Adopted 20/05/1999
Amended 16/04/2003
Reviewed 19/12/2016

1.6 CONFERENCE STUDY TOURS

State and Professional Conferences

- (i) Senior Management Team members are encouraged to attend the annual State conference relating to their profession.
- (ii) Senior Management Team members are encouraged to attend biennially, the Federal conference relating to their profession. (Note: where the officer's professional organisation does not convene a State conference the senior team member is encouraged to attend the organisation's Federal conference, annually).
- (iii) Funds for attendance at State and Federal professional conferences shall be provided in each annual budget under the provision for staff member training.
- (iv) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal professional conferences in accordance with the following guidelines:
 - Budget authority and funding arrangements are to be considered.
 - The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Shire of Morawa.
 - The staff member is to provide a report on the issues, outcomes, etc. of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - Senior Management Team members will not be precluded from attending a Federal Conference only because the conference happens to be held overseas.
- (v) If it is considered beneficial for the President and/or elected members to accompany Senior Management Team members to any State or Federal conference, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

Other Conferences

Provision is to be made in each year's budget of an appropriate sum to cover Shire representation (President, elected members and staff) at other conferences (i.e. in addition to State & Federal professional conferences)

- (i) The Chief Executive Officer may approve or decline staff attendance at other conferences.
- (ii) If it is considered beneficial for the President and/or elected members/s to accompany staff to any other conferences, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

Annual Study Tours

- (i) Details of study tours are to be arranged in advance so that suitable provision can be made in the annual budget. When no details of study tours have been arranged or arrangements are incomplete, an appropriate amount shall be included in the annual budget to cover the cost of an annual study tour.

- (i) The Chief Executive Officer in consultation with Council may approve attendance at study tours in compliance with the following guidelines:
- The maximum attendance at any study tour is to be two elected members and two staff;
 - Attendance at a study tour shall only take place where there are appropriate funds provided for in the annual budget;
 - A detailed report including recommendations on each study tour shall be submitted to Council.
 - Budget authority and funding arrangements shall be considered.

Adopted 16/04/2003
Reviewed 19/12/2016

1.7 NOMINATION OF SENIOR STAFF MEMBERS

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the following staff members to be “senior staff members”:

- Chief Executive Officer
- Executive Manager Development & Administration
- Executive Manager Corporate & Community Services
- Principal Works Supervisor

Adopted 21/08/1996
Amended 12/02/2011
Reviewed/Amended 22/07/2015
Reviewed /Amended 19/12/2016

1.8 Elected Member Correspondence

Objective

To provide a clear protocol on the management of Elected Member correspondence.

Policy Statement

Some records created and received by elected members have continuing value to the Shire of Morawa. This includes correspondence (or mail) received and sent by Elected Members. These records must be managed in accordance with the relevant legislation, the Shire's Record Keeping Plan and as per the following protocol:

Shire Office

Correspondence that is addressed or marked to Elected Members at the Shire Office will be managed as follows:

Private and Confidential: The correspondence will not be opened. The elected member will be advised that the Shire has received such correspondence and that it can be retrieved from the office at the elected member's convenience. If the correspondence is of continuing value, the elected member is required to submit this record to the Shire Office for inclusion in the Shire's record keeping system. This can be either in person, or electronically at ea@morawa.wa.gov.au

Personal/Directly Named: As per Private and Confidential.

Directly Named and CEO: Sometimes, correspondence is addressed jointly to the Shire President (or other elected member) and the CEO. The correspondence will be opened, recorded and issued electronically to the elected member concerned.

Note: Under the Electronic Transactions Act 2011, a document can only be issued to the receiver once they have given their permission for this type of transaction to occur.

Private Address

Correspondence addressed to Elected Members at their private address/post box/email inbox that is a local government record and is of continuing value, should be forwarded to the Shire Office for incorporation into the Shire's record keeping system. This includes any response that the Elected Member may have made.

Scope

This policy applies to correspondence that is received, or sent by the Elected Members.

Definitions

Any definitions listed in the following table apply to this document:

Continuing Value	Is a record that is created or received that contains information that is of: <ul style="list-style-type: none"> • Administrative value to the Shire; • Legal value to the Shire; • Fiscal value to the Shire; • Evidential value to the Shire; • Historical value to the Shire.
Correspondence	Includes documents in any format e.g. by post, fax, email, courier, hand delivered.
Local Government Record	Means a record created or received by, or for a local government organisation, or elected member, or employee of that organisation, or contractor in the course of work for that local government.

Legislative and Strategic Context

Act: *Local Government Act 1995*
S5.41(h) – The CEO is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law.
s6.5(a) – The CEO has a duty to ensure there are kept proper accounts and records of the transactions and affairs of the local government.

State Records Act 2000
Electronic Transactions Act 2011

State Policy/Guideline/Standard: Information Sheet (attached) Local Government Elected Members’ Records. “...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.” This policy applies regardless of a record’s format or where it was received.

Link to Strategic Community Plan: Outcome 4.5 – Be Compliant With Relevant Legislation

Associated Documents

Policy: 3.7 Purchasing Policy
 Other Guidelines: Shire’s Record Keeping Plan

Version Control

Revision Date

This policy is to be reviewed every two (2) years.

Responsible Officer

Executive Assistant

Revision History

Version	Author	Version Description	Date Completed
1.0	CEO	Council adoption reference: OCM: 19 October 2017 Resolution: 1710003	19/10/17

Attachment

State Records Office of Western Australia Local Government Elected Members' Records:
Which records to capture?

2. BUILDINGS

2.1 SHIRE HOUSING – INTERIOR COLOUR SCHEME

The interior colour scheme including walls, skirting boards, architraves, doors and frames for all Shire housing is to be of neutral colours at the Chief Executive Officer’s discretion.

Adopted 22/12/2005
Reviewed 19/12/2016

2.2 HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS

Property owners of buildings along Solomon and Winfield Streets are encouraged to keep the presentation of their shop frontages. The Shire of Morawa’s preference is to retain heritage colours (Morawa Town Planning Scheme Report part 10 and Morawa Town-site Policy No.4 and 5) throughout the main streets, being Winfield and Solomon Streets.

The Shire will reimburse 100% cost of the paint (not painting costs) should property owners paint their shop frontages in the heritage colour scheme.

Adopted 22/12/2005
Amended 20/7/2006
Reviewed 19/12/2016

3. FINANCE

3.1 BUDGET MEETING

The draft is to be submitted to Council during May or June of each year in view of obtaining approvals for the adoption as early as possible as permitted by the *Local Government Act 1995* or as amended. All fees, charges and rentals shall be reviewed in the budget process annually.

Adopted 21/08/1996
 Amended 20/12/2007
 Reviewed 19/12/2016

3.2 SUPERANNUATION

Superannuation is based on the compulsory Commonwealth Government legislation. If a staff member contributes an additional 5%, the Shire will match that 5% with an additional 5%.

Shire of Morawa	Staff Member
Legislated amount	0%
5%	5%

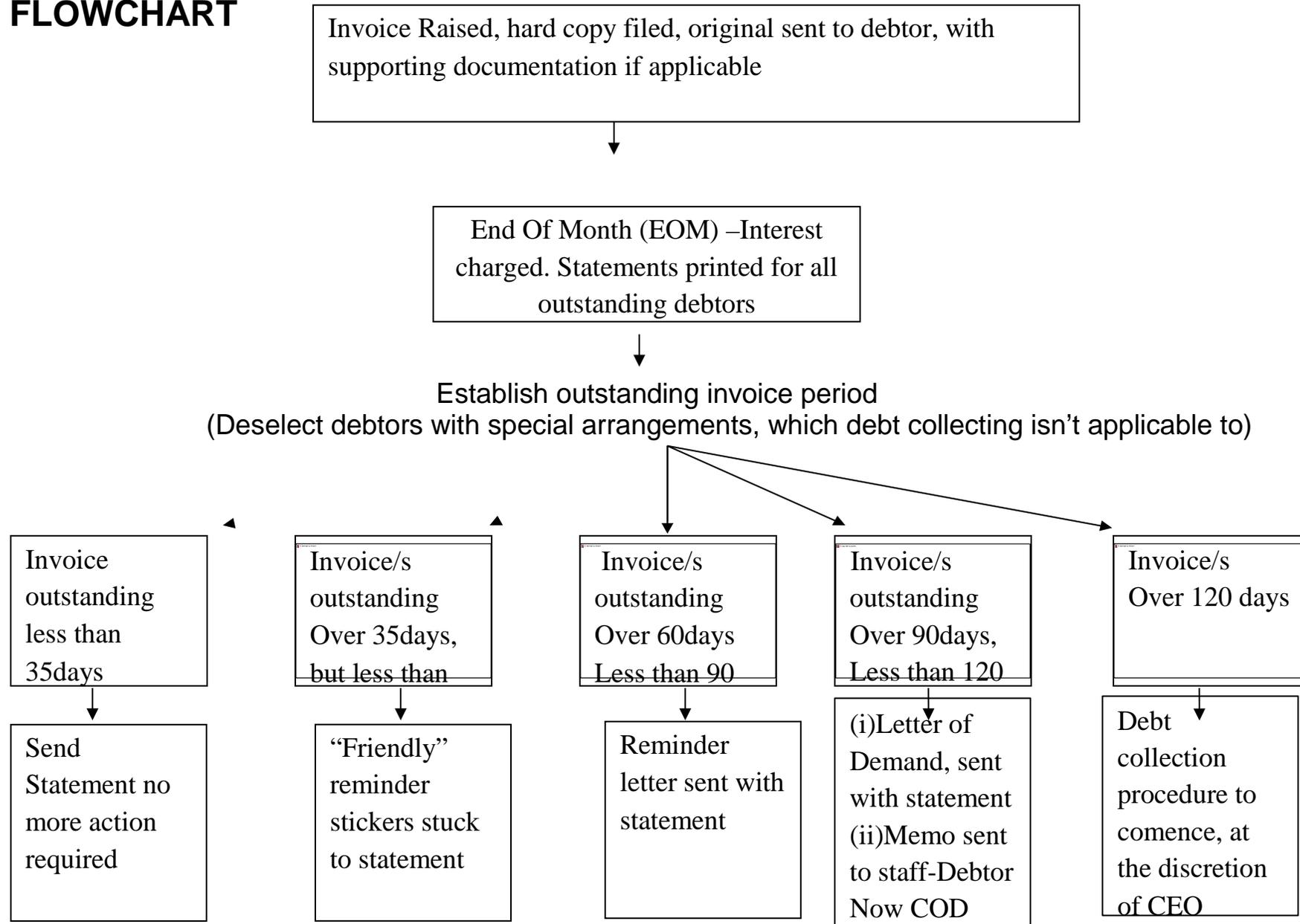
Adopted 16/07/1998
 Amended 22/12/2005
 Reviewed 19/12/2016

3.3 SUNDRY DEBT COLLECTION

Objective

To provide effective debt collection which encourages debtors to pay their accounts and to limit the Shire of Morawa’s outstanding debtors and the requirement to write-off bad debts.

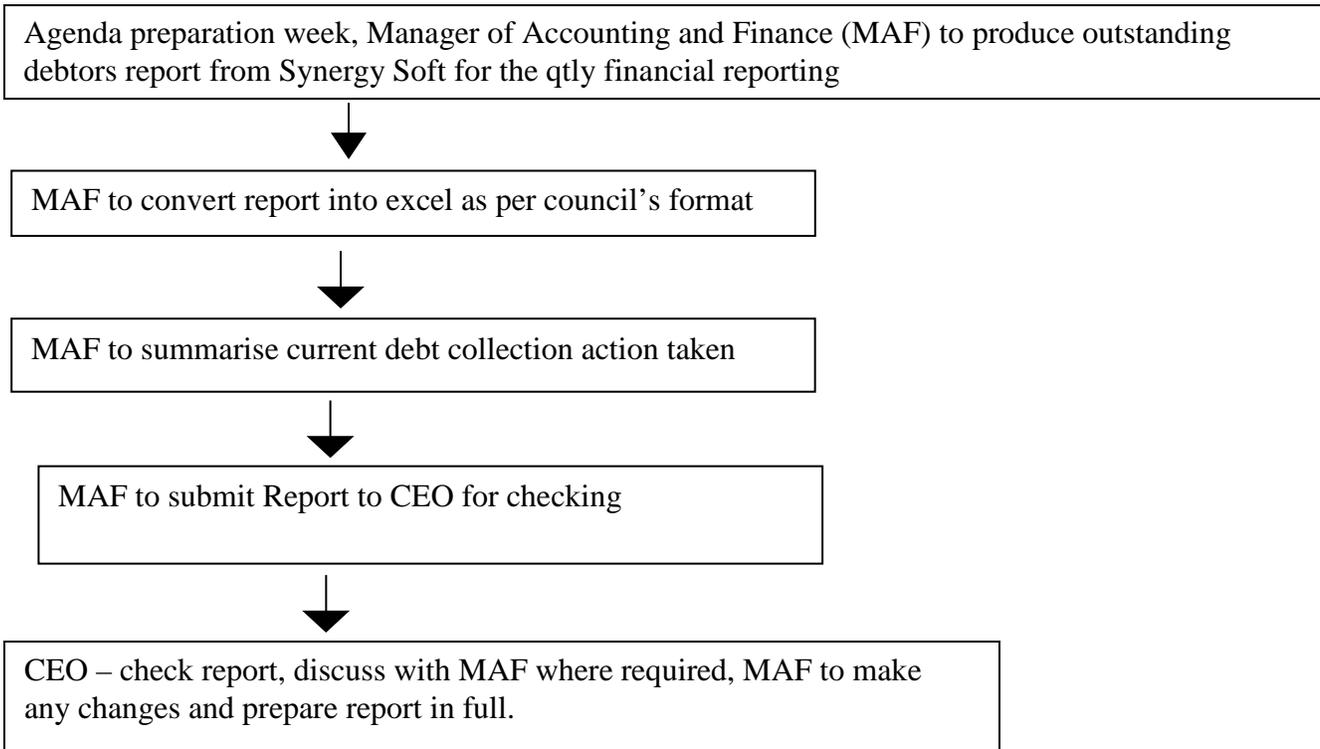
FLOWCHART



Amounts less than \$100.00 can be written off on the approval from the Chief Executive Officer

Outstanding debts above the threshold can only be written off on application and approval of Council.

