SHIRE OF THREE SPRINGS POLICY MANUAL

(Reviewed & endorsed by Council 27.08.2025)

Policy Manual

Policy History

Policy No.	Policy Name	Action	Details (Include OCM date & Council Dec. No.
	New Policy Manual	**Adopted**	**17/06/2020 – 034/2020**
	New Policies after June 2020		
1.19	Tourism – Adopt new Policy	Adopted	18/11/2020 - 080/2020
3.9	Recognition of Passing of Community Member – Rescind and replace with Recognitions of Births, Graduates and the Passing of Community Members	Rescinded and Adopted	16/12/2020 – 090/2020
2.17	Governance – Code of Conduct Council Members, Committee Members and Candidates Policy	Adopted	24/03/2021 – 014/2021
2.18	Governance - CEO Recruitment, Performance & Termination Policy	Adopted	28/04/2021 - 023/2021
1.20	Stallholders and Traders Permits in Thoroughfares	Adopted	26/05/2021 – 034/2021
2.10	Council Allowances, Expenses and Entitlements – Adopt – Modified	Adopted	24/03/2021 – 014/2021
2.19	Adopt new Policy – Acting and Temporary Chief Executive Officer	Adopted	23/06/2021 – 049/2021
2.8	Adopt new Policy – Continuing Professional Development	Adopted	23/06/2021 – 049/2021
1.4	Rescind Purchasing Policy and adopt new Purchasing Policy	Adopted	27/04/2022 – 030/2022
4.7	Shire of Three Springs Outbuildings Local Planning Policy	Adopted	25/05/2022 – 040/2022
3.10	Community Cropping Policy	Adopted	22/06/2022 – 049/2022
	Policy Review 2024	Adopted	**28/08/2024 – 060/2024**
4.7	Shire of Three Springs Outbuildings Local Planning Policy	Amendment	12.06.25 – 029/2025 27/08/2025-053/2025

	Policy Review 2025	Adopted	
2.20	Conducting Electronic Meetings and Attendance by Electronic Means	Adopted	24/09/2025 - 063/2025
3.13	Employee Health and Fitness Policy – Free Gym and Pool Access	Adopted	24/09/2025 – 068/2025

POLICY MANUAL – OBJECTIVES

It is the policy of the Three Springs Shire Council to maintain a manual recording the various policies of the Council. Policies are to relate to issues of an on-going nature, policy decisions on single issues are not to be recorded in the manual.

The objectives of the Council's Policy Manual are:

- To provide Council with a formal written record of all policy decisions;
- To provide the staff with precise guidelines in which to act in accordance with Council's wishes;
- To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- To enable Councillors to adequately handle enquiries from electors without undue reference 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 ratepayers to obtain immediate advice on matters of Council Policy.

The Policy Manual will be maintained and updated as and when a policy is varied by the Council. A copy of the Policy Manual, together with and be available on the Shire website (www.three springs.wa.gov.au) details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to Council Policy shall be made only on:

- Notice of motion, or
- An agenda item clearly setting out details of the amended policy.

CONTENTS

POLICY MANUAL – OBJECTIVES		4
1.COUNCIL POLICIES - LEGISLATIVE		7
1.1	Council Policy Management	7
1.2	Audit and Risk Committee - Terms of Reference	10
1.3	Investment of Surplus Funds	13
1.4	Procurement Policy	15
1.5	Regional Price Preference	27
1.6	Official Communications	30
1.7	Complaints Management	34
1.8	Chief Executive Officers Performance Review	38
1.9	Public Interest Disclosure/Whistle Blower	41
1.10	Public Question Time at Council Meetings	43
1.11	Legal Representation and Cost Indemnification	45
1.12	Information Technology and Social Media	48
1.13	Execution of Documents	54
1.14	Corporate Credit Cards	57
1.15	Record Keeping	59
1.16	Civic Receptions, Functions and Provisions of Food and Refreshments	61
1.17	Council Strategic Briefing / Network Forum	63
1.18	Related Parties	64
1.19	Tourism	68
1.20	Stallholders and Traders Permits in Thoroughfares	70
2. COUNCIL POLICIES - GOVERNANCE		72
2.1	Corporate Governance Charter	72
2.2	Recognition of Employee's and Councillor's Service and Departure	74
2.4	Use of Crest and Logo	76
2.5	Risk Management	78
2.6	Fraud and Corruption Prevention	83
2.7	Community Small Grants Fund	84
2.8	Council Member Continuing Professional Development	86
2.9	Deputy CEO Communicating with Shire President	94
2.10	Council Member Allowances, Expenses and Entitlements	94
2.11	Voluntary Emergency Services Leave	99

2.12 Equal Employment Opportunity - Commitment 101
2.13 Sexual Harassment 102
2.14 Employees- Superannuation 104
2.15 Occupational Health and Safety 105
2.16 Council Members and Chief Executive Officer -Attendance at Events 108
2.17 Code of Conduct - Council Members, Committee Members and Candidates 111
2.18 Chief Executive Officer Recruitment, Performance and Termination Policy 119
2.19 Appointment of Acting or Temporary Chief Executive Officer 126
2.20 Conducting Electronic Meetings and Attendance by Electronic Means 129
3.COUNCIL POLICIES – COMMUNITY 133
3.1 Public Consultation 133
3.2 Rate Notice and Debt Recovery 136
3.3 Rates Exemption 139
3.4 Australia Day – Citizenship Award 141
3.5 Award of the Title "Honorary Freeman of the Shire of Three Springs" 144
3.6 Regulation of Catteries 146
3.7 Closed Circuit TV Systems 148
3.8 Three Springs Aquatic Centre 151
3.9 Recognition of Three Springs Births, Graduates and the Passing of Community Members 153
3.10 Community Crop 154
3.11 Shire of Three Springs ICT Information Management and Security Policy 156
3.12 LED Community Noticeboard 163
3.13 Employee Health and Fitness Policy – Free Gym and Pool Access 164
4.COUNCIL POLICIES - ENGINEERING 165
4.1 Heavy Vehicle Conditions for use on Shire Roads 165
4.2 Infrastructure Policy-Asset Management 167
4.3 Crossovers, Crossings, Gates and Pipes Across Roads 172
4.4 Roadside Vegetation 175
4.5 Lighting Management Policy 178
4.6 Standard Drawings 180
4.7 Shire of Three Springs Outbuildings - Local Planning Policy 181

1.COUNCIL POLICIES - LEGISLATIVE

1.1 Council Policy Management

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The purpose of this policy is to enable the documentation and maintenance of a record of policies adopted by Council and outline processes to be followed for their drafting and implementation.

POLICY

The Local Government Act 1995 prescribes part of the role of a Council is to "determine the local governments policies."

Policies will provide for the more efficient and effective use of the Shire's resources and enable the Shire to make decisions based on the principles of equity, fairness, natural justice, transparency of decision making and good government as well as meeting statutory requirements.

Objectives of the Shire's Policies

1. To provide the Shire with a record of policy decisions.
2. To provide employees with guidelines in which to act in accordance with Council's direction.
3. To enable employees to act promptly in accordance with Council's requirements, but without continual reference to Council.
4. To enable council members to adequately handle enquiries from electors without undue reference to the employees or the Council.
5. To enable the Shire to maintain a structured review of Council Policies and to ensure they are in keeping with statutory requirements, community needs, current trends and circumstances.
6. To enable the Community to obtain immediate advice on matters of Council Policy.

Policy Development

A Policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

- Legislative requirement
- Industry standards
- Organisational standards
- Strategic objective
- Community need or expectation

A Policy response will only be proposed where it can be demonstrated that the policy will deliver:

- clarity and consistency in decision making,
- improved efficiency and effectiveness
- improved customer / community outcomes

Where it is identified that for purposes of effectiveness, efficiency or clarity in decision making, a new policy or policy amendment may be required, it may be initiated by either:

- a Council resolution
- an employee report to Council

Where Council has resolved that a policy is required to be developed, the Chief Executive Officer is to cause a Council report to be prepared that considers the range of influences on the proposed policy and includes a draft policy.

Requirements for Proposed New Policies and Major Amendment to Existing Policies

Where a new policy or substantial review of an existing policy is commenced, the following key elements will be researched and considered:

- Statutory compliance obligations
- Industry standards, codes of practice, guidelines
- Risk implications
- Customer / community needs and expectations
- Whether it effectively integrates in the Shire's operations
- External stakeholder consultation, where determined appropriate in accordance with the Shire's Community Consultation Manual
- Internal stakeholder consultation (including relevant senior employees and council members)
- Potential resource and budget implications

When the draft new policy or major amendment to existing policy has been prepared it is to be circulated to council members and senior employees, and other relevant employees seeking feedback, prior to inclusion in the Ordinary Council Meeting agenda. Where feedback identifies improvements, these will be incorporated into the final draft presented for Council's consideration and detailed within the report to Council.

Minor Amendments to Existing Policies

Where a proposed policy amendment is considered minor and does not impact on the substantive operation of the existing policy, then the requirements outlined above do not apply and the amendment can be provided direct to Council via a report.

Policy Manual Review

Each Policy adopted is to be assessed using the following risk considerations:

- Implications of statutory requirements
- Implications for operational effectiveness and efficiency
- Potential for negative impact on:
  - operational activity
  - strategic objectives
  - environmental / economic factors
  - reputation
- Complex procedures or technical information
- Change is likely to occur

All Council policies will be reviewed every 2 years:

- This does not, however, limit the review of individual policies during the year if identified as requiring amendment prior to the annual review date.
- Amendment to and revocation of, policies shall be done in accordance with Regulation 10 of the Local Government (Administration) Regulations 1996, with all decisions to be carried by an Absolute Majority of Council.

1.2 Audit and Risk Committee - Terms of Reference

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The *Local Government Act 1995* (the Act) requires that all local governments establish an Audit and Risk Committee ("the Committee"). The Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

POLICY

The Committee is an advisory committee appointed by and reports to the Shire of Three Springs's Council ("the Council"). The Committee provides appropriate advice and recommendations to the Council on matters relevant to its Terms of Reference (TOR). This is in order to facilitate informed decision-making by the Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer ("CEO").

POLICY OBJECTIVE

The objectives of the Committee are to oversee:

- The credibility and objectivity of financial reporting
- The effective management of financial and other risks and protect Council assets
- Compliance with laws and regulations, as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance
- The provision of an effective means of communication between the external auditor, the CEO and Council
- The scope of work, objectivity, performance and independence of the external and internal auditors, and
- The process and systems which protect against fraud and improper activities

AUTHORITY

The Committee is a formally appointed committee of the Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee has the authority to:

- Review the auditor's annual audit plans and the outcomes/results of all audits undertaken
- Request the CEO to seek information or advice in relation to matters considered by the Committee
- Formally meet with internal and external auditors as necessary
- Seek resolution on any disagreements between management and the external auditors on financial reporting
- Make recommendations to Council with regards to matters within its scope of responsibility.

TERMS OF REFERENCE

1.2.1 POWERS OF THE AUDIT COMMITTEE

The Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated authority. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

1.2.2 MEMBERSHIP

The *Local Government Act 1995* requires that an audit and risk committee is to consist of a minimum of three (3) members and in that situation, all must be Council members. Where a committee consists of more than three (3) members then a majority of those members must be Council members.

The Shire's Audit and Risk Committee may consist of five (5) members which may include up to two (2) independent external members.

Independent external members will be selected based on the following criteria:

- A suitably qualified person with demonstrated high level of expertise and knowledge in financial management, risk management, governance and audit (internal and external)
- Understanding of the duties and responsibilities of the position; ideally with respect to local government financial reporting and auditing requirements
- Strong communication skills
- Relevant skills and experience in providing independent expert advice

An independent external member will be a person with no operating responsibilities with the Shire nor will that person provide paid services to the Shire.

Appointment and re-appointment of independent external members shall be made by Council after consideration of the CEO's recommendation. The applications of independent external members will be sought through an open and transparent process. The evaluation of potential members will be reviewed by the CEO and appointments will be determined by the Council. Appointments will be for a maximum term of two (2) years.

Independent external members will be required to complete a confidentiality agreement and confirm that they will operate in accordance with the Shire's code of conduct. They will also be required to follow the Shire's policies as pertained to the Committee operations.

The Council may by resolution terminate the appointment of any independent external member prior to the expiry of his/her term if:

- The Committee by majority determines that the member is not making a positive contribution to the Committee
- The member is found to be in breach of the Shire's Code of Conduct or a serious contravention of the Local Government Act 1995
- A member's conduct, action or comments brings the Shire into disrepute

1.2.3 REPORTING

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

1.2.4 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Audit Committee will be to:

- Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits

- Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor
- Develop and recommend to Council a list of those matters to be audited and the scope of the audit to be undertaken
- Recommend to Council the person or persons to be appointed as auditor
- Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
    - the objectives of the audit
    - the scope of the audit
    - a plan of the audit
    - details of the remuneration and expenses to be paid to the auditor
    - the method to be used by the local government to communicate with, and supply information to, the auditor
- Meet with the auditor at least once in each year and provide a report to Council on the matters discussed and outcome of those discussions,
- Liaise with the CEO to ensure that the local government does everything in its power to:
    - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995
    - ensure that audits are conducted successfully and expeditiously
- Examine the reports of the auditor after receiving a report from the CEO on the matters to:
    - determine if any matters raised require action to be taken by the local government; and
    - ensure that appropriate action is taken in respect of those matters.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to the Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditors is received, whichever is the latest time.
- Review the scope of the audit plan and program and its effectiveness.
- Review the appropriateness of any special internal audit assignments undertaken at the request of Council or CEO.
- Review the level of resources allocated to internal audit and the scope of its authority.
- Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- Review the local government's draft annual financial report, focusing on:
    - accounting policies and practices
    - changes to accounting policies and practices
    - the process used in making significant accounting estimates
    - significant adjustments to the financial report (if any) arising from the audit process
    - compliance with accounting standards and other reporting
    - requirements
    - significant variances from prior years
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise after any such recommendation but before the annual financial report is signed.
- Review the annual Compliance Audit Return and report to Council the results of that review, and
- Consider the CEO's reviews of the appropriateness and effectiveness of the Shire's systems and procedures regarding risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council.

1.3 Investment of Surplus Funds

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	**OCM**	**053/2025**
No.	Title	
Legislative Reference		

PURPOSE

The Council and delegated investment employee have fiduciary responsibilities under s6.14 of the Local Government Act and therefore risks must be kept to a minimum and the investment managed with the care, diligence and skill that a prudent person would exercise.

POLICY

The following principles and objectives guide decision making in relation to investments.

- 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.
- 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 employees with delegated authority to invest/control Council funds.

POLICY STATEMENT

Employees authorised to make investment decisions and sign investment lodgements, withdrawals etc., are specified in Council's Delegated Authority Register.

- Any investments made under delegated authority are to comply with the Authorised Investments List.
- Decisions in excess of $750,000 unauthorized investments or for terms > 12 months must be referred to Council for determination.

1.1.1. PRUDENT PERSON STANDARD

The Council and delegated investment employee have fiduciary responsibilities under s6.14 of the Local Government Act and therefore risks must be kept to a minimum and the investment managed with the care, diligence and skill that a prudent person would exercise. In this respect, the schedule of Authorised Investments and limits applying are to be adhered to. Relevant employees shall disclose any conflict of interest to the CEO and the CEO to the Shire President.

1.4.2. AUTHORISED INVESTMENTS

Without approval from Council, investments are limited to: -

- State/Commonwealth Government Bonds,
- Interest Bearing Deposits,
- Bank accepted/endorsed bank bills,
- Bank negotiable Certificate of Deposits; and
- Investments fixed for greater than 12 months are to be approved by Council, reviewed on a regular basis and invested for no longer than 3 years.

1.4.3. PROHIBITED INVESTMENTS

- Derivative based instruments,
- Principal only investments or securities that provide potentially nil or negative cash flow,
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind; and
- Investments into listed Australian shares, listed Property Trusts and Unlisted property without Council's specific approval.
- The use of leveraging (borrowing to invest).

1.4.4. RISK MANAGEMENT CONTROLS

Risk Management Controls include:

- Delegated Authority to invest,
- Documented investment procedures,
- Investment Register to be maintained which includes control procedures to identify the nature and location of all investments and the transactions related to each investment,
- 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; and
- Investments obtained are to comply with the following three key criteria:

1.4.5. SEPARATE AND COMMON ACCOUNTS

- 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.
- Money from different accounts may be placed in a common account for investment purposes.
- Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account

1.4 Procurement Policy

Adoption		
Date	Meeting	Council Decision
27.04.22	OCM	
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
Delegation		
No.	Title	
Legislative Reference		

PURPOSE

The Shire of Three Springs (the "**Shire**") is committed to applying the objectives, principles, and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

POLICY

1.1 OBJECTIVES

The Shire's purchasing activities will:

(a) Achieve the best value for money that considers sustainable benefits, such as; environmental, social, and local economic factors;

(b) Foster economic development by maximising the participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient, and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money, and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;

(g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Three Springs.

(h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;

(i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;

(j) Ensure confidentiality protects commercial-in-confidence information and only releases information when approved by the Chief Executive Officer.

1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act honestly and professionally.

1.3 VALUE FOR MONEY

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

1.3.1 Assessing Value for Money

Value for money assessment may consider:

(a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance, and disposal;

(b) 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. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after-sales service, ease of communications, etc.

(c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

(d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;

(e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation, and maintenance;

(f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits regarding the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and

1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1 Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

(a) The appropriate purchasing threshold and practice are applied in all purchasing activities; and

(b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve the best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common: supply and demand drivers, market characteristics, or suppliers.

1) Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve the best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to the future purchasing activity.

2) Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

(a) Exclusive of Goods and Services Tax (GST); and

(b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2 Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

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

Priority 1:	Existing Pre-qualified Supplier Panel or other Contract Current contracts, including a Panel of Pre-qualified Suppliers or contracted suppliers, must be used where the Shire's supply requirements can be met through the existing contract. If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA Preferred Supplier Arrangement (PSA) is to be used.
Priority 2:	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide the best value, then the CEO, must approve the alternative supplier. Reasons for not using a PSA may include: i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. If no relevant WALGA PSA is available, then a relevant State Government Common Use Arrangement (CUA) may be used.

Priority 4:	Tender Exempt - WA State Government Common Use Arrangement (CUA). Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO. If no relevant CUA is available, then a Tender Exempt *[F&G Reg.11(2)]* arrangement may be used.
Priority 5:	Other Tender Exempt arrangement *[F&G Reg. 11(2)]* Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers and will specifically ensure that wherever possible, quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	<u>Other Suppliers</u> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

(2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice Requirements**
Up to $150 (ex GST)	Three Springs Local Trading Monthly Accounts are approved. Individual purchases up to $50.00 can be charged to the monthly account. These purchases are to be verbally pre-approved by the relevant Manager/Supervisor. Purchases between $50 and $150 to be charged to the Monthly account are to be accompanied with a Purchase Order. There is no requirement for requesting quotes and recording on the Electronic Procurement System.
Up to $7,500 *(ex GST)*	Purchase directly from a supplier using a Purchase Order or Corporate Credit Card. One (1) verbal or written quotation from a suitable supplier. The quotes are to be recorded/evidenced using the Electronic Procurement System.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice Requirements**
From $7,501 and up to $20,000 *(ex GST)*	Two (2) written quotations from suitable suppliers. If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. Confirmed via Purchase Order or Contract/Agreement. The purchasing decision is to be based upon assessment of the supplier's response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The quotes are to be recorded/evidenced using the Electronic Procurement System.
From $20,001 and up to $50,000 *(ex GST)*	Three (3) written quotations from suitable suppliers. Purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained. Confirmed via Purchase Order or Contract/Agreement. The purchasing decision is to be based upon an assessment of the suppliers' responses to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote. The quotes are to be recorded/evidenced using the Electronic Procurement system.
From $50,001 and up to $250,000 *(ex GST)*	Three (3) written responses from suppliers. The purchasing decision is to be based upon assessment of the supplier's response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assess all best and sustainable value considerations. The quotes are to be recorded/evidenced using the Electronic Procurement system Confirmed via Purchase Order or Contract/Agreement.
Over $250,000 *(ex GST)*	**Tender Exempt** arrangements (i.e. WALGA PSA, CUA or other tender exemption under *F&G Reg.11(2)*) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). OR

Purchase Value Threshold *(ex GST)*	**Purchasing Practice Requirements**
	Public Tender undertaken in accordance with the *Local Government Act 1995* and relevant Shire Policy and procedures. The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers' response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations.
Emergency Purchases *(Within Budget)* Refer to Clause 1.4.3	Where goods or services are required for emergency response and are within the scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable. However, where due to the urgency of the situation, a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(No budget allocation available)* Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity, then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) Local Government Act 1995	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

The Chief Executive Officer is authorised to approve purchase orders for the purchasing of goods and services and acquiring and disposing of any property to the value of $250,000.