Reporting Outstanding Debtors to Council FLOWCHART



Adopted 16/12/2004
Reviewed 19/12/2016

3.4 FINANCIAL HARDSHIP FOR WATER SERVICES

This Financial Hardship Policy outlines how the Shire of Morawa will assist a residential customer who cannot pay a rate notice because of financial hardship.

Our policy applies only to the **water services portion and the rateable sections** of your rate notice. Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

If you are also having difficulty paying other charges on your rate notice or if you are a commercial customer, we encourage you to still talk to us.

We are committed to working with you to find an appropriate payment solution that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

What is financial hardship?

You will be considered to be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs¹ – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- loss of your or a family member's primary income;
- spousal separation or divorce;
- loss of a spouse or loved-one;
- physical or mental health issues;
- a chronically ill child;
- budget management issues associated with a low income; and
- other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

Identifying customers in financial hardship

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask your financial counsellor to contact us on your behalf.

We will assess within three business days whether we consider you to be in financial hardship. If we cannot make our assessment within three business days, we will refer you to a financial counsellor for assessment.

¹ Clause 19 of the Water Services Code of Conduct (Customer Service Standards) 2013 defines financial hardship as "being in an ongoing state of financial disadvantage in which the customer's ability to meet the basic living needs of the customer or a dependent of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer's dwelling".

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history. As soon as we have made our assessment, we will advise you of the outcome.

Payment Plans

If we determine that you are in financial hardship, we will offer you more time to pay the water services portion of your rate notice or a payment plan for this portion. We will not charge you any fees or interest as part of your extension or payment plan.

We will involve you and, if applicable, your financial counsellor in setting a payment plan. When setting the conditions of the plan, we will consider your capacity to pay and, if relevant, your usage needs.

If appropriate, we will review and revise your extension or payment plan.

We do not have to offer you a payment plan if you have had two payment plans cancelled because of non-payment.

If you are a tenant, we must make sure that the land owner is aware of us giving you an extension or entering into a payment plan with you before we do so. We can agree that you notify the land owner of the proposed extension or payment plan (and provide us with evidence that you have done so), or you can give us permission to notify the land owner.

Debt Reduction and Collection

If you are in financial hardship, we will consider reducing the amount you owe us. We will also not commence or continue proceedings to recover your debt:

- while we are assessing whether or not you are in financial hardship; or
- if you are complying with your payment plan or another payment arrangement you have with us.

If you do not comply with your payment plan or other payment arrangement, we may commence debt recovery proceedings. When collecting your debt, we will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

We may outsource your debt to a debt collection agency. Please be advised that additional fees may apply in this case. We will ensure that any debt collection agency we engage will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

Useful Information

- **Redirection of rate notice:** We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill.
- **Payment options:** You may pay your rate notice by direct debit, Centrepay, internet,

telephone or post. Paying by direct debit or Centrepay may help you manage your bills more easily as your bills will be paid through regular deductions. For more information on your payment options, please contact us / refer to your rate and valuation notice.

- **Concessions and other financial relief and assistance:** You may be eligible for the concession(s) and/or financial relief for the water services portion of your rate notice. To receive a concession you must:

(a) hold an appropriate Pensioner or Seniors Cards as detailed below:

Seniors Cards (SC)

Owner is entitled to receive up to 25% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is not available.

Seniors Cards (SC) and a Commonwealth Seniors Health Card (CSHC)

Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

Pensioner Concession Card (PCC) or State Concession Card (SCC)

Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

(a) As at 1st July of the current financial year:

- be the owner or co-owner of the property or have a right to reside at the property under the terms of a will (documentation required).
- reside at the property under the terms of a will (documentation required).
- occupy the property as your 'ordinary place of residence'.

(b) have registered with the Shire or Water Corporation.

A pro-rata rebate may be available from the date of registration to Pensioners and Seniors who become eligible after July 1 of the rating year. This section of the policy will be updated if changes occur and clients notified.

Financial Counselling

We will advise you of any financial counselling services or other organisations that may be available to you.

Financial counsellors offer free, independent information to help you take control of your

financial situation.

The Financial Counsellors' Association of WA (FCAWA) can refer you to a financial counsellor in your area. Alternatively, you can call the FCAWA's Financial Counselling Helpline. The Helpline provides a free confidential service for all Western Australians with financial problems and queries.

The FCAWA's contact details are: Financial Counsellors' Association of WA

Phone: (08) 9325 1617

Helpline: 1800 007 007

Email: afm@financialcounsellors.org

Website: www.financialcounsellors.org

Fees and charges

We may charge you penalty interest which is calculated on a simple interest basis, set by Council at a rate displayed on the front of the rate notice each year (currently 5.5%) on all unpaid rates. Penalty interest will accrue on any rates and service charges that:

- Are carried forward from previous rating periods.
- Remain unpaid after they become due and payable.

A list of all our fees and charges may be found at www.morawa.wa.gov.au

Complaints handling

If you have a complaint, please contact us first. Our contact details are included in section 10 below.

If you are not satisfied with the way we handle your complaint, you may refer your complaint to the Energy & Water Ombudsman. The Energy & Water Ombudsman will investigate your complaint and may mediate the dispute between you and us.

The Energy & Water Ombudsman's contact details are:

Company Name : Energy and Water Ombudsman Western Australia
In person: 2nd Floor, Albert Facey House 469 Wellington Street
Perth WA 6000
Postal Address: PO Box Z5386 St Georges Terrace Perth WA 6831
Phone: (08) 9220 7588

Freecall: 1800 754 004*
* *Calls made from mobile phones will be charged at the applicable rate.*

TIS: Translating and Interpreting Service 131 450
TTY: National Relay Service 1800 555 727
E-mail: energyandwater@ombudsman.wa.gov.au
Fax: (08) 9220 7599
Freefax: 1800 611 279

Approval and Review

Our policy was approved by the Economic Regulation Authority of WA.

We will review our policy at least every five years to ensure it remains up-to-date and relevant.

Our Contact Details

Shire of Morawa

Address: 66 Winfield Street Morawa WA 6623
Postal Address: PO Box 14 Morawa WA 6623
Telephone: (08) 9971 1204
Email: admin@morawa.wa.gov.au
Fax: (08) 9971 1284

We are open Monday to Friday. Office hours: 8.30 am – 4.30 pm

Adopted 20/02/2014
Reviewed 19/12/2016
Reviewed 23/08/2018

3.5 PROJECT MANAGEMENT

Objective

The objective of this Policy is to enable the Shire of Morawa to develop and sustain an appropriate level of project management capability, for Council to undertake and conclude projects over a specified time frame, to achieve a pre-determined goal or set of outcomes within a specified cost parameter and meet the requirements of the *Local Government Act 1995*.

Policy

A project can be broadly defined as a series of tasks over a specified timeframe to achieve a pre-determined goal or set of outcomes within a specified cost parameter. There is a critical need for local government to be flexible, efficient and competitive in the delivery of projects for its constituents, to pre-determined outcomes, within cost and time limitations.

To achieve best practice, the following aspects are to be undertaken, documented and authorised by the Chief Executive Officer:

- Allocation of a single responsible Project Manager
- Appropriate project concept formulation and approvals;
- Relevance of the project to Council's Community Strategic Plan;
- Identification of any risks or opportunities for improvement that may arise during or as a consequence of the project;
- Accurate cost estimation and budget provision for the project;
- Stipulated monitoring and reporting milestones;
- Completion of a written Project Plan including risk, communication, procurement and cost allocations sub plans;
- Appropriate project control mechanisms to be in place as per the Shire's Project Management Procedure;
- Relevant Project Procedure to be audited periodically.

Project management principles utilising the methods and techniques as set out in the above documentation are to be followed. The Council's designated responsible officer for the project is accountable for adherence to this policy and relevant procedures.

Definitions

Community Strategic Plan	Council's corporate publication outlining the long term priorities for the community.
Council	Shire of Morawa.
Project Manager	The person responsible for the day to day management of the project objectives, tasks, progress and project team.

Risk Management

Risk Management is an important obligation Council takes very seriously and proactively manages especially in regard to its projects delivery. In the formulation and delivery of projects, the Shire of Morawa is very aware that there are risks to be assessed and systematically managed, to which elected members, staff members, community and interested parties may be exposed.

The Shire has a Risk Management Policy, Framework and system to be applied. In the

concept formation, approval, planning, delivery, cost, quality and assurance control, monitoring and evaluation of projects, all elected members, managers, project managers, contractors, staff members and interested parties are encouraged to consider and assess applicable perceived risks and, if necessary, communicate them to the Chief Executive Officer or Project Manager prior to the commencement of the project or relevant project phase or activity.

Policy Administration

Responsible Officer	Chief Executive Office
Council Reference	Ordinary - Item
Policy Review Date	Annually as required by regulation
File Number	
Relevant Legislation	<input type="checkbox"/> Local Government Act 1995
Related Polices/Procedures/Protocols	<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Project Management Procedure

Adopted 16/10/2014
Reviewed 19/12/2016

3.6 RISK MANAGEMENT

Objective

The Shire of Morawa Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every staff member within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives:

Note 1: An effect is a deviation from the expected – positive or negative. An effect is a deviation from the expected – positive or negative.

Note 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).

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.

Risk Management Objectives:

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however

these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The Chief Executive Officer is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire’s Management Team and its staff. It will be formally reviewed two years.

Adopted 16/10/2014
Reviewed 19/12/2016
Adopted 19/12/2016

3.7 PURCHASING POLICY

1. POLICY

The Shire of Morawa is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy and the WALGA Procurement Handbook (as updated).

2. OBJECTIVES

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Shire.
- To ensure compliance with the *Local Government Act 1995* (“the Act”) and the *Local Government Act (Functions and General) Regulations 1996* (“the Regulations”).
- To ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.
- To undertake purchasing processes that ensures value for money for the Shire by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.

- To ensure efficient and consistent purchasing processes are implemented and maintained across the organization

3. ETHICS & INTEGRITY

3.1 Code of Conduct

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

3.2 Purchasing Principles

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

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
- Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

4.1 Policy

Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

4.2 Application

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

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

5. PURCHASING THRESHOLDS AND PROCESSES

5.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

5.2 Policy

Purchasing that is **below \$150,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Shire. Tender exemptions apply in the following instances:

- An emergency situation as defined by the *Local Government Act 1995*;
 - The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
 - The purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
 - The purchase is under auction that has been authorised by Council;
 - The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- or

- Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

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

1. The actual or expected value of a contract over the full contract period (including all options to extend); or
2. The extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Note: *When making a decision about whether to conduct a Public Tender or utilise a Tender exempt arrangement, the Shire should compare the cost and benefits of both processes.*

The compliance requirements, time constraints, costs and risks associated with a Public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

5.3 Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Morawa:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$5,000	Obtain at least one (1) verbal quotations from suppliers. If a written quotation is received, it must be supported by evidence of the quotation (eg email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts.
\$5,000 - \$19,999	Obtain at least two (2) written quotations (eg email, fax or original copy). OR Obtain quotations directly from a pre-qualified panel of

	<p>suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.</p>
\$20,000 - \$49,999	<p>Obtain at least two (2) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$50,000 – \$149,999	<p>Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>
\$150,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.</p>

Where considered necessary, the Shire may consider calling Public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a Public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note: *The thresholds specified in the Purchasing Thresholds Table on pages 4 and 5 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Shire considers appropriate.*

5.4 Purchasing Procedures

5.4.1 Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake a:

1. Public Tender process; or
2. Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

Using a Tender Exempt Panel of Pre-Qualified Suppliers

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilise a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a Public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions

ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. The Shire can also upgrade eQuotes to include their local suppliers.

Request for Quotation Process

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- The Request for Quotation documentation must include:
 - Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - Selection Criteria to be applied;
 - Price Schedule;
 - Conditions of responding; and
 - Validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection **must** be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally **not** permitted within a Public Tender process due to legal process contract risks.

Public Tender

In the event that the Shire elects to call a Public Tender:

- Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders, the Evaluation Panel must contain a minimum of two (2) members;
- A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.
- The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.
- The Tender Notice must include:
 - a brief description of the goods or services required;
 - information as to where and how Tenders may be submitted;
 - the date and time after which Tenders cannot be submitted; and
 - A contact person to supply more detailed information if required. Detailed information must include:

- Such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
 - Detailed specifications of the goods or services required;
 - The criteria for deciding which Tender response should be accepted;
 - Whether or not the Shire has decided to submit a Tender response; and
 - Whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.
- Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair.
- If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.
- A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.
- No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.
- Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.
- The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least two (2) Local Government officers or representatives present at the opening of Tender responses.
- Where the Shire has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:
 - A sufficient number of quotations are obtained;
 - The process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
 - The specification for goods and/or services remains unchanged; and
 - Purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
- Tender responses that have not been rejected must be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.
- If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation may **not** alter the nature of the goods

- and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.
- Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:
 - The name of the successful Tenderer.
 - The total value of consideration of the winning offer.
 - The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer **must** be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

5.4.2 Request for Quotation (\$50,000 or over to \$149,999 in value)

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that a Shire elects to call a Request for Quotation, the following process should be followed:

- Provide a Request for Quotation that includes as a minimum:
 - Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
 - Selection Criteria to be applied;
 - Price Schedule;
 - Conditions of responding; and
 - Validity period of offer.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

5.4.3 Request for Quotation (\$20,000 - \$49,999 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is \$20,000 - \$49,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

5.4.4 Request for Quotation (\$5,000 - \$19,999 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is \$5,000 - \$19,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers.
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

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

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template and a Verbal Form Template which provide best practice documentation and will assist with recording details.*

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$5,000 the Shire may undertake a verbal Request for Quotation process.