Where the minimum purchasing requirements cannot be met, a non-conforming file note needs to be completed detailing the reasons for not meeting the requirement and signed by the Chief Executive Officer.

1.4.3 Emergency Purchases

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

(a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this Policy.

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

1.4.4 Public Tender Exemptions

An exemption from the requirement to publicly invite tenders may apply when the purchase is:

a) obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
b) from a pre-qualified supplier under a Panel established by the Shire;
c) from a Regional Local Government or another Local Government;
d) acquired from an Australian Disability Enterprise and represents Value for Money;
e) the purchase is authorised under action by Council under delegated authority;
f) within six months of no tender being accepted
g) When the contract involves the purchase of petrol, oil, or other liquids or gases for internal combustion engines, staff are not required to obtain quotes for the purchase of oils and fuels, including diesel.
h) the purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

1.4.5 Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the $250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures *[F&G Reg.13]*.

1.4.6 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidences one or more of the following criteria:

(a) Unable to sufficiently scope or specify the requirement;

(b) There is significant variability for how the requirement may be met;

(c) There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

(d) Subject to a creative element; or

(e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.4.7 Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

(a) purchasing value is estimated to be over $5,000; and

(b) purchasing requirement has been documented in a detailed specification; and

(c) the specification has been extensively market-tested, and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

(d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations/tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that only one potential supplier still genuinely exists.

1.4.8 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.4.9 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2.0 LOCAL ECONOMIC BENEFIT

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

(a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;

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

(c) ensure that procurement plans and analysis is undertaken prior to developing Requests to understand the local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

(d) 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;

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

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

2.2 SOCIALLY SUSTAINABLE PROCUREMENT

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

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

(1) Aboriginal Businesses

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

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

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

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

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

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

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

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

PANELS OF PRE-QUALIFIED SUPPLIERS

3.1 OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

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

(b) the Panel will streamline and will improve procurement processes; and

(c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2 ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO.

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

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3 DISTRIBUTING WORK AMONGST PANEL MEMBERS

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

(a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

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

(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

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

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

(b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

   i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

   ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

   iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.

   iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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

3.4 PURCHASING FROM THE PANEL

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

1. RECORD KEEPING

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

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

2. PURCHASING POLICY NON-COMPLIANCE

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

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be

considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

(a) an opportunity for additional training to be provided;

(b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

(c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

***See Appendix 1 at pg. 177 ** Quote/Tender Assessment Templates*

1.5 Regional Price Preference

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To encourage the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the Shire of Three Springs.

POLICY

POLICY STATEMENT

A price preference will apply to quotations of $5,000 value or greater and all tenders invited by the Shire of Three Springs, for the supply of goods and services and construction services, unless the Council resolves that this policy not apply to a particular quotation or tender.

1.3.1 LEVELS OF PREFERENCE

The following levels of preference will be applied under this policy:

(a) Goods or services up to a maximum price reduction of $50,000.00:
- 10% to businesses located within the Prescribed Area.

(b) Construction (building) services up to a maximum price reduction of $50,000.00:
- 5% to businesses located within the Prescribed Area.

(c) Goods or Services, including construction (building) services, up to a maximum price reduction of $500,000.00, if the Council is 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 Council:
- 10% to businesses located within the Prescribed Area.

1.6.2 The levels of preference outlined in 1.6.1 above, will be applied as either a regional business preference or as a regional content preference, as follows:

1.6.3 REGIONAL BUSINESS PREFERENCE

1.6.3.1 PRICE PREFERENCE

This preference enables businesses/contractors within local governments in the Prescribed Area to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

1.6.3.2 LOCAL BID PRICES

The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.6.1 of this policy.

1.6.4 REGIONAL CONTENT PREFERENCE

1.6.4.1 This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. The preference applies to the value of the goods, materials or services purchased from within the Prescribed Area and used in the Shire of Three Springs and are referred to as "Regional Content". The preference percentages are as set out in section 1.6.1 of this policy.

1.6.4.2 Businesses outside the Prescribed Area

Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

1.6.4.3 Businesses wishing to claim a price preference

Businesses wishing to claim a price preference in Clause 2 must complete a preference questionnaire/response form that is distributed with each quotation of $5,000.00 value or greater and which is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

1.6.4.4 Price

Price is only one factor to be considered when assessing quotations and tender submissions.

1.6.5 Prescribed Area:

Local Business – is a business that maintains its primary place of business in the Shire of Three Springs or has 80% of its business activity in the Shire of Three Springs.

Sub Regional Business – is a business that maintains its primary place of business in the sub-Region, or has 80% of its business in the sub-region. For the purposes of this policy, sub regional businesses are those located within Shires of the North Midlands / Northern Country Zone of WALGA.

Regional Business – is a business that maintains its primary place of business in the region or has 80% of its business activity in the region. For the purposes of this policy the region consists of those Shires located within the State development commission regions of Mid-West.

Example of 5% and 10% Regional Price Preference Calculations

Item/Service	Original Price	Price Preference (%)	Price Reduction	Evaluated Price
Goods or Services Example 1	$100,000	10%	$10,000	$90,000
Goods or Services Example 2	$300,000	10%	$30,000	$270,000
Goods or Services Example 3	$550,000	10%	$50,000 (Capped)	$500,000
Construction Example 1	$200,000	5%	$10,000	$190,000
Construction Example 2	$1,000,000	5%	$50,000 (Capped)	$950,000

1. $10,000 reduction applies for evaluation purposes, making the evaluated price $90,000.
2. **Goods or Services Example 2**: The original price is $300,000. The 10% price preference results in a $30,000 reduction, leading to an evaluated price of $270,000.
3. **Goods or Services Example 3**: The original price is $550,000. The 10% price preference would normally give a $55,000 reduction, but since the maximum reduction is capped at $50,000, the evaluated price is $500,000.
4. **Construction Example 1**: The original price is $200,000. With a 5% price preference, a $10,000 reduction applies for evaluation purposes, making the evaluated price $190,000.
5. **Construction Example 2**: The original price is $1,000,000. The 5% price preference would normally give a $50,000 reduction (capped), making the evaluated price $950,000.

1.6 Official Communications

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

This policy details legislative obligations and establishes protocols applicable to the Shire of Three Springs official communications with our community, to ensure the Shire of Three Springs is professionally and accurately represented and to maximise a positive public perception of the Shire of Three Springs.

POLICY

This policy applies to:

1. Communications initiated or responded to by the Shire of Three Springs with our community; and
2. Council Members when making comment in either their Shire of Three Springs role or in a personal capacity about matters relevant to the Shire of Three Springs.

Policy Statement

Official Communications

The purposes of the Shire of Three Springs's official communications include:

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

The Shire of Three Springs's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

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

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire positions;
- Social media; and

- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Three Springs

The Shire President is the official spokesperson for the Shire of Three Springs, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [*s.2.9and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire of Three Springs, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Three Springs.

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

- bring the Shire of Three Springs into disrepute, *[Rules of Conduct Reg.3(d)];*
- compromise the person's effectiveness in their role with the Shire of Three Springs,
- imply the Shire's endorsement of personal views *[s.2.8(1)(d) of the Local Government Act 1995]*,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so *[s.2.8(1)(d) of the Local Government Act 1995];* or
- disclose, without authorisation, confidential information *[s.5.93 of the Local Government Act 1995]*.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire. *[State Records Act 2000 / Local Government Record Keeping Plan, s's 5.23(2) and 5.93 of the Local Government Act 1995]*

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

Responding to Media Enquiries

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

Council Members may make comments to the media in a personal capacity.

Website

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

Social Media

The Shire of Three Springs uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Three Springs maintains the following Social Media accounts (delete / add as relevant to each local government):

- Social networks, including - Facebook,

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

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Three Springs will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire's social media account is identified as posting content which is deleted is accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

Shire President Social Media Official Accounts

The Shire of Three Springs supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Three Springs accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

The Shire of Three Springs will use the following channels to communicate and advise our community regarding Emergency Management:

- Emergency SMS
- Shire Facebook

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Three Springs including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000.* These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000.* Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire.

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

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire.
2. Be made with reasonable care and diligence *[Rules of Conduct Reg.3(a)]*;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct *[Rules of Conduct Reg.3(b) and (f)];*
5. Avoid damage to the reputation of the local government *[Rules of Conduct Reg.3(d)]*;
6. Not reflect adversely on a decision of the Council
7. Not reflect adversely on the character or actions of another Council Member or Employee [*Rules of Conduct Reg.10(3),*
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member *[Rules of Conduct Regs. 3(g) and 10(3),.*

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995 [refer s.5.105]* and may be referred for investigation.

1.7 Complaints Management

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The Council members, employees and contractors at the Shire of Three Springs are committed to providing an efficient, effective, systematic and consistent approach that strives for continuous improvement in the management of complaints.

POLICY

This policy applies to all Council members, employees and contractors of the Shire of Three Springs that receive and manage customer feedback relating to products and services delivered by or on behalf of the Shire of Three Springs. For the purposes of this policy, the following is not classified as customer feedback and are out of the scope of this policy:

- Feedback obtained during stakeholder and community engagement processes.
- Queries and requests for specific information.
- Requests for a direct service.
- Matters currently being dealt with or have been previously dealt with by a court, tribunal or external complaints agency.
- Matters that have already been subjected to an Internal review and an outcome has been determined.

In relation to vexatious and habitual complainants:

- To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be "habitual or vexatious" and ways of responding to these situations.
- This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursing an unreasonable course of conduct.

Policy Statement:

1. Definitions / Abbreviations Used in Policy

Complaint: The Australian Standard on Complaints Handling (ISO 10002:2006) defines a 'complaint' as any: "expression of dissatisfaction made to an organisation, related to its products [or services] or the complaints handling process itself, where a response or resolution is explicitly or implicitly expected.

Feedback: a generic term that includes compliments, complaints, suggestions and service requests

Habitual: means "done repeatedly or as a habit". The term vexatious is recognised in law and means "denoting an action or the bringer of an action. The repeated and/or obsessive pursuit of:

- unreasonable complaints and/or unrealistic outcomes; and/or
- reasonable complaints in an unreasonable manner.

Request for Service: provision of a Shire service or some action required to be taken to address a problem or a request for a change to the way a Shire service is delivered. For example, a customer at the Swimming Pool tells employees member there is not hot water in the shower. This is a request for service and the employees must rectify the problem. If the problem is not rectified and the customer must repeatedly ask for hot water over several visits the request is likely to escalate to a complaint.

The Shire recognises that effective complaints management is integral to customer service excellence and values all complaints and encourages a people-focused and proactive approach to complaints management.