The verbal quotation must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.*

6. FINANCIAL REQUIREMENTS AND DELEGATIONS

All procurement activities shall be undertaken in accordance with the requirements of authorised purchasing limits as delegated to, and by, the Chief Executive Officer (Delegation 7.2.11 – Incurring Liability and Making Payments).

7. RECORDS MANAGEMENT

Policy

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's internal Records Management Policy.

Guidelines

All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- Tender documentation.
- Internal documentation.
- Evaluation documentation.
- Enquiry and response documentation.
- Approval documentation.
- Notification and award documentation.

For a Request for Quotation process, this includes:

- Quotation documentation
- Internal documentation.
- Approval documentation.
- Order forms and requisitions.

8. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how the Shire can procure goods and services in a socially responsible way.

Policy

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

Application

In practical terms sustainability and corporate social responsibility in procurement means the Shire shall endeavour at all times to identify and purchase products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- Demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;
- Demonstrate a regard for the local economy and a supply chain that supports local business development;
- Are ethically sourced from sustainable and fair trade supply chains;
- With regards to motor vehicles (where practicable) - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- With regards to new buildings and refurbishments (where practicable), use renewable energy and technologies where available.

9. BUY LOCAL AND REGIONAL PRICE PREFERENCE

BUY LOCAL

Policy

Under the State Government's Buy Local Policy, Government Agencies and Local Governments (including the Shire of Morawa) are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that businesses locally are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

Application

As much as practicable, the Shire's purchasing must:

- Ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- Ensure that procurement plans address local business capability and local content;

- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- Provide adequate and consistent information to potential suppliers.

REGIONAL PRICE PREFERENCE

Policy

Non-metropolitan Local Governments (such as the Shire of Morawa) are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

Application

1. The Shire of Morawa may give a price preference to a regional Tenderer or Supplier by reducing the bid price by:
 - (a) 10% — where the contract or quote is for goods or services, up to a maximum price reduction of \$50 000;
 - (b) 5% — where the contract or quote is for construction (building) services, up to a maximum price reduction of \$50 000; or
 - (c) 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.
2. The amounts, or levels of price preference, in 1(a) and 1(b) and 1(c) are applicable to businesses/contractors located within the Mid West Region of Western Australia.
3. The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

Example

An example of how the price preference policy works is as follows:

Quote Received	Price Received	Price Reduction 10%	Adjusted Price
Quote 1 – Mid West Supplier	\$100,000	\$10,000 (10% of \$100,000)	\$90,000
Quote 2 – Metropolitan Supplier	\$95,000	No preference is applicable	\$95,000

Quote 3 – Metropolitan Supplier that uses \$50,000 of local goods and services	\$97,500	\$5,000 (10% of local content i.e. \$50,000 is applied)	\$92,500
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It can be seen from the above table that, in terms of price, the quote from the regional supplier is the most advantageous, once the preference has been applied.

10. PURCHASING FROM WA DISABILITY ENTERPRISES

Policy

Pursuant to State Government policy, the Shire is encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

Application

The Shire is encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website:
www.wade.org.au

Note: Local Governments can also purchase from WA Disability Enterprises via WALGA Preferred Supply Contracts and State Government Common Use Arrangements (CUAs).

11. ADOPTION

Adoption of this Purchasing Policy was endorsed by the Shire on:

	Date	Signature
CEO		
President		

Adopted 15/12/2007
 Amended 18/12/2015
 Reviewed 19/12/2016
 Reviewed 17/07/2017

3.8 INVESTMENT POLICY

Overview

The purpose of this policy is to ensure Council conforms with its responsibilities under:

Local Government Act 1995 – Section 6.14; The
Trustees Act 1962 – Part III Investments;

Local Government (Financial Management) Regulations 1996 – Regulations 19, 28 and 49
 Australian Accounting Standards

- That Council has in place a current set of policies and delegations for its Officer's responsible for the investment of Council held funds.
- Adherence to the guidelines and procedures outlined in this document by all officers with delegated authority to invest/control Council funds.

Objective

- Preservation of Capital.
- To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security.
- To have ready access to funds for day-to-day requirements.
- To ensure that surplus funds are invested appropriately and that appropriate records are kept.

Policy

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Legislative Requirements

All investments are to comply with the following:

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

Delegated Authority

- Officers authorised to make investment decisions and sign investment lodgements, withdrawals etc, are outlined below and must be named in Council's Delegated Authority Register.
- In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council.
- Any investments made under delegated authority are to comply with the Authorised Investments List.
- Decisions in excess of \$800,000 unauthorized investments or for terms > 12 months should be referred to Council.

Prudent Person Standard

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

Ethics and Conflicts of Interest

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

Approved Investments

Without approval from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- Fixed term deposits placed with an authorized institution* for a term not exceeding 12 months; and
- Interest-bearing deposits placed with an authorised institution

Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative-based instruments;
- Principal-only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of anykind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with the Local Government (Financial Management) Regulations 1996 Reg 19C, this policy also prohibits the following:

- Deposits with any institution other than an authorized institution*;
- Deposits for a fixed term of more than 12 months;
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Investment in bonds with a term to maturity of more than three years; and
- Investment in a foreign currency.

*Authorised Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

Risk Management Controls

Risk Management Controls include:

- Delegated Authority to invest;
- Documented investment procedures;
- Investment Register to be maintained;
- Maturity of investments to be monitored at least monthly;
- Monthly statements to be received from counterparties;
- Monthly bank reconciliations to be prepared for each account;
- Monthly report to Council.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and
- c) Term to maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework - limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

Counterparty Credit Framework - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

Term to Maturity Framework - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1-3 years	60%

Investment Advisor

It may be appropriate to seek external advice from an investment advisor and if so this person must be:

- An independent person who has no conflict of interest in relation to investment products recommended,
- Approved by Council, and
- Licensed by the Australian Securities and Investment Commission.

Reporting and Review

- (a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- (b) The investment policy will be reviewed annually or as required in the event of legislative changes.
- (c) A monthly report must be provided to council detailing the investment portfolio. The monthly report shall include information about the term and the rate of return of each investment.
- (d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

Liquidity

- (a) Liquidity ratio - at least 70% of total investment portfolio must be liquefiable within ten (10) days.
- (b) Maturity and Cash flow to be monitored to ensure cash funds are available to meet commitments.

Separate and Common Accounts

- (a) Separate accounts must be established the following purposes:
 - Money required to be held in the municipal fund;
 - Money required to be held in the trust fund; and
 - Money required to be held in reserve accounts.
- (b) Money from different accounts may be placed in a common account for investment purposes.
- (c) Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account.

Amended 17/04/2008
Amended 19/12/2016

3.9 COMMUNITY FUNDING POLICY

Objective

To provide an equitable, transparent framework for the allocation and distribution of community grants or donations.

Scope

This policy defines the rules in regards to the use of the Community Grants Funding (The Fund). This policy is separate to the funding that is provided through the Morawa Sinosteel Future Fund (Formerly the Community Development Fund).

Policy Statement

The Shire of Morawa aims to foster inclusive local communities in its district through providing funding that will support eligible local individuals and community organisations or groups to either: undertake or participate in an event, activity or project.

A key part of this process is to provide a funding program through the Fund that both individuals and community organisations in the Morawa District can apply for each year.

The funding can be used for:

- Supporting local events, activities and projects that occur inside the Morawa District;
- Supporting individuals and community organisations to participate in events, activities and projects that occur outside of the Morawa District.

Community Grants Funding Budget Allocation (Available Funds)

The amount that the Shire will make available each year through the Budget for the Fund is a total of \$5,000.

Amount of Grant/Donation/Sponsorship Available

The Shire will award grants or donations or sponsorship from the Fund of up to a total of \$1,000 per annum per eligible application.

Administration of the Application Process

Applications for the Fund are to be administered (executive authority to process and approve) by the CEO according to the following principles:

- Applications are open all year round with the Fund advertised each quarter;
- Applications are to be processed and approved or rejected according to the guidelines developed and administered by the CEO in accordance with this policy. Typically the guidelines will encapsulate:
 - The application criteria including the eligibility criteria;
 - The acquittal process;
 - A review mechanism for the guidelines.
- Once the funding pool of \$5,000 has been reached for each financial (budget) year, no other applications will be considered by the CEO;
- Applications that are in excess of the available funds may be presented to Council for consideration.

Definitions

Eligible Application

- Applicant must be a local resident, community organisation or group;
- Only one application can be received from an applicant each financial year.

Responsible Officer

The Economic Development Manager

Level of Review

This policy is to be reviewed every two years

Adopted 17/08/2017

4. INDUSTRIAL

4.1 STAFF HOUSING

Council shall determine, based upon the particular position and the various factors relevant at the time, whether housing is applicable to a certain position. Issues such as housing availability and the procurement of a local applicant can be determining factors.

Any staff member utilising Shire provided housing is required to provide a \$1,000 bond to be used in the event of additional cleaning or maintenance (outside normal wear and tear) being required to a Shire owned or leased property at the time of the staff member's departure from the Shire of Morawa. Any preference as to the bond structure, (either cash and/or accrued leave entitlements) is to be at the discretion of the new staff member.

Telephone service will be provided at the residences occupied by the following officers in consideration of overtime worked:

- Chief Executive Officer
- Executive Manager Development & Administration
- Manager Accounting & Finance
- Principal Works Supervisor

The Shire will pay the telephone rental and all Shire related and reasonably incurred private calls upon the receipt of appropriate documentation.

The Shire will pay 70% of electricity and 100% of gas charges at the residences of the following officers in consideration of overtime worked:

- Chief Executive Officer
- Executive Manager Development & Administration
- Principal Works Supervisor
- Manager Accounting & Finance

The **Chief Executive Officer** is authorised to offer all new staff living in Shire housing the benefit where the Shire will pay up to 70% of power consumed. The benefit can be withdrawn by the Chief Executive Officer if the consumption is considered to be excessive.

Morawa Shire Housing Rental Policy

- Water Charges – all water charges are met by the Shire in consideration of occupiers undertaking reasonable garden maintenance.
- Equipment use – use of minor gardening equipment such as lawn mowers and whipper snippers is permitted by liaising with the Principal Works Supervisor. Normal mechanical checks to be undertaken prior to use (fuels & oils).

- Maintenance – minor maintenance items should be initially assessed by the tenant. Contact to be made with the Shire Office if a tradesman or major works are apparent.
- Gardens – the Shire will be responsible for replacement of native and existing plants. Direct purchased manure, fertilizer, seedlings and any annual or exotic plants remains the responsibility of the tenant. Approved reticulation systems are to be installed at the Shire’s expense. Provision of top-dressing soil, mulch (if available) may be arranged through the Principal Works Supervisor at no cost.
- Presentation – property is to be kept in a neat and tidy condition at all times, including if the tenant is away. Arrangements for watering of gardens when away is the responsibility of the tenant.
- Wall Picture Hooks – permitted although use of existing hooks is requested where possible.
- Fixtures & Fittings – blinds and curtains will be replaced on a fair wear and tear basis at the Shire’s expense. If damage occurs due to tenant misuse, the tenant will be responsible for repairs and/or replacement.
- Pets – pets are permitted. Any damage, wear and tear on carpets, gardens or furnishings remain the tenant responsibility if caused by the tenant’s pets.
- Improvements – costs for minor improvements such as paving slabs, garden edging, fence painting or brickwork that will enhance the property asset may be met by the Shire. The works should be confirmed with the Chief Executive Officer prior to commencement.
- Gutters – cleaning of leaves from gutters is the responsibility of the tenant.
- Inspection – A member of Council and / or the Chief Executive Officer or the Deputy Chief Executive Officer be included in the six monthly housing inspections (with authorised notice) to liaise with tenants on maintenance, housekeeping and upgrade items. Inspections will occur at least biannually and on departure from each premise.

Adopted 16/3/2000
Amended 20/12/2007
Reviewed 19/12/2016

4.2 REMOVAL EXPENSES

The Shire of Morawa reimburses removal expenses up to a maximum of \$3,000, 25% following 3 month’s satisfactory service, 25% following 6 months satisfactory service and 50% following 1 year service. This policy can be varied by agreement of the Chief Executive Officer if the removal costs are of a minor amount.

Adopted 22/04/1999
Amended 16/04/2003
Reviewed 19/12/2016

4.3 ROSTERED DAYS OFF

With the exception of the Chief Executive Officer, it is the policy of the Shire of Morawa to provide staff with Rostered Days Off (RDO).

To obtain access to RDOs the staff member staff must commit to and undertake reasonable amounts of extra hours' work over and above the standard working hours relating to each staff member's paid employment.

All outside staff and the Principal Works Supervisor are able to accrue one days RDO for every nine days worked.

All remaining staff (excluding the Chief Executive Officer) are able to accrue one days RDO for every nineteen days worked

Staff are not permitted to accrue in excess of three days RDO. Once a three day accumulation is reached staff are unable to accrue any additional RDO time until the accrued balance falls below three days.

Adopted 17/02/2005
Amended 20/12/2007
Reviewed 19/12/2016

4.4 ALCOHOL AND DRUGS

Objective

The Shire of Morawa is committed to safety as the major priority for all of its operations.

The objective of this policy is to implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all staff, elected members, volunteers and contractors of the Shire.

The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where staff, elected members, volunteers and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

Policy

This policy refers specifically to alcohol and illicit drugs; it is intended to apply to all forms of substances affecting the central nervous system. The policy applies to all Shire staff, elected members, volunteers and contractors.