The Shire is committed to the following complaints management principles:

- complaints can be lodged without fear of retribution,
- the confidentiality and privacy of complainants will be protected,
- complaints will be assessed in a fair, objective and professional manner,
- complaints are resolved in a timely manner,
- ensure the application of natural justice; and
- integrate complaints information into business improvement processes.

This policy acknowledges customers, employees, Council members, contractors and all other parties who deal with the Shire of Three Springs have a right to provide feedback about the Shire's policies, products and services.

Fairness and Objectivity

The Shire's handling of customer feedback is based on the Shire of Three Springs's values and guiding principles and is in line with the standards set by the Code of Conduct and Customer Service Charter. All feedback will be addressed in an equitable, objective and unbiased manner.

Confidentiality

Personally, identifiable information concerning customer feedback should be available where needed, but only for the purposes of addressing the feedback within the organisation and should be actively protected from disclosure, unless the customer expressly consents to its disclosure.

Data Collection

The Shire may collect and register data on customer feedback.

Remedies and Resolution of Complaints

The decision or action taken regarding the customer complaint will be communicated to the customer as soon as the decision or action is taken.

The Shire recognises the various remedial methods that can be used to deal with a complaint:

- A review of the issue,
- Information to the customer as to how the complaint was dealt with, upon conclusion thereof,
- A change to the decision,
- A conciliation process,
- Referral to third party for appeals e.g. State Administrative Tribunal, the State Ombudsman's Office,
- Other remedies that are considered appropriate to the circumstances i.e. an apology.

2. External Review

Any complainant can seek external review about any complaint about any Council members or employees from the Ombudsman, Public Sector Commission or Department of Local Government and Communities. The level of information provided to the Shire by these agencies, and that which it can report to others is constrained by the various laws and policies governing those agencies.

3. Habitual or Vexatious Complaints

Habitual or vexatious complaints can be a problem for employees and Council members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of employee and Member time and displace scarce human resources that could otherwise be spent on Council priorities.

Whilst the Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

4. Application

Where complaints continue and have been identified as habitual or vexatious, the CEO, following discussions with the DCEO, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken.

The CEO will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action that will be taken. The CEO will also notify the Council members that a person has been designated as a habitual or vexatious complainant.

Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach, then their status will be reviewed.

4.1 Criteria for Determining Habitual or Vexatious Complaints

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

Where complainants:

- Persist in pursuing a complaint where the Shire's complaints process has been fully and properly implemented and exhausted.
- Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
- Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
- Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
- Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgment will be used in applying these criteria.
- Have threatened or used physical violence towards employees at any time. This will cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual physical violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Shire is to be made.
- Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person.by telephone, letter, email or fax. Judgment will be used to determine excessive contact considering the specific circumstances of each individual case.

- Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
- Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
- Make unreasonable demands on the Shire and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.
- Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:
  - Clearly does not have any serious purpose or value; or
  - Is designed to cause disruption or annoyance; or
  - Has the effect of harassing the public authority; or
  - Can otherwise fairly be characterised as obsessive or manifestly unreasonable.
- Make repetitive complaints and allegations which ignore the replies which Shire employees have supplied in previous correspondence.

4.2 Options for Dealing with Habitual or Vexatious Complainants

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

- A letter to the complainant setting out responsibilities for the parties involved if the Shire is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
- Decline contact with the complainant, either in person, be telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of this in person.
- Notify the complainant, in writing, that the Shire has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Shire does not intend to engage in further correspondence dealing with the complaint.
- Inform the complainant that in extreme circumstances the Shire will seek legal advice on habitual or vexatious complaints.
- Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from its solicitor or other relevant agencies.

1.8 Chief Executive Officers Performance Review

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To ensure the Shire of Three Springs complies with s5.38 of the Local Government Act 1995, (the Act) which requires that the performance of the Chief Executive Officer be reviewed at least once in relation to every year of employment.

To also describe the processes and procedures for annual, midterm and interim reviews of the CEO's performance.

Local Government Act 1995, Part 5, Division 4, s5.38, Local Government (Administration) Regulations 1996, Regulation 18D, Salaries and Allowances Act 1975 (Salary and Allowances Tribunal).

POLICY

The process of undertaking a performance and salary review of the Chief Executive Officer must be formalised to ensure equity in assessment against Key Performance Indicators (KPIs) established in the Chief Executive Officer's Contract of Employment, and/or in the immediately previous performance assessment.

Adoption of this policy process by Council ensures a consistent approach to the Shire of Three Springs's Chief Executive Officer performance and salary review.

This Policy ensures a collaborative, constructive process, designed to enhance performance and to provide guidance for the forthcoming review period.

Council members should take a corporate view and regard the process as an opportunity to build relationships, increase the effectiveness of individuals, systems and processes, whilst offering improved performance and profile of the Shire of Three Springs.

1. Performance and Salary Review

- Council will establish a committee to be titled the "Chief Executive Officer - Performance and Salary Review Committee" (the Committee) for the purpose of undertaking the probationary, and annual performance and salary review of the Shire's Chief Executive Officer.
- Establishment of the Committee will be in accordance with Part 5, Division 2, Subdivision 2 of the Local Government Act 1995.
- Part 5, Division 2, s5.9(4) of the Act determines that if Council were to form such a Committee, and the Shire President informs Council members of his/her wish to be a member of that Committee, the local government is to appoint the Shire President to the Committee.

- The undertaking of performance and salary reviews will be in accordance with the Local Government Act 1995, the Local Government (Administration) Regulations 1996, Salaries and Allowances Act 1975 (Salary and Allowances Tribunal), and the Chief Executive Officer's Contract of Employment.
- The Committee will comprise the Shire President and some Council members.
- The Shire President in consultation and agreement with the Chief Executive Officer is authorised to source a suitably qualified external professional to facilitate the review process, but the formal engagement must be undertaken by an employee of the Shire.

2. Probationary and Annual/Mid-year reviews

- An initial review will be undertaken following completion of the designated probationary period.
- Annual reviews will be undertaken in July each year. Note: This clause cannot supersede the Chief Executive Officers Contractual agreements in regards to the annual performance review date which is typically 12 month from the signing of the employment contracts.
  Mid-Year: Shire President to arrange meeting with Council members to discuss the mid-year progress of the CEO's Annual Action Plan (KPI, s) and provide feedback and guidance**:**
- Council will meet with the CEO to discuss work-in-progress on the Annual Action Plan and provide feedback and guidance.
- CEO to present a report on the mid-year progress of his Annual Action Plan and provide supporting materials to assist the Shire President and Council members with their deliberations.
- Shire President and Council members have an opportunity to provide specific feedback to the CEO on each activity/KPI and make recommendations detailing any change of priorities including change of resources and professional development.
- Shire President and Council members are to complete their Council members Feedback Form following the meeting with the CEO and the DCEO is to collect the Council members Feedback Forms and compile the Council Feedback Form, providing the CEO with performance feedback and guidance via the Shire President.
- Council members will have an opportunity to clarify the CEO's progress against each activity/KPI before they finalise their Council members Feedback Form − noting there is no rating of CEO's performance at Mid-Year
- A Strategic Issues Briefing may be scheduled to provide all Council members with the opportunity to provide input to the review process.
- The Committee will report and make recommendation(s) to Council following each review.
- End-of-Year: Council to meet with CEO to discuss performance results, review the Annual Action Plan and provide performance feedback and guidance as well as recommendations on any salary/bonus variation:
- Shire President to arrange meeting with Council members to discuss the end-of-year results of the CEO's Annual Action Plan and provide feedback and guidance
- CEO to present a report on the end-of-year results of his Annual Action Plan and provide supporting materials to assist the Shire President and Council members with their deliberations
- Shire President and Council members will have an opportunity to clarify the CEO's progress against each activity/KPI before they finalise their Council member Feedback Form
- Shire President and Council members to complete their Council member Feedback Form following the meeting with the CEO
- DCEO to collect the Council members Feedback Forms and compile the Council Feedback Form, providing the CEO with performance feedback and guidance as well as recommendations on any salary/bonus variations.

3. Key Performance Indicators and Annual Action Plan

- CEO is to prepare a draft Annual Action Plan that details key strategic initiatives – activity and KPIs − using the Community Strategic Planning, Corporate Business Plan and the latest Budget

- CEO is to present the draft Annual Action Plan to the Shire President and Council members for: − consideration of key strategic initiatives − development of quality standards as may be required − adoption of KPIs

- CEO's Annual Action Plan is the foundation document on which the CEO's annual performance will be considered

- CEO is to develop and present to Council the proposed Annual Action Plan and proposed KPIs

- Council is to consider and agree on CEO's Annual Action Plan and KPIs

- KPIs must refer to the Chief Executive Officer's Contract of Employment, the Corporate Business Plan and/or the Strategic Community Plan.

- KPIs must contain a balance of both tactical and strategic indicators, define realistic milestones and reporting requirements, mirror expectations of Council and the community, and acknowledge leadership.

- KPIs are reviewed annually and are to be agreed upon by the Chief Executive Officer and the Council after each review period.

- The Chief Executive Officer will provide a self-assessment to the Committee of his/her performance against the relevant KPIs prior to the commencement of each.

4. Interim Reviews and informal discussions

- If Council has concerns about the performance of the Chief Executive Officer, at Council's request, the Shire President will ask the Committee to undertake an interim performance review.

- The Chief Executive Officer is to be advised in writing by the Shire President if there is to be an interim review, advising the areas of concern, and providing a minimum of one week's notice of the timing of the review.

- Shire President is to arrange two informal performance discussions with the CEO − one between the End-of-Year Review (previous) and Mid-Year Review (current) − one between the Mid-Year Review and End-of-Year Review.

- The agenda for the ongoing performance dialogue sessions will come from earlier performance discussions

- Ongoing performance dialogue sessions should be used to implement the CEO's agreed Action Plan − amend the CEO's contract if required − discuss the CEO's professional development needs − progress the CEO's performance direction in line with the Council's desires.

- These informal sessions should be documented to reflect the discussions and any agreements, which may be a variation to earlier agreements/direction − where there are significant variations to what's previously been agreed, the Shire President and CEO should report to Council.

1.9 Public Interest Disclosure/Whistle Blower

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Public Interest Disclosure Act 2003		

PURPOSE

The Shire of Three Springs does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Three Springs and its employees, employees and contractors.

POLICY

The Shire of Three Springs is committed to the aims and objectives of the Public Interest Disclosure Act 2003 (PID Act). It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a property authority, the Shire of Three Springs is responsible for:

- receiving disclosures,
- investigating disclosures,
- taking appropriate action; and
- reporting.

The Shire of Three Springs will take all reasonable steps to provide protection to employees who make such disclosures from (Whistle Blower) any detrimental action in reprisal for the making of a public interest disclosure. The Shire of Three Springs does not tolerate any of its employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

The Shire of Three Springs will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003 and the Code detailed below.

The Code is to be complied with by any person to whom a disclosure is made under the PID Act.

The Code uses as its ethical base the principles of personal integrity, relationships with others and accountability as referred to in the Western Australian Public Sector Code of Ethics.

Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:

- be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements,

- not use any circumstance or information connected to a disclosure for personal profit or gain,
- take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the PID Act,
- take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the PID Act,
- maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable,
- declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures,
- immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority,
- provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.

1.10 Public Question Time at Council Meetings

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
6(1) of the Local Government (Administration) Regulations 1996 (s5.24 of the Local Government Act 1995).		

PURPOSE

To permit and describe the way members of the public, whether ratepayers or residents of the Shire of Three Springs or not are able to ask questions in relation to the Shire and receive an answer.

POLICY

This Policy applies to all Ordinary and Special Council meetings and relevant Committee meetings.

"Public Question Time" will be limited to 15 minutes*. The Council may exercise discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.

> * A minimum of 15 minutes is provided by r 6(1) of the Local Government (Administration) Regulations 1996 (s5.24 of the Local Government Act 1995).

Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire's operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.

Procedures

- Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted, without the express approval of the Presiding member
- People wishing to ask questions are encouraged to put their questions in writing or in the form and submit them to the Chief Executive Officer prior to 12.30 pm on the day of the meeting. Oral questions are permitted.
- Priority will be given to questions about matters on the agenda for the meeting and which are comply with the above.
- Every person who wishes to ask a question must identify them self and register with the Minute Secretary immediately prior to the meeting. Questions will be taken in the order in which people register.
- Questions containing offensive remarks, reference or assumptions to the personal affairs or actions of Council members or employees, or which relate to confidential matters or legal action will not be accepted.
- Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
- On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to another employee present. If the question requires research, it will be taken on notice.
- There will be no debate on the answers to questions.

- A summary of the question and the answer will be recorded in the minutes of the meeting at which the question was asked.

1.11 Legal Representation and Cost Indemnification

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Operational Guidelines No. 14 – Legal Representation for Council Members and Employees – Department of Local Government 2006		

PURPOSE

This policy is designed to protect the interests of Council members and employees (including past Council members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

POLICY

Policy Scope: s9.56 of the Local Government Act 1995 (the Act) provides protection from actions of tort for anything a Council member or employee has, in good faith, done in the performance of a function under the Act or any other written law.

s3.1 of the Act, provides that the general function of a Local Government is to provide for the good government of the District. s6.7(2) provides that money held in the Municipal Fund may be applied towards the performance of the functions of the Local Government.

Therefore, the Shire's approval to pay legal representation costs incurred by an individual Council member or employee will rely on the determination that it is reasonably concluded that the expenditure provides for the good governance of the district.

This policy does not apply to legal advice and representation that is obtained by the Shire in the normal course of fulfilling the functions and exercising the powers of a Local Government.

Policy Statement:

1. General Principles

- The Local Government may provide financial assistance to Council members and employees in connection with the performance of their duties provided that the member of employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.
- The Local Government may provide such assistance in the following types of legal proceedings:
  - proceedings brought by Council members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour),

- proceedings brought against Council members or employees [this could be in relation to a decision of Council or an employee with aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
- statutory or other inquiries where representation of Council members or employees is justified.

- The Local Government will not support any defamation actions seeking the payment of damages for individual Council members or employees regarding comments or criticisms levelled at their conduct in their respective roles. Council members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.

2. Applications for Financial Assistance

- Subject to all other conditions, decisions as to financial assistance under this policy are to be made by the Council.
- A Council member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- A Council member or employee requesting financial support for legal services, or any other person, who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of $5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.
- Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

2.1 Legal Representation - Costs that may be approved

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

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

The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instigated by a Council member or employee.

3. Repayment of Assistance

- Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any moneys paid or payable by the Local Government.
- Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. The Local Government may take action to recover any such moneys in a court of competent jurisdiction.

4. Urgent access to legal representation

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of Council, any of the powers provided in this policy to a maximum of $5,000 in respect of a matter.

Where for the purposes of this policy, the Chief Executive Officer is the applicant, the President may exercise the powers of this policy to a maximum of $5,000 in respect of a matter.

An application approved in accordance with this policy is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this Policy.

1.12 Information Technology and Social Media

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	**OCM**	060/2024
27 August 2025	**OCM**	053/2025
No.	Title	
Legislative Reference		

PURPOSE

This policy outlines the conditions governing use of all Information Technology (IT) facilities provided by the Shire of Three Springs to employees and Council members including portable devices. It applies to Council members, employees and to others to whom access to IT facilities has been provided. Deliberate and/or continued non-compliance with this Policy may result in disciplinary action and/or termination.

This Policy details the conditions of use of Information Technology facilities.

POLICY

Policy scope, applies to all Council members and employees of the Shire of Three Springs, and to the extent relevant, to consultants, contractors and other third parties engaged by the Shire, or others, and who are required to access Shire IT facilities or services.

1. General Use

This policy describes the Shire of Three Springs conditions governing use of all Information Technology (IT) facilities (including computers, computer peripherals, voice mail, software, facsimile machines, fixed and mobile telephones, and any other equipment related to the storage and/or distribution of electronic data) provided by the Shire of Three Springs.

All Council members, employees and others, requiring the use of IT facilities must sign a form as an acceptance of the terms and conditions described in this document.

- These conditions apply to all Council members, employees and others to whom access to Shire of Three Spring's IT facilities has been provided.
- The Shire of Three Springs reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- The Shire of Three Springs has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.
- Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.
- Any facilities provided to users are for the business purposes of the Shire of Three Springs. The Shire of Three Springs will not be responsible for meeting any costs resulting from the use of facilities for unauthorised non-business-related purposes.
- The facilities may be approved for use, by employees, for the purpose of the genuine business of community clubs or organisations. To allow this, a written request from the Club or group must be submitted to the Chief Executive Officer who will decide upon the matter, and the volume of use to

be permitted. If approved, the club or group will be advised accordingly. A separate letter will be provided to the community clubs or organisations, which will be required to complete an appropriate form pertaining to the use of the facility.

- The Shire of Three Springs supports only those facilities provided by the Shire of Three Springs for business purposes. Hardware, software, operating systems and networking protocols not in use at the Shire of Three Springs are not permitted.

2. Storage

- Any storage of corporate data on desktop computers or other portable devices is discouraged as this data is not backed up. Users will be responsible for any loss of data stored on these media.
- Duplication of data is to be avoided.
- It is the responsibility of users to store (or save) their documents on a regular basis as computer systems by their nature are not fault tolerant.

3. Installing Unauthorised Software or Files

- Users must not purchase, install, copy or use any software without prior authorisation from IT Services.
- The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used on Shire of Three Spring's systems.
- The installation and use of third party "screen savers" are not permitted.

4. Access to Computer Facilities

- Users may use only those facilities which they have been properly authorised to use by the CEO. Authorisation must be provided by the CEO in writing before access is provided and/or modified.
- Users may not use any of the facilities provided by the Shire of Three Springs in such a way as to reflect poorly upon the Shire either in part or whole.
- The playing of games on Shire computers is not permitted.
- Where the use of any IT facility is governed by a password then the password must not be inappropriately divulged to any other person.
- Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected.
- Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the CEO or the DCEO.
- Users will comply with any directive (verbal, written or electronic) from the CEO or the DCEO relating to access to IT facilities or the application of software updates.
- Users must treat IT facilities with respect. Any willful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair being sought from the user of the equipment.
- Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Three Springs will not be responsible for any excessive costs incurred.
- Remote access to Shire of Three Springs IT facilities is provided on as needed basis. Those seeking such access will need approval in writing from the CEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to the CEO.

- The Shire reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If employees have a particular need for after-hours access to IT facilities, they should liaise with the CEO to arrange access options.

5. Security

- Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or has been provided for their use.
- Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer or Deputy Chief Executive Officer , except in the following circumstances:
  - for data or files stored on a shared network facility or transferred in/out via a shared network facility.
  - under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the CEO.
- Users are encouraged to log out of their workstations when they are not in use. If users are aware that they are going to be away from their workstation for a period of at least thirty (30) minutes they should log out of the network.
- Users should correctly shut their computer systems down before finishing work each day.
- Users must report to the CEO, without delay, any breaches (either real or perceived) of security.

6. Software Copyright/License Regulations

Under Australian Law all software is copyright by the author whether it explicitly contains copyright notice or not. Council members and employees must be aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software including the following:

- Computer facilities provided by the Shire of Three Springs must not be used to make illegal copies of software,
- Users must comply with the conditions of the software license,
- Illegal software must not be installed on Shire of Three Spring's computer systems.

7. Regulating Internet Browsing Usage

Provision of internet browsing facilities to a user's personal computer must be approved by the CEO.

Internet users must be aware that their use of the medium will be monitored and as such all use of internet browsing facilities must be for the Shire of Three Springs business purposes only. For example, sites including but not limited to, those of the following nature must not be accessed:

  - Games
  - Sports
  - Shopping
  - Share Trading
  - Entertainment
  - Adult Entertainment
  - Pornography
  - Chat Rooms/Channels
- Deliberate and/or continued access to sites such as those listed above and other inappropriate sites, will be a disciplinary matter.

- Internet users should not download large files (in excess of one (1) megabyte) unless necessary. If necessary, they must be downloaded at a time agreed with by the CEO.

- The Shire of Three Springs will not be responsible for any unauthorised financial obligations arising through the use or misuse of the Internet.