1. Safety in the Workplace and Fitness for Work

Staff members, elected members, volunteers and contractors are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the staff member's or contractor's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

2. Welfare of the Individual

The welfare of staff members, elected members, volunteers and contractors, as well as being the responsibility of the Shire as the employer, is also the responsibility of each individual. It is therefore each staff members, elected member's or contractor's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, the Chief Executive Officer, manager or supervisor may have them removed from the workplace and may initiate any reasonable action considered necessary including removing the person from duty, pending an urgent medical examination or test to determine fitness for duty.

3. Alcohol and Drugs in the Workplace

During normal business hours, the consumption of alcohol and drugs in the workplace, including Shire premises, parks, reserves, vehicles, plant or any other Shire building or physical asset is prohibited.

The Chief Executive Officer may permit the consumption of alcohol where circumstances warrant, such as social events or following meetings.

4. Testing of Staff for Drugs and/or Alcohol

Testing may be undertaken under the following circumstances:

- As part of a pre-employment medical check.
- Where there is a suspicion of a staff member or contractor being under the influence of alcohol or other drugs.
- After any incident or accident.
- At random.

Failure to undertake testing may result in counselling that refusal supports the suspicion of the staff member being under the influence of drugs and alcohol. If the refusal persists, the staff member will be sent home without pay and be required to undergo testing before resuming work.

The Shire also reserves the right for the Chief Executive Officer to report to the police any circumstance where it is suspected staff member or contractor is operating plant on public roads while under the influence of drugs or alcohol.

5. Authorised Testing

In the presence of the staff member's witness, testing may be undertaken by:

Alcohol – testing to be done using a hand held breathalyser unit in accordance with AS3547- by a trained officer.

Drugs – undertaken by a medical practitioner.

All testing to be at the cost of the Shire.

6. Positive Results from Alcohol and Drug Testing

At the conclusion of the screening tests, the staff member or contractor with a positive result will be requested to sign a document agreeing to accept the results indicated or offered the opportunity for a second test by a medical practitioner.

(a) First Positive Test

Should a breathalyser test indicate 0.02% BAC (Blood Alcohol Concentration) or more, or should the staff member test positive to drugs, the staff member shall be provided with transport home and be paid for work done until the time that the testing was carried out.

Upon returning to work after recording a positive reading, the staff member or contractor will be retested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. The staff member will also be cautioned about the consequences in the event of any repeat episode. The results and advice will be provided in writing to the staff member and recorded in their personnel file. They will be informed of possible individual testing at a random date in the near future. The immediate supervisor will be present at these discussions, together with any witness of the staff member or contractor's choosing.

(b) Second Positive Test

A staff member who registers over 0.02% BAC or tests positive to other drugs a second time within a 12 month period, shall be required to undertake professional

counselling. If the requirement to be counselled is refused, then the staff member's circumstances will be dealt with accordingly through the Disputes Procedure of their award or agreement. The normal expectation is that a suspension will be enforced until the matter is resolved.

(c) Third Positive Test

If a staff member registers 0.02% BAC or tests positive to illegal drugs for a third time within a twelve month period, they shall be encouraged to receive further professional counselling. In the interests of the staff member's own safety and of the safety of other staff, their employment will be terminated.

Acknowledgement

I _____ acknowledge that I have received read the Fitness for Work Policy for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as a staff member or contractor of the Shire of Morawa.

Signature

Witness Signature

Date

Date

Adopted 18/02/2016
Reviewed 19/12/2016

4.5 PERSONAL PROFESSIONAL DEVELOPMENT

The Shire of Morawa is committed to the personal development of its staff and encourages staff to undertake formal study.

The Shire recognises that staff who undergo formal study will be of benefit to the Shire's development as well as increasing the staff knowledge and expanding their career prospects.

As part of the Shire's pledge to support their staff, this policy has been put in place, to provide a fair system suitable to both staff and the Shire of Morawa's needs.

Council will provide a budget for the purposes of formal external study to the value of \$10,000. This figure will be reviewed annually.

The review process will include the Chief Executive Officer requesting an expression of interest from staff, held in March, as part of the budget preparation. Staff members will be required to show their intention of commencing or continuing study and provide an estimate on the cost involved.

A budget figure will be presented to Council as a result of the information sourced from the staff.

The allocation of the adopted budget to staff is based on a first- in first- served basis, with each staff member initially allowed to undertake one unit at a time. However, should the budget allow, staff members may be able to claim more than one unit. Approval to do so will be at the discretion of the Chief Executive Officer.

Staff can claim 50% of the cost associated with their studies upon enrolment for the required unit. The remaining 50% may be claimed from the Shire upon successful completion of the unit.

Cost associated refers to the enrolment and purchase of required course textbooks and materials.

Staff who fail a unit that the Shire has paid the first 50% for will be required to reimburse the Shire, unless they re-enroll within 6 months. Any costs associated with the re-enrolment will be at the expense of the staff member. Staff who have re-enrolled and successfully pass the unit, are still able to claim the remaining 50%. The amount will not include any costs associated with the re-enrolment.

If a staff member fails a second time when attempting the unit, the staff member is required to reimburse all of the Shire's expense for that unit.

Applicants must be employed by the Shire for a minimum of three months. The Chief Executive Officer may use his/her discretion and approve a staff member with less than three month's tenure under exceptional circumstances.

Study undertaken must have a degree of relevance to the position held currently within the Shire. Courses must be provided by an accredited educational facility such as TAFE or a University.

The Shire will allow paid study time at the discretion of the CEO.

Other conference and training expenses by elected members and/or staff are to be within normal approved budget allocation, and limited to registration, accommodation and meals for authorised attendees and their partners.

Adopted 16/12/2004
Reviewed 19/12/2016

4.6 CORPORATE UNIFORMS

The Shire of Morawa supports the wearing of a corporate uniform for administrative staff. In line with this, the Shire will purchase clothing to the value of the annual allocation as outlined below. Any purchase over the annual allocation amount is to be reimbursed by staff. It is permitted that this be done by way of salary deduction arrangements.

Chief Executive Officer	as per contract
Executive Manager Development & Administration	as per contract
Other Office Staff	\$300
Principal Works Supervisor	\$500
Swimming Pool Manager	\$300

Adopted	21/4/1994
Amended	20/12/2007
Reviewed	19/12/2016

4.7 Occupational Health and Safety

Objective

The Shire of Morawa (“the Shire”) is committed to providing a safe and healthy workplace for employees, contractors, Councillors, visitors, volunteers and any other person whose health or safety could be affected. The Shire has a legislated “duty of care” to provide a safe and healthy workplace.

Policy Statement

Our goal of zero injuries and illnesses may be reached through a strong commitment from management and involvement of our employees and relevant others at all levels.

Our performance continually improves through:

- Achieving compliance with all relevant legislation, standards and codes of practice and exceeding these where possible whilst maintaining a practical approach to all tasks.
- Effective communications systems, including a proactive approach to front line management.
- Continued focus on compliance through a consultative and cooperative approach.
- Identifying and assessing health and safety risks, implementation of controls and monitoring for continuous improvement through an effective management system.
- Setting achievable targets and objectives, assessing training needs and providing various other levels of support for employees.
- Ensuring employees at all levels understand, accept and are held accountable for breaches of health and safety.
- Engaging competent employees and contractors who can preferably demonstrate a commitment to safety management systems which meets or exceeds the Shire’s standards.

The Shire accepts responsibility for the development, implementation and maintenance of its health and safety (OHS) management system. Adequate resources shall be provided by the Shire to enable satisfactory implementation of all policies and procedures.

The Shire shall continue to actively encourage a positive OHS culture through open communication and consultation with employees, contractors and others.

Any person acting under the direction of the Shire is expected to comply with all requirements contained in any OHS related procedure.

Scope

This policy applies to the Shire of Morawa employees, volunteers, Councillors and contractors when acting for or on behalf of the Shire of Morawa.

Legislative and Strategic Context

Act:	Occupational Safety and Health Act 1984
Regulations:	Occupational Safety and Health Regulations 1996
State Policy/Guideline/Standard:	Western Australian Workers' Compensation and Rehabilitation Act
Link to Strategic Community Plan:	4.3 A local government that is respected, professional and accountable

Associated Documents

Internal:	Accident/Incident Report Form Contractor/Employee Induction Injury Management Procedure Safe work Method Statements, relevant to work practices
External:	Australian Standards, relevant to work areas and work practices Codes of Practice, relevant to work areas and work practices WorkCover 2B Workers Compensation form.

Version Control

Revision Date:	This policy is to be reviewed every two years.
Responsible Officer:	Executive Manager Development and Administration.

Revision History:

Version	Author	Version Description	Date Completed
1.0	EMDA	Council adoption reference: 7.2.3.1 OCM: 15 February 2018 Resolution: 180217	27 March 2018

5. LAW, ORDER AND PUBLIC SAFETY

5.1 FIRE BURNING PERIODS

The following fire burning periods are to be observed in the District of the Shire of Morawa.

Any appending information regarding camping or cooking fires, burning of garden refuse and rubbish is to be adhered to and enforced by the appropriate Fire Control Officers.

Restricted and Prohibited Burning Times:

PROHIBITED

1 NOVEMBER – 31 JANUARY inclusive

RESTRICTED

15 OCTOBER – 15 MARCH inclusive

Prohibited Burning Period 1 November to 31 January

No fires are allowed during this period except for special circumstances (i.e. dwelling house protection, clover burr harvest, crop protection, noxious weeds, etc.). A permit must be obtained from a Fire Control Officer for this purpose and all conditions of that permit met.

Restricted Burning Period 15 October to 15 March

During this period fires can only be lit when a permit has been obtained from a Bush Fire Control Office, and the conditions of the permit are met.

Camping or Cooking Fires (excluding gas BBQs)

Camping or cooking fires shall not be lit on any day during the prohibited burning period except in an area set aside by the Shire for that purpose. On all other occasions an area of

5 metres wide surrounding the fire must be completely free of all bush and inflammable material.

The fire must not be left unattended at any time and must be fully extinguished before the user leaves it.

Bushfire Control Officers Positions:

- Chief Fire Control Officer
- Deputy Chief Fire Control
- Morawa Town Fire Officer
- West Pintharuka Fire Control Officer
- Canna/Gutha Fire Control Officer
- West Morawa Fire Control Officer
- Koolanooka Fire Control Officer
- East Pintharuka Fire Control Officer
- Community Emergency Service Manager

Adopted 16/3/2000
Amended 20/12/2007
Reviewed 19/12/2016

5.2 SUSPENSION OF PROHIBITED BURNING TIMES

Authority is delegated to the Chief Executive Officer in consultation with the Chief Fire Control Officer or in his absence the Deputy Chief Fire Control Officer to extend or otherwise alter the prohibited burning times.

Adopted 16/3/2000
Amended 16/04/2003
Reviewed 19/12/2016

5.3 HARVEST BANS

The only recurrent restricted harvesting day is Christmas Day. Authority to impose harvest bans due to seasonal conditions shall remain with the Chief Executive Officer in consultation with the Chief Fire Control Officer, or in his absence the Deputy Chief Fire Control Officer. If both officers are absent, the Chief Executive Officer in consultation with Fire Control Officers can issue a harvest ban.

Responsibility for the advertising of harvest bans remains with the Chief Executive Officer.

Adopted 16/3/2000
Amended 16/04/2003
Reviewed 19/12/2016

5.4 BRIGADE MEMBERSHIP

Each Fire Control Officer is to supply annually a current list of brigade members to the Shire. Training requirements of brigade members are to be reviewed at least annually.

Adopted 16/3/2000
Reviewed 19/12/2016

6. PLANT AND EQUIPMENT

6.1 TENDERING AND PURCHASE

Objective

Where provision has been made in a budget for the purchase of any item of plant and/or equipment, the Chief Executive Officer shall be empowered to call tenders or obtain quotations under such conditions and specifications as are appropriate.

Policy

Replacement of plant items shall be in accordance with the Shire's Plant Replacement Program and budget deliberations. The Chief Executive Officer will present tenders to Council for determination.

Adopted 16/03/2000
Amended 16/04/2003
Reviewed 19/12/2016

6.2 RUNNING HOURS ON OIL - GRADERS

The running hours on oil sample reports for graders will be 200.

Adopted 16/03/2000
Reviewed 19/12/2016

6.3 PREVENTATIVE MAINTENANCE

All vehicles, plant and equipment including, any stand alone, self-propelled engine powered items of plant to be checked by the operator prior to use, with any faults being immediately reported to the Plant Mechanic for further action. The Plant Mechanic is to regularly check all items of this nature as a preventative maintenance measure. The responsibility for ensuring that checks are done on machinery by operators remain firstly with the Plant Mechanic, and secondly with the Principal Works Supervisor.

Adopted 19/02/1998
Amended 20/12/2007
Reviewed 19/12/2016

7. ROADS

7.1 BUILDING ACTIVITY ENCROACHING ON ROAD RESERVE

At no time prior to or following the commencement of any works on any lot within the boundaries of the Morawa townsite shall any tree be removed from a street or road verge or otherwise altered in any way without the holder of the building license first obtaining the written consent of the Shire of Morawa.

In respect to any damage caused to any road, street, footpath or kerb while in the process of undertaking works, said damage shall be made good by the building license holder to the satisfaction of the Shire of Morawa. In the event of a dispute, the Shire of Morawa will undertake the remedial works at the building license holder's expense.

Adopted 16/03/2000
Reviewed 19/12/2016

7.2 CULVERT COST FOR RURAL LANDHOLDERS

The cost of supply and installation by the Shire of Morawa of an entrance pipe culvert for the benefit of a rural landholder should be met 50:50 by the landholder and the Shire. Such works, including costs are to be agreed in writing prior to work commencing.

Adopted 16/3/2000
Amended 16/04/2003
Reviewed 19/12/2016

7.3 ROAD CROSSINGS FOR DEEP DRAINAGE

Objection

The Morawa rural community and the Morawa Farm Improvement Group in particular have expressed interest in installing deep drains to arrest the degradation of viable farm lands.

The purpose of developing a policy in this instance is to ensure that the Shire of Morawa is aligned with community expectations, current trends and circumstances, and, to enable electors to obtain immediate advice on such matters.

The Shire is keen to facilitate such measures providing the Shire's infrastructure, private land and other public assets are not compromised.

Council will form a panel consisting of the Chief Executive Officer, Works Supervisor and interested elected members to assist in orderly process.

Introduction

Landholders wishing to install deep drainage across Shire of Morawa roads are advised that the Shire's policy application approvals and subsidy requests process is as

follows;

- Property owners are encouraged to assess and plan the overall drainage issues pertaining to a particular property drainage region, including necessary formal mapping prior to any applications to implement drainage is considered by Council.
- Where Shire of Morawa infrastructure likely is to be affected, Council is to assess the merits of a particular drainage application and its impact on localised areas and the overall drainage of that particular area prior to any decision or decision making process being implemented. In order to facilitate this, a copy of the **NOTICE OF INTENT TO DRAIN** is to be submitted to Council prior to, or concurrent with lodgment to, the Department of Agriculture.
- Where a **NOTICE OF INTENT TO DRAIN** is required, it must be completed and approved by the Department of Agriculture prior to works commencing.
- If a land owner wishes to discharge or divert water on, across, or through a road under the care and control of the Shire of Morawa, and is prepared to do so in accordance with the following criteria, the Shire will contribute as shown below.

Drainage Criteria

- a) All sub-surface drainage installations instigated and/or undertaken by land holder(s) shall be maintained solely by the land holder(s).
- b) All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
 - 600mm diameter Riblock polyethylenepipes
 - 600mm diameter steel wall and concrete lined pipes
- c) All road crossings are to be installed at the same time as the drainage excavations being undertaken.
- d) Drainage systems are to be designed and located so as to achieve optimal performance and should not be altered so as to utilise existing road crossings.
- e) Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that the Shire of Morawa's infrastructure will not be compromised.
- f) The Shire will only contribute shown below providing the above conditions have been met. The Shire will not reimburse any landowner for any works undertaken.

Landowner Contribution

All costs associated with mapping and directing water across any particular road reserve including the supply, excavation and installation of the drainage pipes or culverts.

Contribution by the Shire of Morawa

All costs associated with backfilling and compaction the road crossing excavations and reinstatement of the road surface.

The Shire of Morawa reserves the right to extend timeframes to complete works in order to ensure that works can actually be undertaken in an orderly, planned, and budgeted manner. Ideally, applications for road crossings should be submitted in the March / April period prior to any work being undertaken. This will facilitate orderly budgetary consideration by the

Council in June / July. Timeframes may be negotiated if the landholder(s) wish to bear the whole cost of road crossing works, subject to the suitable integration into the Shire's works program.

Adopted 21/10/2004
Amended 16/11/2006
Reviewed 19/12/2016

7.4 FENCING OF RURAL ROAD RESERVES

Rural landowners are encouraged where possible when replacing fencing adjoining a road reserve, to site the replacement fence inside the property line to encourage natural vegetation regrowth whilst not impeding safety and road width.

There is no obligation to replace a fence inside the existing property line, however, cooperation in a bid to conserve natural vegetation is encouraged. Natural vegetation (including wildflowers) is not to be removed without prior consent of Council.

Adopted 16/3/2000
Amended 20/12/2007
Reviewed 21/07/2016

7.5 SCHOOL BUS ROUTES

Priority is to be given to maintenance of school bus routes during maintenance grading programs, and all school bus routes are to be graded, if needed prior to the school year recommencing.

The Shire of Morawa will endeavour to grade all local roads yearly or as required.

Adopted 16/3/2000
Reviewed 19/12/2016

7.6 STREET SIGNAGE

All street signage ordered shall be recognised in the standard Shire of Morawa colours, with logo. Town street signage is to be white background with brown lettering and trim and incorporating the Shire logo.

Replacement signage is to be of the same standard and ordered as and when required within budget.

Adopted 20/8/1998
Amended 17/02/2011
Reviewed 19/12/2016

7.7 BUSINESS DIRECTIONAL SIGNAGE

The Shire of Morawa observes the following policy in relation to directional signs:

- All signs are subject to MRWA design and specifications.
- MRWA approval to be obtained for signs erected on MRWA road reserves.
- A maximum of two signs per business (to enable erection at each rail crossing).
- Sign specifications are:
 - White letters on blue background or white letters on brown background
 - Maximum 25 letters
- Letters 120 mm high
- Board width 200mm
- Cost of signs to be borne by the business Erection of signs to be undertaken by the Shire of Morawa.

Adopted 17/10/1996
Amended 20/12/2007
Reviewed 19/12/2016

7.8 ROAD WIDTHS

The Shire observes as policy the following road widths for all rural roads in the Morawa Shire:

8m Minimum Road Surface (10m cleared)

Nanekine Road	Offszanka Road
Canna North East Road	Williamson Road
Stephens Road	South Indar Road
Gutha West Road	Fabling Road
Pintharuka West Road	Burma Road
Milloy Road	White Road
Moffet Road	Yamma Pool Road
Yongarloo Road	Bligh Road
Neats Road (Bligh to Three Springs Road)	Three Springs/Morawa Road
Old Three Springs Road	Morawa South Road
Koolanooka South Road	Malcolm Road
Jones Lake Road	Judge Road
Gutha East Road	Morawa-Yalgoo Road
Toohey Road	Madden Road
Evaside Road	Johnson Road
Fitzgerald Road	Munckton Road
Old Mullewa Road	Koolanooka Springs Road
Lochada Road (Fallon Road to part length)	Olden Road
Fallon Road (Lochada to Munkton Road)	
Norton Road (Wubin-Mullewa Road to Olden Road)	
Bells Road (Pintha Dam to Wubin-Mullewa Road)	
Pintharuka East Road (Wubin-Mullewa Road to Bells Road)	

6m Minimum Running Surface (8m cleared)

All other rural roads

Adopted 21/11/1996
Amended 20/12/2007
Reviewed 19/12/2016

7.9 PRIVATE WORKS

All private works are to be carried out at the discretion of the Chief Executive Officer, at rates which ensure no loss is incurred by the Shire of Morawa and that Shire's normal works program is not adversely affected.

Private works are not to be conducted without a written quote being provided beforehand. All private works must be accompanied by the appropriate documentation identifying the requesting person, the nature of the work, and must be **signed** by the person accepting responsibility for payment. Pre-payment or deposit may be requested.

Requests for the grading of internal rural driveways will be undertaken at no cost to the landholder, however if the time to undertake the job is estimated at over an hour, normal private works rates are to apply after the first hour. All requests for grading are to be made to the Principal Works Supervisor or Chief Executive Officer and not the Plant Operators.

Adopted 12/06/1997
Amended 20/12/2007
Reviewed 19/12/2016

7.10 GRAVEL PITS

The Shire of Morawa stringently observes the "Guidelines for the Planning, Operation and Rehabilitation of Gravel Pits." The Local government "Gravel Pit Rehabilitation Model Policy" is to be observed in any circumstance of gravel extraction and use.

Adopted 16/03/2000
Reviewed 19/12/2016

7.11 CROSSOVERS

Urban Areas and Rural Estates

- a) All crossovers shall be constructed to approved engineering standards, under the supervision and to the satisfaction of the Principal Works Supervisor. The owner/agent shall arrange for construction.
- b) All constructed crossovers must be paved with bituminous surfacing, in situ concrete, paving bricks or blocks.
- c) Subject to the crossover conforming with engineering standards approved by the Principal Works supervisor, the Shire of Morawa will contribute (or subsidise) half the cost of a standard crossover (one crossover to a property) to a maximum contribution

- of \$250.00 per crossover.
- d) The subsidy shall apply to industrial, commercial, grouped dwellings and single residential dwelling. In the case of strata titled dwellings, the subsidy applies to each crossover up to the number of dwellings.
 - e) Crossovers, eligible for subsidy must be claimed for at the subsidy rate that applies in the financial year when construction is completed. the Shire will not contribute, retrospectively for existing crossovers or for crossovers installed without the Principal Works Supervisor's supervision or approval.

The reference a “standard crossover” shall mean a sealed or paved construction to a size conforming to Engineering Services standard widths, referred to in specifications.

Crossover Maintenance

The Shire shall not be responsible for maintenance of crossovers. Upon completion of construction, the maintenance and upkeep of the crossing to a safe and trafficable standard remains the responsibility of the property owner.

Bonds

- a) Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of building license. The Principal Works Supervisor will set the amount of bond based on the value of nearby Shire owned infrastructure that could be damaged during the construction process.
- b) Crossover construction/reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Principal Works Supervisor that the construction is necessary.
- c) With the exception of building licenses for structures accessible to vehicles, crossover construction/reconstruction as a condition of the building license shall not be required if the value of the works shown on the license is less than \$5,000 or the building works are minor (e.g., pergola, shed, pool, patio, toilet).
- d) The Shire may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building. The cost of such a crossover will be used to settle the account.

Adopted 16/04/2003
Reviewed 19/12/2016

7.12 ROAD VERGE POLICY

Objective

To control and manage the development and use of road verges within the Morawa townsite.

Policy Statement

The Shire of Morawa is committed to ensuring that verge areas within the Morawa townsite are managed by private landowners and the Shire in a manner that provides a maintained, safe and aesthetically pleasing environment.

A verge is defined as the section of land between the front property boundary and the road kerb.

Shire of Morawa approval is required for any temporary storage on verge areas or installation of gardens, treatments or reticulation on verges.

POLICY PROCEDURES FOR UTILISATION OF VERGE AREAS**Objectives**

Temporary storage on verge areas or installation of gardens, treatments or reticulation on verges will require a written application being submitted to the Shire of Morawa for assessment and approval by the Chief Executive Officer subject to compliance with the following assessment criteria.

Assessment Criteria

The following criteria will apply in the verge assessment and approval process:

- No permanent structure will be permitted on the road verge without the prior written approval of the Shire of Morawa.
- Any temporary or permanent structure proposed for road reserves located on the Mullewa Wubin Road will require Main Roads Western Australia approval.
- No storage on or development of individual verges is permitted without the prior written approval of the Shire of Morawa.
- Proposals for storage on, or development of, individual verges will be assessed on an individual basis by the Shire of Morawa based on safety, maintenance, appearance and impact on public use and service providers.

Assessment Procedure

Any storage on verges or development is to comply with this road verge policy.

All property owners (or their agents) proposing to modify any verge treatment or storing any materials/equipment must complete and lodge an “Application for Verge Storage/Development” form.

Storage or development on verges may only occur after formal written approval has been received from the Chief Executive Officer.

On completion of any approved development or storage a final inspection will be undertaken to ensure the works have been completed as per the approval.

Assessment

Shire of Morawa staff will assess the application against the following criteria:

Appearance

Proposed works will be assessed on their aesthetic qualities and should be designed with the local streetscape in mind.

Impact on Others and/or Services

Proposed treatments should take into account the impact on neighbours and service providers to ensure that any development of garden areas does not adversely impact on street drainage, street power lines and access to reticulated sewer lines or water meters.

Safety

Verge treatments or storage shall not present any safety risks.

Safety risks include but are not limited to the following examples:

- Trip risk– uneven surfaces, protruding garden edging, kerbing, etc.
- Slipping risk - loose materials including aggregate and stones, etc.
- Obstructions – building and gardening materials bricks, stakes, pickets, walls, etc.

Storage and any development on verge areas will also be required to address safe sight lines of vehicles using nearby intersections and driveways.

Consideration should be made for pedestrians, gophers, bikes, etc incorporating a clear zone 2 metres wide if no footpath is provided.

Any development of garden areas within verges shall incorporate materials of a different colour to the existing road surface to provide demarcation and reduce the chance of the verge being confused as part of the road.

Planting in verge areas within 6m of an intersection is restricted to grass, ground covers, low shrubs or similar plants. Between 6m and 10m of an intersection, plants that exceed or may exceed 750mm in height are not permitted.

Maintenance

The ongoing maintenance requirements form part of the assessment. The assessment will consider the overall maintenance requirements of the treatment as a whole, including pruning, stabilisation of hardstand areas, etc.

All verge treatments are to be maintained by the adjoining property owner to ensure acceptability. Where there is a change in ownership the new owner is responsible for any ongoing maintenance.

Construction

Storage on the verge of building material and equipment associated with any development on the adjoining property or verge will not be permitted for longer than a period of 3 months. Any extension of time is to be the subject of a fresh request for approval.

Vehicles

Storage of un-licenced vehicles including cars, trucks, buses, boats, motorcycles, quad bikes and buggies will not be permitted on road verge areas.

Work Plant and Equipment

Storage of work plant or equipment will not be permitted on road verge areas.

Rubbish, Litter and Bulk Rubbish Bins

All rubbish must be placed in an appropriate waste container, such as a bulk rubbish bin and not stored in loose piles on road verge areas.

Storage on the verge of a waste container, such as a bulk rubbish bin will not be permitted for longer than a period of 2 months. . Any extension of time is to be the subject of a fresh request for approval.

Adopted 18/12/2015
Reviewed 19/12/2016

8. RECREATION

8.1 LIQUOR PERMITS

The Chief Executive Officer is authorised to issue liquor permits for alcohol consumption on Shire of Morawa premises, subject to the following conditions:

Town Hall

- (a) No kegs to be taken into main hall area.
- (b) No liquor to be consumed by persons under the age of 18 years.

Recreation Complex

- (a) No liquor or kegs to be taken into main stadium area or squash courts.
- (b) No kegs to be taken into main function area.
- (c) No liquor to be consumed by persons under the age of 18 years.

Oval & Function Room

- (a) No kegs to be taken into main function area.
- (b) No liquor to be consumed by persons under the age of 18 years.

Other Shire Facilities

- (a) No kegs to be taken into main hall area.
- (b) No liquor to be consumed by persons under the age of 18 years.

All State regulatory liquor licensing requirements must be met by the applicant.