8. Provision of Electronic Mail (E-Mail) Services

E-mail should not be used as a substitute for formal written correspondence on Shire of Three Spring's letterhead when letterhead is required. E-mail messages are official corporate documents and are legally binding:

- Most users of computer facilities will be provided with an e-mail address (where a need is identified) and are able to send and receive e-mail correspondence.
- The e-mail address of e-mail users identifies the user as working for the Shire of Three Springs. Users should communicate via electronic mail as they would in a public forum.
- E-mail messages of a corporate nature that leave the Shire of Three Springs destined for an external organisation are public records. Any corporate e-mail messages that employees receive are also public record.
- E-mail users must not post chain letters or engage in "spamming". Spamming is the sending of an annoying or unnecessary (i.e. non-business related) message to many recipients.
- Virus warnings will be issued by IT services. If you receive a virus warning by e-mail it should be forwarded to IT services so that its authentic Shire can be determined. Warnings should not be forwarded to any other e-mail user unless authorised by IT services.
- E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely.
- E-mail users must not use obscene, profane, lewd, inflammatory or threatening language. E-mail users must not make or engage in personal, prejudicial, slanderous, libellous or discriminatory attacks, remarks, statements or messages.
- E-mail users must not harass other persons. Harassment is acting in a manner that distresses or annoys another person. If an employee is told by a person to stop sending them messages of this nature, the employee must stop.
- E-mail users must not knowingly or recklessly post false or defamatory information about a person or organisation.
- If you receive or continue to receive e-mail of a nature that does not comply with this Policy, or includes non-business related file attachments such as, but not limited to, sound files, games, presentations, images or movie clips, the sender of the message(s) should be instructed to stop sending them immediately and the messages deleted. The sending (or forwarding) of such non-business-related email attachments is not permitted.
- The use of real-time messaging services such as ICQ is not permitted.

9. Voice Mail

Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another employee.

The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls.

The legitimate use of Voice Mail is for cases where employees are out of their offices for short periods where phone calls would go unanswered.

Voice Mail should not be used to take calls when employees are on leave.

Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

10. Hardware

All hardware devices provided to Council members and employees remain the property of the Shire of Three Springs including all data stored on the device. All usage is to be in accordance with the IT provisions contained in this policy. Hardware includes but is not limited to Laptops, Tablets (iPad) etc.

11. Social Media

Social media allows users to connect with vast numbers of people via internet and mobile based channels. On a professional level, organisations can engage with multiple stakeholders at great speed, while on a personal level, users are able to interact and share opinions with each other.

The use of social media by employees at home and at work can have the potential to expose employers to legal liabilities if the risks are not managed. Accordingly, public organisations require a policy to control and monitor the use of social media to mitigate against any risk exposure, while providing an avenue to engage and interact with the community and stakeholders if this avenue of communication is chosen as a means of communication.

The Shire of Three Springs has chosen not to specifically seek engagement with the community using social media (excluding SoTS Face Book), instead relying on its website and more traditional forms of communication. This policy hence concentrates solely on the personal use of social media. Internet browsing usage and the use of social media in the workplace is addressed elsewhere in this policy.

The Shire of Three Springs acknowledges that Council members and employees use social media in a personal capacity. Whilst this may be in the Council members or employee's own time, it may have implications on the Shire. Council members and employees must ensure that their personal comments on any social media site do not compromise the capacity for them to perform their public role including action which may bring themselves or the Shire of Three Springs into disrepute.

The following principles apply, and should be observed by Council members and employees, in choosing to use personal social media:

- Any public statement made by a Council member or employee must:
  - Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire of Three Springs,
  - Be made with reasonable care and diligence,
  - Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws,
  - Be factually correct,
  - Avoid damage to the reputation of the local government,
  - Not reflect adversely on a decision of the Council,
  - Not reflect adversely on the character or actions of another Council member or employee,
  - Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council member, employee or community member
  - In relation to employees, not involve personal use of social media during work hours other than during recognised breaks and not using Council owned devices.

11. Disciplinary Measures and Termination of Employment

Any breach of this Policy by employees may lead to disciplinary action against the employee, which may result in termination of employment.

Employees should also be aware that breaches of this Policy may incur legal action pursuant to the Copyright Act 1968, Sexual Discrimination Act 1984 and Equal Opportunity Act 1984.

12. Password Policy for Access to Shire of Three Springs Computers and Council Tablets

- Password is not to contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- Be at least 7 characters in length.
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example,! , $, #, %)
- Password cannot be the same as any of the last 24 passwords.
- Passwords cannot be changed for 1 day after a new password is picked. (To stop people changing their password 24 times to get back to the same one).
- Passwords expire every 42 days.
- Council members and employees will be notified when their password is going to expire 5 days before it does. Any people who log in remotely will need to change their password before it fully expires, otherwise they won't be able to log in remotely when it does expire.
- Internet users should not download large files (in excess of ten (10) megabytes) unless necessary. If necessary, individual files of significant size should be downloaded at a time agreed to by the DCEO.
- The Shire of Three Springs will not be responsible for any unauthorised financial obligations arising through the use or misuse of the internet.

1.13 Execution of Documents

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Act 1995 s9.49(A)		

PURPOSE

To provide guidance on the appropriate method of execution for the Shire's documents

POLICY

This policy ensures that the Shire's common seal is utilised, and documents executed in accordance with the provisions of s9.49A Local Government Act 1995 (the Act) whereby a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised by the Council to do so.

Policy Statement:
This policy applies to all Shire of Three Springs employees who have been authorised through the provisions of this policy to execute documents on behalf of Council.

Executing documents using the common seal or by signing a document does not constitute the decision to undertake a course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.

If the Chief Executive Officer has authorised a senior employee to witness the affixation of the seal to a document or a class of documents, that authorisation is detailed in the Chief Executive Officer's Delegated Authority Register.

In the case of:

- Legislation,
- The formal requirements of a Commonwealth or State department, authority or agency (as described in a policy or procedure, etc.); or
- A Council decision.

Expressly specifying a way in which a document is to be executed, that course of action is to take precedence over this policy.

Should ambiguity arise over what category might apply to a document i.e. two categories may have relevance to a document, then the higher category is to take precedence unless the decision has been made under delegated authority in which case it is a Category 2 document and can be executed by the officer exercising the delegated authority.

1. Procedure

Where possible, documents requiring the common seal must be duly executed by the other counterparties prior to being submitted to the Shire of Three Springs for execution. Exceptions may arise regarding Scheme Amendment and Structure Plan documents which may be certified prior to the WAPC certifying the document.

Documents should be executed in original (paper) form, and the use of counterparts should be avoided unless justified by the urgency of a document or transaction.

2. Category 1(A) Documents

Category 1A documents require a specific resolution of Council to sell, lease or enter into an agreement etc. as well as an authority to affix the seal e.g. (1) Council approves the leasing of Lot 1 on DP2 to Mr. and Mrs. Smith for four years; and (2) Council authorises the affixation of the seal to the lease.

These documents will be executed by having the common seal affixed under the authorisation of Council with the affixing of the seal in the presence of and being attested to by the President and Chief Executive Officer.

Following is a list of documents that are Category 1(A) documents.

2.1 Deeds, including but not limited to: -

- Deeds of Agreement,
- Deeds of Release; and
- Memorandum of Understanding,

in respect to sale, purchase or other commercial dealing relating to Shire assets including equitable interests.

2.2 Local Planning Schemes and Amendments

2.3 Lease documents. This category includes, but is not limited to: -

- Extension of Lease under original lease and new term not previously provided,
- Variation of Lease,
- Assignment of Lease; and
- Surrender of Lease.

Except for any of the above that is granted under delegated authority.

2.4 Local Laws

2.5 Landgate documents

Documents prepared for registration at Landgate that are mortgage documents and transfer of landforms where the value of the land exceeds the amount determined by the Shire of Three Springs for the purpose of s5.43 (d) of the Act.

3. Category 1(B) Documents

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that the document may not require a Council resolution (being a Category 1(B) document) however the decision to undertake a course of action may still require Council approval.

Following is a list of documents that are Category 1(B) documents.

- Agreements relating to grant funding, when the funder requests that the agreement be signed under seal,
- Debenture documents for loans which Council has resolved to raise,
- General Legal and Service Agreements not already listed in this policy; and
- Indemnity given by the Shire to a third party.

4. Category 2 Documents

Category 2 documents do not require the seal to be affixed.

Under s9.49(A)(4) Council hereby authorises those employees listed in the table below to sign documents on behalf of the Shire of Three Springs.

To follow is a list of documents that are Category 2 documents.

Description	Authority of Execute
Documents required to enact a decision of Council (i.e. contractual documents resulting from a tender process, adoption of a new Structure Plan etc.)	Chief Executive Officer and Deputy Chief Executive Officer
Documents required in the management of land as a landowner.	Chief Executive Officer
Documents required to be signed as the management body of Crown land where a decision is being made under delegated Authority	Chief Executive Officer
• Documents prepared for registration at Landgate. The above authorisation does not extend to: - • Executing mortgage documents; and • Transfer of land forms where the value of the land exceeds the amount determined by the Shire of Three Springs for the purpose of s5.43 (d) of the Act which are category 1A documents.	President and the Chief Executive Officer.
Memorandum of Understanding	Chief Executive Officer

5. Category 3 Documents

Category 3 documents are those documents that are created in the normal course of business and are consistent with Shire policies and procedures. Category 3 documents are to be executed by CEO, DCEO, or a Shire officer where the authority and accountability has been extended through a policy or procedure.

These documents include but are not limited to the following: -

- Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders awarded by Council) and conforming to the requirements of the Shire's Purchasing Policy and other relevant policies.
- General correspondence required to discharge the duties of your position; and
- Contracts for grant funding conducted in accordance with the Shire's Policies and Procedures.

1.14 Corporate Credit Cards

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
DLGSCI Local Government Operational Guidelines Number 11 – September 2006 - Use of Corporate Credit Cards		

PURPOSE

To provide clear direction on the use of Corporate Credit Cards by employees.

POLICY

The Shire, in order to enhance daily purchasing processes and reduce administrative costs, will authorise the issue, by its preferred financial provider, of corporate credit cards with a maximum limit of $7,000 to the Chief Executive Officer (CEO) and $3,000 for the Deputy Chief Executive Officer (DCEO)

1. Introduction

A corporate credit card will be issued to CEO and DCEO to expedite authorised business expenditures on behalf of the Shire, therefore improving administrative practices and the effective cash management of the Shire.

2. Definitions

Credit Cards – Is defined as a facility allowing the cardholder to pay for goods and services on credit.

Business Expenses – Is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contractual employment with the Shire or relevant Council policies.

Personal Expense – Is defined as any expense not of a business nature.

Issue of Credit Cards and Limits

Council shall provide credit cards to the following positions, for the listed credit limit amounts

Chief Executive Officer	$7,000
Deputy Chief Executive Officer/Manager of Finance	$3,000

All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards and will be required to sign a statement in acknowledgement of such upon issue of their first card.
If the cardholder should lose or misplace their card, they must personally and immediately report it to the bank of issue.

The card is to be withdrawn if the employee's employment ceases.

3. Corporate Credit Card Purchasing

The employee is only to use the corporate credit card for business expense purchasing of goods and services on behalf of the Shire of Three Springs.