Adopted 16/03/2000
Amended 19/12/2016

8.2 HIRE AND USE OF RECREATION FACILITIES

A prepaid cash bond of \$500.00 (at the discretion of the Chief Executive Officer) is required from each hirer prior to the hire of the following facilities:

- Hire of the Greater Morawa Sports Ground Function Room and Kitchen
- Hire of the Morawa Town Hall and Morawa Lesser Hall (including Charitable and Community Groups)
- Hire of the Gutha Hall
- Hire of the Indoor Morawa Sporting Complex, Stadium, Meeting Room and Kitchen
- Hire of the Morawa Community Bus

All hirers are required to complete a standard hire form which must be lodged with the Shire of Morawa seven days prior to the requested booking. If liquor is to be consumed at any of the Shire's facilities, an application to consume liquor form must also be lodged with the hire form.

All hirers will be given an emergency response plan for the facility being hired which must be notated by the hirer in the hire form, that is has been sighted and will be relayed to all members of the group in attendance.

Hirers who fail to leave the premises in a clean and tidy condition will be excluded from hiring any facilities in the future.

Morawa Shire Hall

- (a) Requests for hall hire reductions in rates must be in writing and approved by Council.
- (b) Requests for hall hire will be approved by appropriately qualified staff.
- (c) The key or keys are to be obtained from the Shire Office during normal office hours.
- (d) An emergency response plan will be situated within the Shire Hall for easy access to the public in the event of an emergency.
- (e) The cleaning of the halls, grounds and all facilities used is directed by the adopted guidelines (see Policy 9.5). Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
- (f) At the discretion of the Council, the cost to repair any damage to buildings, furniture or facilities caused by any persons, other than by normal wear, will be added to the hire charge.
- (g) Hiring of the hall to casual users is prohibited while the Shire Office is closed in the period between Christmas and New Year.
- (h) Chairs are prohibited from being removed from the hall for private hire.

Sporting Complex

- (a) In recognition of regular use, sporting bodies may negotiate an annual levy for hire in lieu of normal hourly rates. Setting of the levy to be approved by Council, and incorporated into a Facility Usage Agreement.
- (b) Main stadium to be used only for sporting activities.
- (c) An emergency response plan will be situated within both halls for easy access to the public in the event of an emergency.
- (d) The cleaning of facilities is directed by Shire of Morawa guidelines (see Policy 9.5).
- (e) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
- (f) At the discretion of Council, the cost to repair any damage caused by any persons, other than normal wear and tear will be added to the hire or levy charge.
- (g) No spiked shoes or boots or the like to be worn on the main stadium floor.
- (h) Hiring of the Sporting Complex to casual users is prohibited while the Shire office is closed in the period between Christmas and New Year.

Oval and Function Room

- (a) In recognition of regular use, sporting bodies may negotiate an annual levy for hire in lieu of normal hourly rates. Setting of the levy to be approved by Council, and incorporated into a Facility Usage Agreement.
- (b) Requests for Oval and Function Room hire will be approved by appropriately

- qualified staff.
- (c) An emergency response plan will be situated within both rooms for easy access by the public in the event of an emergency.
 - (d) The cleaning of all facilities, including change rooms is directed by the adopted guidelines attached (see Policy 9.5).
 - (e) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
 - (f) At the discretion of Council, the cost to repair any damage caused by any persons, other than normal wear and tear will be added to the hire or levy charge.
 - (g) Hiring of the Oval and Function Room to casual users is prohibited while the Shire Office is closed in the period between Christmas and New Year.

Swimming Pool

The Chief Executive Officer in consultation with the Pool Manager is authorised to approve the hire of the Swimming Pool and BBQ areas for social activities subject to the following:

- (a) The Swimming Pool Manager or an authorised attendant must be in attendance at all times during the hire of the facilities.
- (b) Patrons using the BBQ area to leave the surrounds in a clean and tidy condition after use.
- (c) Liquor and drinks to be in cans only. No glassware permitted in pool area or surrounds unless authorised by the Chief Executive Officer or an authorised Shire officer.
- (d) Upon application each year, the Education Department are to be given permission to conduct normal swimming classes, vacation swimming classes and carnivals.
- (e) Upon application each year, the Morawa Amateur Swimming Club is to be given permission to conduct activities at the pool, providing the times are suitable to the Swimming Pool Manager.

No School No Pool

School aged children will not be admitted to the swimming pool during school hours except on school sanctioned activities or excursions.

School aged children who have been absent from school without valid permission will not be admitted to the swimming pool that day.

Managing Inappropriate Behaviour at the Swimming Pool

The swimming pool is provided by the Shire of Morawa for the safe enjoyment of all patrons. Patrons who fail to obey the posted rules, fail to obey the reasonable directions of the Swimming Pool Manager or behave in a manner that interferes with the safety or enjoyment of other patrons may be evicted from the pool.

Exclusion from the pool will be at the discretion of the Swimming Pool Manager but may include, depending on the time of the offending behaviour:

- For a first offense exclusion for the remainder of that session, that day or the next opening day;
- For a second offense or a more serious offense exclusion for a week;
- For a third or subsequent offense, exclusion for the remainder of the season.

Persons who trespass on the pool grounds outside opening hours will be excluded for the remainder of the season.

Nothing in this policy is intended to exclude the involvement of the police for seriously offensive, anti-social, dangerous or criminal behaviour.

Morawa Youth Centre

- a) The opening hours of the Morawa Youth Centre (Centre) are as adopted by Council annually.
- b) The Centre is available on Tuesday afternoon/evening in winter and Monday and Tuesday afternoon/evening for specific youth related programs/courses to be run in a coordinated manner with the attendance of the Community Development Officer (CDO).
- c) Before being allowed entry, all youth 16 years and under must have an Information Form completed and signed by a parent/guardian, placed on file at the Youth Centre.
- d) Requests for hire for purposes that are not youth related are to be declined and affected parties are to be referred to the Shires other recreational facilities such as the Town Hall, Oval Function Centre etc.
- e) The Youth Centre is solely for the use of youth from ages 5 and upwards for coordinated youth related activities and programs.
- f) Youth aged between the ages of 18 to 22 will be allowed access to the Centre at the discretion of the CDO and the Executive Officer.
- g) The Centre will not be available for private functions for youth such as birthday parties, graduation parties etc., as this is to the exclusion of other youth and directly contradicts the Centre being a community service and as such, accessible to all youth in the community.
- h) Any youth under the influence of drugs or alcohol will not be permitted on the Youth Centre premises.
- i) Smoking, use of illicit drugs and alcohol are strictly prohibited within the Centre and its grounds.

Any variation of this policy will be at the discretion of the Chief Executive Officer in consultation with the CDO and elected members.

Adopted 16/03/2000
Amended 17/02/2011
Reviewed 19/12/2016

8.3 MORAWA CARAVAN PARK

The following conditions of occupancy are to be observed by all guests of the Morawa Caravan Park.

General

- When the Caretaker is not in park, please help yourself to a site and power.
- All site fees shall be paid in advance to the Caretaker or at the Shire administration office or via the honesty boxonsite.
- The registration form is to be completed for each site occupied.

- Guests are requested to report any damage or faulty equipment to the Caretaker.
- On the day of departure, guests must vacate the caravan park by 10.00am

Rules

- The speed limit within the park boundaries is 10 kilometres per hour.
- Guests shall not create any excessive noise or disturbance prior to 8:00am or after 10:00pm. Visitors are requested to observe these hours when visiting. The Caretaker or an authorised Shire officer has discretion to determine excessive noise and make appropriate visitor arrangements.
- No fires are to be lit within the caravan park boundary.
- Dogs are to be on a leash at all times whilst on caravan park premises. Please dispose of all dog faeces by sealing in a plastic bag and placing in the bins provided.
- No car repairs or maintenance shall be carried out within the caravan park boundaries without the express permission of the Caretaker or authorised Shire officer.
- Visitors are not permitted to park their vehicles within the caravan park boundaries for periods longer than considered reasonable. The caretaker or an authorised Shire officer has discretion to determine what is deemed reasonable.
- Disposable nappies and other disposable items are to be placed in bins provided and shall not be flushed down toilets.
- Drainage from caravan sinks shall be emptied into the drainage facilities and not emptied onto trees or lawn. Sullage is to be dumped in the facilities provided.
- Washing of cars and vans is to be by bucket only.
- All sites are to be kept clean and tidy. Please use the bins provided.

Termination of Occupancy

- Failure of a guest (or any person associated with a guest) to comply with any of the above rules and conditions of occupancy, will entitle the caretaker or an authorised Shire officer to terminate any guest's occupancy, which shall forthwith come to an end and the guest shall immediately vacate the park.
- Termination of a guest's occupancy upon the breach of any of the rules and conditions of occupancy shall not entitle the departing guest to any refund of any monies paid in advance, which may be retained by the Shire as and by way of liquidated damages.

Adopted 16/06/1994
Amended 22/12/2005
Reviewed 19/12/2016

8.4 SWIMMING POOL OPENING TIMES

The Shire of Morawa Swimming Pool is to open on the third Saturday of October each year and close at the end of the first term school holidays.

In the event of season-changing weather conditions the pool may be closed earlier at the discretion of the Chief Executive Officer, after taking into consideration the forecast daytime temperatures.

Maintenance of the pool will be programmed to take place during the closed winter months.

Adopted 28/8/1997
Amended 16/05/2013
Reviewed 19/12/2016

8.5 CLEANING GUIDELINES

Morawa Sporting Complex

Responsibilities of Hirer/Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches and stoves are to be wiped down after use. Dishes to be washed and put away.
- Floors to be mopped or swept if dirty. Mop and broom are provided. Chairs and tables are to be restacked after use.
- All lights must be switched off and all external doors locked. Television and video to be switched off, if used.
- Fridge to be left clean and tidy with doors open for airing when not in use. Barbecues to be cleaned of excess fat and food after use.
- Indoor basketball rings to be folded away after use.
- All equipment used to be stored neatly in storeroom.
- Change rooms, showers and toilets to be left in a clean and tidy manner. Ensure that all rubbish in outside areas is placed in rubbish bins provided.
- All rubbish bins have been emptied, rubbish removed and bin liners replaced as necessary.

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hirers or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Morawa Greater Sports Ground

Responsibilities of Hirer/Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches and stoves are to be wiped down after use. Dishes to be washed and put away.
- Floors to be vacuumed and/or mopped and swept if dirty. Vacuum cleaner, mop and broom are provided.
- Chairs and tables are to be restacked after use. Fireplace to be cleaned and ash disposed of, if used.

- All lights must be switched off and external doors locked. Television and/or air conditioner to be turned off, if used.
- Rubbish bins are to be emptied into the bins provided outside the kitchen. Fridges are to be left clean and tidy with doors open for airing when not in use. All electrical appliances such as ovens to be turned off.
- Change rooms, showers and toilets to be left in a clean and tidy manner.

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hirers or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Morawa Town/Lesser Hall

Responsibilities of Hirer/Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches, pie warmers and stoves are to be wiped down after use. Dishes to be washed and put away.
- Main Hall floor is to be swept if dirty. Please DO NOT mop the main hall floor. All cleaning materials are provided.
- Chairs and tables are to be restacked after use.
- All lights must be switched off, heater in Lesser Hall switched off, if used, PA system switched off, if used, and all external doors locked.
- Rubbish bins are to be emptied into the bins provided outside the kitchen.

- Fridges are to be left clean and tidy with doors open for airing when not in use. All electrical appliances such as ovens to be turned off.
- Toilets to be left in a clean and tidy manner.
- Ensure that stage area is left in a clean and tidy condition, if used.

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hires or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Adopted 16/04/2003
Reviewed 19/12/2016

8.6 MARKETS POLICY

The Morawa Shire fully supports the holding of Market Days in Morawa. Market Days add significant vibrancy and interest to the social fabric of the local community.

It is also important that Market Day events do not detract, but complement the everyday activities of the resident Morawa business sector. In this context, Market Days will be approved to be held at either of the following locations:-

- In the Town Square on Winfield Street
- In the main Winfield Street Westrail Car Parking Area
- North of the Morawa Drapery in Winfield Street
- In Pioneer Park located adjacent to the main Winfield Street Toilets

Adopted September 2012
Reviewed 19/12/2016

8.7 MORAWA VOLUNTEERS

In recognition for the valuable contribution made by volunteers in the Morawa community the Shire will hold an annual event to thank those volunteers for giving their time.

The event will be held on the third Thursday of October each year following the Ordinary meeting of the Council.

The event will consist of a Sundowner / BBQ function which will be held at a location within the Town. The event budget will be \$3,000 (to be reviewed each year in conjunction with the annual budget). The funds will cover the cost of food, drinks and entertainment.

The volunteer community groups invited to attend shall be those listed below:-

- DFES
- SES
- St John Ambulance
- Tourist Centre
- RSL
- CWA
- Red Cross
- Lions Club
- Historical Society
- Hospital Auxiliary
- Northern Districts Community Support Group
- Op Shop
- Any general volunteers at the discretion of the Shire President and Chief Executive Officer

The Community Development Officer will liaise with the Shire President and the Chief Executive Officer on event arrangements in August of each year.

Adopted May 2013
Reviewed 19/12/2016

8.8 PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS

The Premier's Australia Day Active Citizenship Awards pay tribute to local individuals and groups who have made an outstanding contribution to the community. Any individual or organisation can make a nomination in either the following categories:

- outstanding community contribution by a local citizen
- outstanding community contribution by a local citizen under 25 years of age
- outstanding community contribution by a local group or community event

The Awards recognise those who have shown an exceptional level of commitment and provision of superior service and support to the Morawa community. The recipients will be selected from people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.

Eligibility for Nominations

- All individuals being nominated must be an Australian Citizen.
- If an event is being nominated, a majority of members of the nominated group must be residents of the Shire of Morawa.
- Nominees for Citizen of the Year or Young Citizen of the Year must be residents of the Shire of Morawa or who conduct work in the area that benefits the Morawa community and whose achievements and service for others has had a widespread influence on the local community.
 - To be eligible for 'outstanding community contribution by a local citizen under 25 years of age', nominees must be under 25 years of age on the day that the award is received.
- Self-nominations are not accepted.
- Only one person may be nominated per nomination form.

Selection Panel

All eligible nominations are assessed by a Selection Panel comprised of two community members and the Shire President, assisted by the Chief Executive Officer. Two community members will be approached to join the selection panel during November each year. These two community members will change on a yearly basis. The Awards will be announced at the Australia Day Ceremony held on 26 January each year.

Conditions of Entry

- The nominator must be an elector of the Shire of Morawa and must provide their full name and residential address and must disclose any relationship to the nominated person.
- The nomination form must be complete to be eligible for consideration.
- The name, address, contact details and signature of the two referees supporting the nomination must be supplied.
- The nominator and the two referees must have signed the nomination form if it is to meet the criteria.
- Shire of Morawa staff are ineligible to make nominations.

- The Shire of Morawa must receive all nominations by no later than 5.00pm on 30 November each year.
- All nomination information and material submitted remains the property of the Shire of Morawa.
- The decision of the Selection Panel is final and no correspondence will be entered into.

Nominations

Should be addressed and forwarded as follows:

“CONFIDENTIAL”
Chief Executive Officer
Morawa Active Citizenship Awards PO Box 14
Morawa WA 6623

Adopted 19/09/2014
Reviewed 19/12/2016

8.9 USE OF SOCIAL MEDIA FOR PUBLICITY

Objective

The use of social media is growing rapidly and this policy is designed to equip the Shire of Morawa for participation in social media a positive manner as a means of marketing and promoting the Shire and Youth Centre activities.

The purpose of this policy is to provide guidelines specifically for the use of Facebook to a targeted audience, to outline the Shire’s position in relation to the use of social media by its staff, whether in an official or private capacity.

Policy Statement

The Shire embraces the use of social media for the promotion, development and delivery of the Shire and Youth services. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include (although is not limited to):

- Social networking sites (for example Facebook, MySpace, LinkedIn).
- Video and photo sharing websites (for example Flickr, YouTube, Instagram).
- Blogs, including corporate blogs and personal blogs.
 - Blogs hosted by media outlets (for example “comments” or “your say” features on news websites).
- Micro-blogging (for example Twitter).
- Wikis and online collaborations (for example Wikipedia).
- Forums, discussion boards and groups (for example Google groups, Whirlpool).

- Vod and podcasting.
- Online multiplayer gaming platforms (for example World of Warcraft, Second Life).
- Instant messaging (including SMS).
- Geo-spatial tagging (for example Foursquare, Facebook 'Places' feature)
- Social Book Marking (for example Pinterest)

Social media also includes all other emerging electronic/digital communication applications. In this instance the Shire is focusing its attention on Facebook; however that does not rule out future extension of social media for the purposes of communication.

Official Use of Social Media

Official use refers to communication carried out from one of the Shire's own social media channels (such as the Shire of Morawa or Youth Centre Facebook page), or when a staff member posts on an external channel as an authorised Shire representative (for example, when answering a question posted on a public forum).

Who is authorised to Comment

Before engaging in social media activity as a representative of the Shire, a staff member must become authorised to comment. Staff members may not comment unless authorised to be a representative spokesperson of the Shire. To be authorised to comment or be an authorised spokesperson, a staff member must have the explicit approval of the Chief Executive Officer. The Youth Centre Facebook account is for the sole use of the Community Development Officer (CDO).

Authorised Staff must:

- Be open about their relationship with the Shire and that they are representing the Shire in a professional capacity;
- Post information that is accurate, fair and through;
- Refer to another Shire staff member to check information before it is posted;
- Be professional, relevant and responsive;
- Ensure all content matches the quality standards of the Shire;
- Ensure they are not the first to make an announcement, unless authorised to do so;
- Avoid any type of controversial topics and allow the EMCE to inform the community via the approved channels;
- Comment only on their areas of expertise and experience;
- Ensure any errors are corrected as soon as they are discovered;
- Be polite and respectful in all comments; and
- Abide by Facebook's own terms of use.

Authorised Officers must not:

- Post material that is discriminatory in any way, obscene or offensive, defamatory, overtly sexual or explicit;
- Threatening or describing violent events or behaviors;
- Refers to or encourages the use of illegal drugs;
- Illegal or encouraging of illegal behaviors (including the violation of current Australian copyright laws);
- Harassing or hateful to an organisation or person, including the Shire, staff,

- stakeholders, associates and suppliers;
- Discuss local government elections and candidates;
- Spam, repetitive and non-relevant;
- Selling or advertising by commercial enterprises;
- Relates to religious, political or cultural beliefs;
- Comments not topically related to the particular social medium being commented on; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

The above criteria will also be expected from users of the service, and if this is not adhered to then such posts will be removed. Users may then be blocked from posting on the Shire's social media platforms.

Responding to Posts

Authorised officers will act as administrators and at their discretion not every comment / post will receive a response, any comments that are responded to, will be during normal business hours.

If a comment or post requires a formal response, the commentator or poster will be directed to put their comment / query in writing and supplying a postal or street address.

The Act of Liking a Post

The act of the Shire 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

Personal Use of Social Media

This policy does not intend to stop staff member's personal use of social media, however the policy does apply to personal social media when the staff member chooses to identify themselves as an staff member of the Shire, or makes reference to the Shire, its services, the Council or other Shire staff.

Staff members are personally responsible for content published by them on any form of social media platform. Staff should not rely on a site's security settings to guarantee privacy. Comments or photos posted on one site could potentially be used on others under the terms and conditions of many social media platforms.

Staff should be aware of and understand the potential risks and damage to the Shire that can occur, either directly or indirectly, from their personal use of social media and should comply with this policy to ensure that the risk is minimised.

To avoid breaching this policy staff must:

- Only disclose and discuss publicly available information;
- Ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and other government requirements;
- Expressly state that stated views are personal and are not representative of the Shire;
- Behave politely and respectfully; and
- Abide by the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Staff must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, discloses other people's personal information, breaches a Court suppression order, or is otherwise unlawful;
- Imply that they are authorised to speak as a representative of the Shire, nor give the impression that the views expressed are those of the Shire;
- Use the identity or likeness of another staff member, contractor or member of Council;
- Use their Shire email address or any Shire logo or insignia, which may give the impression of official support or endorsement of their personal comment;
- Use or disclose any confidential information or personal information obtained in their capacity as an staff member or contractor of the Shire;
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another staff member, elected member or contractor of the Shire; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation, commercial interests or bring the Shire into disrepute.

Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of Shire policy or the law. Failure to comply with the policy may result in disciplinary action and, in more serious cases, may result in termination of employment.

The Shire reserves the right to remove any material that contravenes this policy from its own social media platforms.

Identifying Inappropriate Use

Where a staff member becomes aware of inappropriate or unlawful on-line content that relates to the Shire of Morawa or content that may otherwise have been published in breach of this policy, the situation and circumstances should be reported immediately to the Chief Executive Officer for assessment.

Adopted 19/09/2014
Reviewed 19/12/2016

9. TOWN PLANNING

9.1 RURAL SUBDIVISION

A rural subdivision policy has been formulated to guide Council in the assessment of subdivision applications relating to rural land. The objectives of the Town Planning Scheme with regards to rural land are as follows:

- to ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities;
- to consider non rural land uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or environment;
- to allow for facilities for tourists and travellers and for recreation uses.

Subdivision in the rural zone creates a number of concerns wherein it may:

- place undue pressure on the provision of services and facilities;
- compete for the use of rural land for agriculture;
- be incompatible with existing agricultural practices;
- reduce land use options on adjacent lots; and
- compromise rural amenity, landscape and the environment.

In order to protect the future agricultural land use within the Shire of Morawa the *Shire of Morawa Town Planning Scheme No 2* permits subdivision of rural land in the following circumstances:-

- the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);
- the lots are for farm adjustments;
- the lots are for specific purposes such as recreation facilities and public utilities; or
- the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the traveling public and tourists (such as service stations and motels).

Council will not support the subdivision of rural land resulting in the creation of lots smaller than 20 hectares.

Adopted 15/11/2001
Reviewed 19/12/2016

10. ECONOMIC DEVELOPMENT

10.1 INFRASTRUCTURE ASSET MANAGEMENT

Purpose

The purpose of this policy is to provide the basis for and to guide the strategic management of the Shire's infrastructure assets in order to deliver the Shire's long term strategic objectives.

The purpose will be achieved by:

- a) Developing and implementing an Asset Management Strategy.
- b) Preparing and maintaining an Infrastructure Asset Management Plan.
- c) Preparing operations and maintenance plans for each infrastructure asset class.
- d) Maintaining up-to-date and validated Asset Management Systems and Processes that are aligned and integrated with the Shire's business practices.

Scope

This Policy applies to infrastructure assets owned by the Shire of Morawa Shire. The asset types covered are as follows:-

Roads assets comprising

- Sealed and Unsealed Roads Culverts
- Railway Crossings Road signs/features
- Floodways
- Kerbing Footpaths

Buildings comprising

- Shire depot Public/Civic Recreation
- Housing

Other assets comprising

- Public/Civic Assets Recreation Assets Airport
- Sewerage and Effluent Reuse Assets

An Infrastructure Asset Management Plan was prepared in 2011. A separate Asset Management Plan covers the sewerage and effluent reuse assets.

This Infrastructure Asset Management Policy covers all the Shire's infrastructure assets, including the sewerage and effluent reuse assets.

Objective

The objective of this Policy is to provide a consistent framework that is aligned and integrated with the Shire's business practices and is consistent with the State Government's Integrated Planning and Reporting requirements such that:

- a) Infrastructure assets are managed in accordance with the requirements of relevant legislation;
- b) Infrastructure assets are managed in accordance current best practice, taking affordability into account;
- c) A “whole of life” approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that infrastructure assets deliver the required Levels of Service are identified and reported;
- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal, and acquisition plans;
- f) The performance of infrastructure assets is measured and reported against the required levels of service and associated target performance levels;
- g) Infrastructure assets are accounted for in accordance with the requirements of the appropriate accounting standards and reporting requirements.

Organisational Context

The Shire’s most recent Strategic Plan (Strategic Plan – Plan for the Future Facilitation Report 2010) includes a set of values that inform the development and management of the Shire as follows:-

- To provide open, consultative and accountable governance to the community;
- To provide strong leadership in support of the community and its future;
- To maintain the Shire and community’s local identity;
- To encourage regional co-operation and sustainable strategic growth for the North Midlands;
- To provide innovative and creative solutions in support of delivering sustainable outcomes;
- To maximise mining company residential and employment investment at Morawa;
- To ensure that the marketing and selling of Morawa’s tourism assets are maximized;
- To ensure that whole of government infrastructure and service development needs of Morawa are met;
- To ensure that the core agriculture sector of the community remains competitive and viable and renowned as an innovative industry leader taking advantage of all diversification opportunities.

In addition, the Strategic Plan indicates a set of goals and objectives that incorporate the community’s goals-

1. To deliver on the State Government’s goal for Morawa to become a ‘Super Town’ and sub-regional hub of the North Midlands;
2. To achieve sustainable economic and population growth in the Shire of Morawa;
3. To maintain and further enhance the agriculture sector / industries in Morawa;
4. To provide a safe environment where young families and retirees can enjoy a rural lifestyle with a diverse sporting, recreational and social life, social familiarity and a varied choice of land and accommodation;
5. To provide an attractive tourist destination that caters for a diverse range of interests including nature visits, peace and tranquillity of the bush, and outdoor adventure;
6. To encourage the development of junior and senior sport through development of

- excellent sporting facilities that will attract visiting teams;
7. To maximise the mining company's use of and investment in Morawa and its facilities as part of mine site operations;
 8. To maintain and encourage trades people and small business owners to set up their operation within the Shire;
 9. To facilitate establishment of additional accommodation facilities in Morawa, in particular to meet the short stay needs of the community;
 10. To domicile a percentage of the Sinosteel Midwest Corporation Ltd and Karara Mining Ltd workforces in Morawa;
 11. To foster entrepreneurial economic development in the community through identification of elements of comparative advantage within the shire, development of local or imported leadership and strategies to attract outside capital into projects;
 12. To establish greater diversity in educational opportunities in Morawa to service the region.

Asset Management plays an important role in the development and management of the Shire. Asset Management contributes to the achievement of all the above goals. Goals 2, 3, 4 and 6 are dependent on successful asset management.

Principles

The Shire is the owner of public assets and is responsible for the sustainable management of them and to provide for their replacement or renewal.

Asset management is a structured process which seeks to ensure best value for money from assets to deliver the strategic objectives of the Shire and which informs the operations and maintenance, renewal, disposal and acquisition of assets with an overall objective to optimize service delivery and manage related risks and costs over the asset's life cycle.

Infrastructure assets are fundamental to the Shire's overall service delivery.

The Shire recognises Asset Management as a core activity. Accordingly, every staff member of the Shire is either directly or indirectly involved in the management of Shires' assets.

This Policy supports the Shires' intent to raise its Asset Management Practice to a level that is best practice, subject to affordability, through the provision of assets and their timely maintenance and renewal at appropriate levels to meet service needs.

The Shire recognises that its assets incur ongoing operating costs and require maintenance and the replacement of components to ensure that they remain serviceable throughout their life. Some assets may also be disposed of. This combined cost, together with the capital cost of asset acquisition is termed lifecycle cost. This policy supports the Shires' commitment to ensure that the Levels of Service delivered by the assets are achieved at the best lifecycle cost.

The Shire also acknowledges through this policy that the acquisition of new assets will take into account the full cost of acquisition, operation, maintenance, renewal and disposal over its life cycle. Accordingly, the future cost impact of new assets will be fully considered as part of any new asset approval.