Cash withdrawals are strictly prohibited.

Personal expenditure on the Shire of Three Spring's corporate credit card is strictly prohibited.

The following are the approved methods of processing transactions, subject to the cardholder, on each occasion, maintaining a documented record of such transactions:

- Across the counter,
- By telephone (the transaction is completed by quoting Corporate card details to the supplier),
- By mail, quoting card details on orders to suppliers,
- By internet (the transaction is completed by quoting credit card details to the supplier).

All purchases by the Shire of Three Spring's corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the Shire is able to claim all input tax credits in accordance with the requirements with the Australian Taxation Office.

In the event individual invoices/receipts are not available then the corporate credit card statement of expenditure is to be utilised to claim income tax credits under the condition that this statement complies with the Australian Taxation Office requirements.

4. Reporting Requirements

The Shire of Three Spring's corporate credit card statement of expenditure is to be endorsed by the employee as all expenditure items listed on the statement being authorised and undertaken by him/her.

The endorsed credit card statement of expenditure is to be included with the financial reports presented to Council in the Agenda's for the Ordinary Meetings of Council for Council information.

5. General Conditions

- The employee must surrender the Shire of Three Spring's credit card upon termination of his/her services within the Shire of Three Springs or when resolved to do so by Council.
- All Corporate credit card incentives (e.g. *fly buys)* are not to be acquired or accumulated by the employee for his/her personal use of gain.
- Any such credit card incentives associated with the Shire of Three Spring's corporate credit are to be utilised for the benefit of the Shire of Three Spring's business expense operations only.
- All expired Shire of Three Spring's corporate credit cards are to be destroyed by the Chief Executive Officer upon receipt of a new or replacement card.
- Any breach of this policy is to be reported to Council for information and action if deemed necessary.

6. Non-Compliance with Directions on Use

Where it is deemed that the cardholder has not acted within the guidelines provided above, the alleged infraction will be referred to the Chief Executive Officer, or in the case of the CEO as the cardholder, to the Shire President, who will have the matter investigated and implement whatever action is considered appropriate. This may involve the use of the card being withdrawn from that employee, and/or direct disciplinary action to be taken against the employee.

1.15 Record Keeping

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
State Records Act 2000, FOI Act 1992		

PURPOSE

To provide Council's expectations and commitment for record keeping of business transactions and official activities of the Shire of Three Springs in line with legislative requirements

Under the State Records Act 2000, Freedom of Information Act 1992 and the accredited Australian Standard ISO 9001, the Shire is required to maintain record keeping systems that are dedicated to the creation and control of the Shire's records. The systems must ensure that the Shire's records accurately and adequately record the performance of its functions and are able to contribute towards informed decision-making of the Shire.

This Policy applies to all records, which are created or received by the Shire of Three Springs, regardless of their media, date of creation or storage location.

POLICY

This Policy fulfils the requirement of the State Records Principles and Standards 2002 for a Record Keeping Policy as part of a government organisation's record keeping framework that also includes a Record Keeping Plan and Operating Procedures.

Policy Statement:

1. Definitions

"Record", as defined by the State Records Act 2000, is information recorded in any form created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity and includes:

- anything on which there is writing,
- a map, plan, diagram or graph,
- a drawing, pictorial or graphic work, or photograph,
- anything on which there are figures, marks, perforations or symbols, having a meaning for persons qualified to interpret them,
- anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

2. Council Policy

Council recognises that the Shire's records are a corporate asset.

Complete and accurate records of all business decisions and transactions are to be recorded in the Shire's records keeping system both in respect to their content and context.

The records are to be managed in accordance with the relevant legislation, policies and procedures.

- Records creation:
  - All employees and Council members are to create full and accurate records of the Shire's business decisions and transactions in the appropriate format.
- Records capture and control:
  - Original documents are to be forwarded to the Records Officer,
  - All records created and received in the course of the Shire's business regardless of the format are to be captured into the Shire' record keeping system.
- Records access
  - Council members' access to the Shire records is via the Chief Executive Officer in accordance with the Local Government Act 1995,
  - Employees and Shire contractor's access to the Shire' records will be in accordance with designated access requirements, security classifications and operational guidelines,
  - The general public's access to the Shire' records will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.
- Records protection and security
  - All records are to be managed and adequately protected and stored according to whether they are significant, insignificant or vital records, and in accordance with their security classification definitions.
- Contractual and outsourcing obligations.
  - All contractual arrangements are to ensure the Shire' ownership of its records.
- Retention and Disposal actions:
  - All records within the record keeping system maintained by the Shire are to be disposed as defined by States Records Office.
- Records transfer:
  - Records are only to be transferred according to legislative requirements and the transfer is to be recorded in the relevant record keeping system.

1.16 Civic Receptions, Functions and Provisions of Food and Refreshments

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To provide direction to the President and Chief Executive Officer in the provision of refreshments during Ordinary, Special and Electors Meetings of Council, Civic Functions, Receptions General, Specific Functions, Ceremonies and General Hospitality.

POLICY

This Policy applies to all eligible receptions and functions, hosted (or co-hosted) by the Shire Three Springs.

1. Guidelines

1.1 Ordinary, Special , Annual Electors Meetings and Strategic Briefing /Network Forum of Council

The President may authorise the provision of refreshments after the closing of Ordinary, Special and Annual Meetings and Strategic Briefing /Network Forum.

1.2 Civic Function and Receptions – General

At the discretion of the President and Chief Executive Officer, the President may host civic functions and receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the Shire of Three Springs, and visitors from other local governments from Australia and overseas. The date, time and invitation list shall be determined by the President, in conjunction with the Chief Executive Officer.

In the absence of the President, the Deputy President may carry out Civic and Ceremonial duties on behalf of the Shire of Three Springs, in accordance with s5.34 of the Local Government Act 1995.

2. Specific Function and Ceremonies

2.1 Annual Councillor - Employees Function

During December each year, Council shall conduct an Employees Councillor Function with the appropriate level of refreshments.

The list of invitees shall include but not be exclusive to the following:

- current Council members, and their partners including pre-school and school age children,
- the Chief Executive Officer, Executives, Managers and Staff members, and their partners/guests including children.

2.2 Official Openings of Council Facilities

At the discretion of the President and Chief Executive Officer, the President may host receptions with refreshments to commemorate the Official Openings of Council facilities. The invitation list shall be at their discretion but is to include all current Council members and Freemen of the Shire of Three Springs.

3. General Entertainment and Hospitality

The provision of entertainment and hospitality including refreshments may only apply where approval has been given by the President or the Chief Executive Officer.

Examples of where approval is considered appropriate would include:

- entertaining official visitors to the Shire of Three Springs,
- workshops and seminars involving Council members and employees,
- employee farewell functions
- to enhance relationships between the Council, its stakeholders or employees.

Alcohol should only be available for the purpose of hospitality and supplied in modest amounts.

1.17 Council Strategic Briefing / Network Forum

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Operational Guidelines No. 05 – January 2004 - Council Forums		

PURPOSE

To provide guidance regarding the convening and conduct of Council strategic briefings /network forums (SBNF).

POLICY

This Policy applies to all such forums held at or convened by the Shire of Three Springs.

Council has determined to develop opportunities for Council members to consider specific, or general issues, in a less formal setting, but one in which no decisions are made.

1. Strategic Briefing /Network Forum

All Council members and employees attend the SBNF to have frank/open discussion concerning matters raised by all those in attendance e.g. to work through policies which require preparing or updating and which are to be listed on a future Agenda. To undertake this in a structured meeting procedure would be very time consuming.

1.1 Guidelines

- There will be no set Agenda prepared for the forum, however, to allow everyone to come somewhat prepared the following headings will be utilised:
  - Topics requested for discussion at session
  - Topics carried over from last session for discussion
  - Topics for discussion at a future session
- This does not restrict any matter from being raised by a Council member or employee on the day of the forum.
- There will be no members of the public or press allowed at the Council Forum.
- There are no formal minutes kept for the Council Forum, however briefing notes will be taken.
- There will be no decision/resolution/voting at these Forums. It is designed to discuss issues and provide guidance and/or clarification.
- Any item that requires a decision of the Council will be listed on a future Agenda within a report with an Officer Recommendation.
- Discussion will be conducted in a structured and orderly manner and directed through the Chair.

1.18 Related Parties

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Australian Accountant Standard AASB 124 – Related Party Disclosures Local Government Act 1995 Local Government (Financial Management) Regulations 1996 AASB 124 Related Party Disclosures AASB 10 Consolidated Financial Statement AASB 11 Joint Arrangements		

PURPOSE

The purpose of this policy is to provide guidance to Council to achieve compliance with the Australian Accountant Standard AASB 124 – Related Party Disclosures.

The Standard requires that all local governments disclose in their Annual Financial Reports, related party relationships, transactions and outstanding balances.

All local governments in WA must produce annual financial statements that comply with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 and the Australian Accounting Standards.

From 1 July 2016, the Australian Accounting Standards Board determined that AASB 124 Related Party Disclosures apply to government entities, including local governments.

The objective of the standard is to ensure that an entity's financial statement contain disclosures necessary to draw attention to the possibility that its financial position and financial performance may have been affected by the existence of related parties and transactions.

POLICY

This policy applies to Related Parties of Council and their transactions with the local government.

1. Identification of Related Parties and Transactions

A related party is a person or entity that is related to the Council.

For the purpose of this policy, related parties of Council are:

- A subsidiary, associate or joint venture of Council
- Key Management Personnel (KMP)
- Close family members of KMP
- Any entities controlled or jointly controlled by KMP or their close family members

1.1 Subsidiary, associated or joint venture of Council

These are entities that are controlled by Council, jointly controlled by Council or over which Council has significant influence.

For the purpose of this policy, Council have only one entity in this category.

1.2 Key Management Personnel (KMP)

Key Management Personnel (KMP) are, persons having authority and responsibility for planning, directing and controlling the activities of Shire either directly or indirectly.

KMP's for the Shire are:

- Council members (including the President)
- Chief Executive Officer
- Deputy Chief Executive Officer/Manager of Finance
- Managers including Manager of Infrastructure and Services
- A person acting in the Chief Executive Officer or Senior position (that are not already identified as a KMP).

Council requires all KMP's to fill out a Related Party Declaration form identifying the following:

- their close family members
- entities that they control or are associated with
- entities that their close family members control or jointly control

Declarations are required annually each financial year. Should an individual's circumstances materially change in the year a new declaration must be completed.

1.3 Close family members of KMP

Close family members are people who may be expected to influence or be influenced by, that person in their dealings with Council and include:

- that person's children and spouse or domestic partner,
- children of that person's spouse or domestic partner,
- dependants of that person or that person's spouse or domestic partner.