In undertaking asset management of the infrastructure assets, we will:-

- Develop an Infrastructure Asset Management Strategy and a life-cycle based Infrastructure Asset Management Plan in accordance with this Policy and review them every 4 years;
- Ensure that the Infrastructure Asset Management Strategy, the Infrastructure Asset Management Plan and the Sewerage and Effluent Reuse Asset Management Plan are aligned to the Shire's Strategic Plan and to the State Governments Integrated Planning and Reporting Requirements;
- Determine future levels of service taking consultation with the community and affordability into account;
- Make decisions regarding asset operations and maintenance, renewal, disposal and acquisitions taking levels of service and affordability into account and based on lifecycle costs;
- Ensure compliance with relevant accounting standards;
- Ensure that all relevant legislation is taken into account;
- Collect, store, manage and analyse data on asset utilization, performance and condition and utilize the data to inform operations and maintenance, renewal, disposal and acquisition plans;
- Manage the risks of injury, liability and asset failure through risk and condition assessments;
- Carry out demand forecasting to inform operations and maintenance, renewal, disposal and acquisition plans;
- Develop Long Term Financial Plans on the basis of funding the asset operations and maintenance, renewal, disposal and acquisitions plans in accordance with this Policy;
- Taking affordability into account, ensure that best practice asset management practices and systems are employed to support the management of the Shire's infrastructure assets.

Roles and Responsibilities

Elected members

Adopt the Infrastructure Asset Management Policy; Adopt the Infrastructure Asset Management Strategy; Adopt the Infrastructure Asset Management Plan; Adopt the Sewerage and Effluent Reuse Asset Management Plan; Support the use of asset management planning throughout the organization; Make decisions regarding infrastructure assets in accordance with the Infrastructure Asset Management Policy, Strategy and Plan.

Chief Executive Officer

Develops and maintains the Infrastructure Asset Management Policy; Develops and maintains the Infrastructure Asset Management Strategy; Develops and maintains the Infrastructure Asset Management Plan; Develops and maintains the Sewerage and Effluent Reuse Asset Management Plan; Ensures alignment between the Infrastructure Asset Management Policy, Strategy and the Asset Management Plans with other policies and processes in the organization; Ensures compliance with legislative requirements; Ensures infrastructure assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and Plan; Ensures sewerage and effluent reuse assets are managed in accordance with Infrastructure

Asset Management Policy, Strategy and the Sewerage and Effluent Reuse Asset Management Plan;

Supports the use of asset management planning throughout the organization;
Facilitates best practice asset management.

Review of Policy

This policy will be reviewed in conjunction with the review of the Infrastructure Asset Management Strategy and Infrastructure Asset Management Plan.

Adopted 02/02/2013
Reviewed 19/12/2016

10.2 Community Engagement

Policy Statement

Background and Situation

Involving citizens in government planning and decision-making is crucial to the legitimacy and responsiveness of government, the quality of public policies and programs, and the effectiveness of services.

Community engagement is aligned with Australia's system of representative democracy and whilst many government agencies have been undertaking a range of community engagement activities for some time, it is acknowledged there is need for continuous improvement at all levels.

The increasing emphasis on community involvement in government processes corresponds with growing citizen expectations for more accessible, responsive and accountable government. It also corresponds with an international trend towards more participatory and deliberative approaches to democratic governance. For example, in the past 18 months, we have witnessed a number of governments lose power or come under serious threat for the failure to engage their citizens in an appropriate process.

Globally, there are several drivers and trends moving governments to improve community engagement in planning and decision-making.

These trends include:

- 1) Concerns about low levels of trust and confidence in government,
- 2) Community expectations for governments to be responsive, accountable and effective,
- 3) Mounting evidence and acknowledgement of increased social exclusion and disadvantage,
- 4) The realisation that government does not have the expertise, resources or influence to solve all issues.

Other global trends contributing to a growing interest in community engagement include:

- rising education levels
- increasing interest in seeing more citizen opinions and values reflected in government policies and decisions
- the changing nature of community and non-government organisations
- changes brought about by technologies that are providing opportunities for fast and direct communication between citizens and public officials.

Internationally, governments are shifting from a top-down model to 'networked' governance. This more inclusive approach acknowledges the importance of connections, facilitates increased citizen input into government processes, and emphasizes collaboration across the public, private and community sectors.

Under the Local Government Reform process, a new strategic planning model was adopted in 2010. This Integrated Planning Framework (IPF) provides for a Strategic Community Plan (SCP), outlining the social, environmental and economic hopes, dreams and aspirations of all communities in Western Australia. The beginning processes of Community Engagement (CE) inform the SCP.

The absolute lynchpin of the entire IPF is *community engagement*. How communities are engaged, at what level, and with reviews, is critical to the success of any local government IPF. Whilst there are good examples of planning across the sector, the sector is encouraged to have a strategic planning system that delivers accountable and measurable linkages between the community aspirations and practical service delivery.

It is therefore considered paramount that local governments adopt a policy that will systematically capture the community sentiment, build organisational capacity to meet those needs and optimise the success of integrating the community component with other aspects of planning.

Values Basis

Shire of Morawa councillors and senior staff have identified the values underpinning this new policy and have committed to actions that will strengthen the Shire's approach to community engagement.

The values are as noted in Table 1:

Table 1. Values

Values	Actions	Notes
Respect	<p>People matter...decisions are made on the basis of people's needs leading to community ownership and continuous improvement for enhancing our quality of services proactively and collaboratively.</p> <p>We will use an inclusive process that treats the participants with recognition & respect and seeks a balanced outcome, brings the community close to us so we understand more of what they want and how to include the community's thoughts.</p>	<p>Government is a servant of the people and the people's needs will be considered; listening to feedback and incorporating it where appropriate is essential to the process</p>
Transparency	<p>We will be open and honest about our dealings with the people and keep them informed at all stages using the most appropriate form of communication given the programme, project or task at hand.</p>	<p>People are less likely to deal in rumours or feel left out when they know what is being discussed and why. Knowledge is power.</p> <p>We recognise that to empower our communities and our residents, information must be provided to all levels and communication must occur at all levels.</p>
Fairness	<p>We will consider venue, language and timing to ensure that engagement is accessible to all; discussion and decisions will be handled equally across all population groups and communities of interest</p>	<p>Connecting with the people, across a wide swath will help develop a sound understanding of the community and a sense of integrity</p>
Loyalty	<p>We will be loyal to the people of Morawa and its outlying communities, upholding their desires above all others and lobbying for their interests throughout the IPF process</p>	<p>Integrity and mutual respect are enhanced when people know they are valued and when we do what we say we will do</p>
Empathy	<p>We will be flexible in our approach, ensuring that maximum numbers of people can be engaged at every step; we will engage with the community in 'their space' not a space that we create</p>	<p>Venue, timing and access will be considered for all segments of the population</p>

Purpose

Ensuring that residents of the Shire of Morawa have the maximum opportunity to contribute to their own social, economic and community well-being as well as good governance through information and consultation on minor projects, and active participation in the development of major programs, projects and events throughout the Shire.

Councillors and senior staff have identified the levels of engagement to be used with this new policy and have committed to actions that will strengthen the Shire's approach to community engagement.

These are as follows in Table 2:

Table 2. Community Engagement Actions

Actions	Notes
Each project/program will be reviewed to ensure the appropriate level of engagement is being used; council will use a balance/variety of engagement techniques in order to avoid 'burnout' and keep interest high	Communities can be over-consulted resulting in consultation burn-out; the appropriate level will be inbuilt in the planning process
A matrix will be developed listing all priorities and what levels of engagement will be used with each, including techniques	The IPF is accepted as mandated, however, there is a need to update across the system with the state engaging at local levels as well
Council commits to using all reasonable engagement practices and electronic means wherever possible to do so	Regular use of all currently available means, including community newsletters as well as Facebook and other interactive social media will be explored
Council identifies priority projects as those financially & physically achievable within available budgets, officer resources & timeframes	Timing of projects is important to avoid overtaxing officers or community members; elected members and senior staff are the arbiters of priority within budgetary, physical and staffing considerations
Council will engage outside 'experts' whenever needed	It is accepted that certain engagement techniques and evaluations are best managed by outside consultants, particularly when projects begin from the 'ideas' stage as is the nature of active participation

Levels of Community Engagement

In the literature as well as in common practice, there are generally three to five levels of community engagement identified. Each level is most appropriate with certain programs and projects. In addition, certain projects and programs are able to draw from all levels as needed. It is recognised that levels of community engagement are not hierarchical but rather linear and that levels of engagement do not necessarily build on one another but are complementary. It is further recognised that effective community engagement is built on trust, goodwill and respect, driven by a set of principles, not simply shaped by particular engagement techniques.

The levels accepted by the Shire of Morawa are identified in Table 3.

Table 3. Levels of Community Engagement

Information sharing →	Consultation →	Active Participation
<i>Objective</i>	<i>Objective</i>	<i>Objective</i>
To provide the public with balanced and objective information to assist them in understanding a problem, alternatives and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution
<i>Promise to the public</i>	<i>Promise to the public</i>	<i>Promise to the public</i>
We will keep you informed	We will keep you informed, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible
<i>General Nature</i>	<i>General Nature</i>	<i>General Nature</i>
<ul style="list-style-type: none"> involves the least amount of time, minimal level of engagement and community influence advises community of decisions or services information received by phone, postal, internet, educational activity, public notice boards, media 	<ul style="list-style-type: none"> involves a moderate amount of time, shared level of engagement and community influence government asks for views, considers views, provides feedback on how views affected final decision feedback on decisions and changes may take long time includes face-to-face meetings, on-line surveys, phone interviews 	<ul style="list-style-type: none"> involves a substantial amount of time, as well as a substantial level of engagement and community influence individuals, communities and government work closely together to develop better policy, programs and services includes regular meetings and participation of committees, reference groups or advisory groups
<i>Example Tools</i>	<i>Example Tools</i>	<i>Example Tools</i>
advertising briefings community meetings community fairs or events education & awareness programs fact sheets informal club forums media stories newsletters news conferences newspaper displays & inserts online information shopfronts telephone hotline	discussion groups & workshops one-to-one interviews open days polls road shows survey research web-based consultation	<ol style="list-style-type: none"> action research advisory committees charrettes citizen juries & citizens' panels collective learning technique (world café) community reference groups community visioning deliberative polling deliberative retreats design workshops drama workshops fishbowls focus groups futures search conference imagining learning circles participatory editing precinct committees partnerships for active participation negotiation tables nominal group workshops photo voice policy action teams planning for Real open space technology summits

Examples of Current Projects

Examples of Morawa projects and the level of engagement needed as well as how the results will be incorporated into the Strategic Community Plan are illustrated in Table 4 (not in priority order):

Table 4. Project Examples

Program/ Program/ Idea	Engagement Level & Techniques	Incorporation into Strategic Community Plan	Notes
Industrial Subdivision	<p>Combination of levels</p> <ul style="list-style-type: none"> • Newsletter/personal invitation [town, mining companies, farmers] to a community forum • Collaborative work to engage interest in attending and identify group leaders [business community, football & sports clubs, MEEDAC, schools, other community groups] • Explain project has been revitalised • Community forum as an active process with regular meetings • Electronic consultation as it affects all age groups; on-line survey plus mail-outs • Regular information flow to public & participants; use social media, website, mail-outs, Snippets, notice boards, shop windows, etc • Once industrial sectors are identified, develop a widespread media promotion • Develop strong relationships within existing business community through social occasions and direct engagement • Mobilize lobby groups for high speed internet and reduction of black spots 	<ul style="list-style-type: none"> • Information is collated with identification of achievable development opportunities in priority order • All collected data is double-checked with forum participants • Ensure zoning, planning and other regulations under Shire control are realistic • Gather and provide relevant information to prospective new businesses • Encourage existing regional businesses to consider expansion or complementary activities • Provide detail to Council for incorporation into the SCP as a major shire project in economic development 	<ul style="list-style-type: none"> • This has been an exciting project that has lapsed and should not be addressed in only one or two ways • A rates subsidy for 3-5yrs as an incentive for new businesses, especially those that can use the rail facility should be considered
Solid Waste Disposal	<p>Consultation and active participation</p> <ul style="list-style-type: none"> • Review results to date including consultant's report • Engage community to actively participate in decisions around a recycling option within the overall waste management plan • Encourage participation through shire website, word-of-mouth, social media, letterdrop; involve MEEDAC • Utilise design workshop w/specialists in recycling; learn from other Shires • Encourage a recycling business to collect valuable scrap [copper, batteries, scrap metal, etc]; liaise w/industrial group 	<ul style="list-style-type: none"> • Forward to council for formal approval as part of the overall waste management plan 	<ul style="list-style-type: none"> • It is a community and Shire obligation to ensure the environment is healthy and regulations have been met; the community has already been involved and discussing for some time • Consider recycling bins for households as an incentive
Education Master Plan as part of Liveable Community	<p>Combination of levels</p> <ul style="list-style-type: none"> • Provide basic information to prime up community for further work through advertising, online information, newsletters and fact sheets recapping the Education Plan already developed • Move to consultation via discussion groups, workshops, web-based consultation and community visioning to provide a broader forum and wider audience 	<ul style="list-style-type: none"> • Forward final results to council for formal approval as part of the overall SCP 	<ul style="list-style-type: none"> • Formalise the working group already established into an advisory committee

	<ul style="list-style-type: none"> • Organise a specific collaborative community visioning experience that includes education as part of a liveable community • Move into active participation through a community reference group and focus groups that target different sectors of the community and different aspect of the issue • Use feedback to develop plans for infrastructure, advocacy and action 		
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Version Control

Revision Date: This policy is to be reviewed every two years.

Responsible Officer: Executive Manager Development and Administration.

Revision History:

Version	Author	Version Description	Date Completed
1.0	EMDA	Council adoption reference: 7.2.3.3 OCM: 20 September 2017 Resolution: 1708009	20 September 2017