KMP shall identify close family members through the Related Party Declaration form.

1.4 Entities controlled or jointly controlled by KMP or their close family members

Entities include companies, trust, joint ventures, partnerships and non-profit associations such as sporting clubs.

Key management personnel shall identify all entities through the Related Party Declaration form.

Transactions between Council and related parties, whether monetary or not, are required to be identified. The types of transactions may include:

- Grants and Subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and related parties
- Goods and services provided by Council to related parties
- Purchase of materials and services from related parties
- Compensation made to key personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Guarantees given or received
- Provision of doubtful debts related to the amount of outstanding debts
- Purchase or sale of property and other assets to related parties
- Employee expenses for close family members of key management personnel
- Lease agreements for housing rental to related parties

2. Assessment of Related Party Transactions and Disclosures

Once the related party transactions have been identified they will be analysed by the DCEO.

Where transactions are found to be of material or significant nature, they will be disclosed in the financial statements.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- Significance of transaction in terms of size
- Whether the transaction was carried out on non-market terms
- Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets
- Whether the transaction is disclosed to regulatory or supervisory authorities
- Whether the transaction has been reported to senior management
- Whether the transaction was subject to Council approval.

Transactions or balances that occur within an ordinary citizen transaction shall be excluded from the detailed disclosures.

3. Ordinary Citizen Transaction (OCT)

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if the OCT occurs on terms and conditions that are different to those offered to the general public the transaction may become material and subsequently disclosed.

Ordinary Citizen Transactions shall include:

- Use of Council facilities, equipment and services in accordance with Council's fees, charges and policies,
- Payment of rates and charges,
- Attendance at Council functions and activities that are open to the public,
- Payment of fines and other penalties on normal terms and conditions; and
- Related party transactions occurring during delivering Council's public service objectives and which occur on no different terms to that of the general public

Amendments to transactions classified as Ordinary Citizen Transactions may be identified from time to time and this policy will be amended accordingly.

4. Key Terms and Definitions

Related Party Transaction - is a transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged

Related Party - as defined in this Policy

Entities – as defined in this Policy

Key Management Personnel - as defined in this Policy

Close family members of a person - are those family members who may be expected to influence or be influenced by, that person in their dealings with Council and include:

- a person's children and spouse or domestic partner,
- children of that person's spouse or domestic partner,
- dependants of that person or that person's spouse or domestic partner.

Materiality - means the assessment will be assessed on a case by case basis assessing if the amount and/or nature of the transaction would be considered beneficial to the related party.

Ordinary citizen transactions - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

KMP Compensation means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees,
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care,
- Other long-term employee benefits, including long-service leave or other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, bonuses and deferred compensation,
- Termination benefits; and

Significant (significance) means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

5. Review Policy

It is the responsibility of the Finance Manager to monitor the adequacy of this policy and approve appropriate changes.

6. Related Documents

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

AASB 124 Related Party Disclosures

AASB 10 Consolidated Financial Statement AASB 11 Joint Arrangements

1.19 Tourism

Adoption		
Date	Meeting	Council Decision
18/11/2020	OCM	080/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Act 1995 s.5.41 (f), Rules of Conduct Reg 3(d), s.2.8(1)(d) of the Local Government Act 1995, s.2.8(1)(d) of the Local Government Act 1995, s.5.93 of the Local Government Act 1995		

PURPOSE

The Council will in relation to tourism in the Shire of Three Springs:

a) Recognise tourism as a social and economic force within the diverse economy of the Shire of Three Springs.

b) Foster and create community awareness of the benefits of tourism within the Three Springs district.

c) Support the development of tourism in Three Springs district and on a regional and state level.

d) Provide the infrastructure sufficient to encourage development.

e) Ensure that facilities within the Three Springs area are adequate to cater for visitors.

POLICY

To achieve these objectives the Council will:

1. Recognise the importance of our Regional and State affiliations as a means to further develop tourism as an economic and social stimulus.

2. Assist to foster and create a community awareness of the role and value of tourism within Three Springs.

3. Encourage tourist organisations or events which have the potential to develop tourism in the Three Springs Region.

4. Provide a budget allocation for tourism expenditure.

5. In the formulation and review of its planning instruments, take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.

6. Ensure the welfare of the community when supporting tourism development and the provision of facilities.

OFFICIAL COMMUNICATION and LOBBYING
Authorise the Chief Executive Officer to speak on behalf of Council (LGA s5.41(f), to lobby government, the media and to apply for grants associated with the following tourism elements:

1. Duffy's Store

2. Glyde Street Caravan Park

3. CBH Silos.

Communications by the Chief Executive Officer, must not:

1. Bring the Shire of Three Springs into disrepute (Rules of Conduct Reg 3(d);

2. Compromise the person's effectiveness in their role with the Shire of Three Springs;

3. Imply the Shire's endorsement of personal views (s.2.8(1)(d) of the Local Government Act 1995);

4. Disclose, without authorisation, confidential information (s.5.93 of the Local Government Act 1995).

1.20 Stallholders and Traders Permits in Thoroughfares

Adoption		
Date	Meeting	Council Decision
26 May 2021	OCM	034/2021
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

This policy sets out standard arrangements that apply to anyone who wishes to set up a display, or offer to hire or sell goods from, or on a thoroughfare.

POLICY

An application for a permit to establish a stall or trade-in a thoroughfare shall:

(a) state the full name and address of the applicant;
(b) specify the proposed number of assistants, if any, to be engaged by the applicant in conducting the stall or trading, as well as their names and addresses if already engaged;
(c) specify the location or locations in which the applicant proposes to conduct the stall or trade;
(d) specify the period of time for which the permit is sought, together with the proposed days and hours of conducting the stall or trading;
(e) specify the proposed goods or services which will be displayed, offered for sale or traded; and
(f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in conducting the stall or trade.

Matters to be Considered in Determining Approval

In determining an application for trading in thoroughfare permit, the Shire will consider any matters relevant to granting a permit:

(a) Any obstruction to the visibility or clear sight lines of any person at an intersection of thoroughfares; or
(b) Any impediment to pedestrian access; or
(c) If the vehicle, display, tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

License Fee

- The license fee is as set by Council in its Annual Budget.

- Exemptions will apply to a 'charitable organisation' which means an institution, association, club, society or body, whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium;

Conditions of Permit

(1) If the local government approves an application for a permit under this policy subject to conditions, those conditions may include –

(a) the place, the part of the district, or the thoroughfare to which the permit applies;

(b) the days and hours during which a permit holder may conduct a stall or trade;

(c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;

(d) the goods or services in respect of which a permit holder may conduct a stall or trade;

(e) the number of persons and the names of persons permitted to conduct a stall or trade;

(f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;

(g) whether and under what terms the permit is transferable;

(h) any prohibitions or restrictions concerning the -

(i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;

(ii) the use of amplifiers, sound equipment and sound instruments;

(i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;

(j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;

(k) the vacating of the place of a stall or trade when the stall is not being conducted or trading is not being carried out;

(l) the acquisition by the stallholder or trader of public risk insurance;

(m) the period for which the permit is valid; and

(n) the designation of any place or places where trading is wholly, or from time to time prohibited by the local government.

Note:

In Western Australia, local governments differentiate between a **stallholder** and a **trader** in the following ways:

1. **Stallholder:**
   - A stallholder is typically someone who sets up a temporary stall or booth to sell goods, food, or services. This is usually at markets, fairs, festivals, or other temporary events.
   - Stallholders operate in a defined location for a specific period, often under a permit that allows them to trade for the duration of the event.
   - The primary focus is usually on casual, short-term sales rather than a permanent business presence.
2. **Trader:**
   - A trader refers to a person or business that conducts trade, typically in a more permanent or mobile capacity. This can include street traders, food trucks, or mobile vendors who operate from public or private land on a regular basis.
   - Traders may require a longer-term license from the local government to operate their business within a specific area or across multiple locations within the jurisdiction.

The key difference lies in the **nature of the operation**: stallholders are usually temporary, event-based vendors, while traders tend to have more permanent or mobile business operations that occur regularly.

2. COUNCIL POLICIES - GOVERNANCE

2.1 Corporate Governance Charter

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The Shire of Three Springs exists to provide the best possible facilities and services for all the residents, ratepayers and stakeholders.

POLICY

This policy details the expectations for the organisation to adhere by when engaging with the community.

Policy Statement:

Offer integrity and equality to our customers by:

- Listening to, respecting, considering and empathising with their opinions
- Applying consistency and fairness in all dealings
- Valuing our clients and their ability to make a positive contribution
- Ensuring confidentiality where appropriate

Provide a service focus to our customers by:

- Providing prompt, consistent, friendly and professional assistance
- Consulting our clients about their views and needs
- Actively pursuing continuous improvement in our customer service

Pledge ourselves to progressive leadership by

- Adopting a positive focus which values trust, teamwork and competence
- Being flexible and adaptable in our response to changes in circumstances

Ensure responsible management by

- Being committed, decisive, ethical, effective and accountable in all operations
- Developing efficient and effective policies, procedures and initiatives
- Achieving the desired outcomes

We will:

- Greet you with courtesy and friendliness,
- Answer your telephone call promptly

- Listen carefully to what you have to say and confirm your needs by questions,
- Deal with your enquires promptly and to the best of our ability,
- Endeavour to establish your name and to use it in all dealings wherever possible,
- Wear name badges and give you the relevant employees names in all dealings that we have with you,
- Always follow up on commitments we have made to you,
- Be punctual for meetings and appointments,
- Return your telephone call within two (2) working days,
- Respond to your written requests in the first instance within five (5) working days,
- Formally record your query where appropriate and follow up on your request.

2.2 Recognition of Employee's and Councillor's Service and Departure

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
s5.100A Local Government Act 1995, r34AC Local Government (Administration) Regulations 1996		

Purpose

To provide a consistent and equitable approach to recognising Shire employees and Council members for their service upon departure and on reaching significant milestones during their employment.

SCOPE

Shire Staff

1) The Shire's contribution to Staff Leaving its employment:
   a) <5 years: Nil
   b) 5 + years: A gift to the value of $250.
   c) 10 + years: A gift to the value of $500 plus Shire-sponsored sundowner (drinks and nibbles) with Councillors and staff.
   d) 20 + years: A gift to the value of $1000 plus Shire-sponsored sundowner (drinks and nibbles) with Councillors, staff and partners.

2) The Shire will acknowledge the contribution of employees who have completed 10 years of service with the Shire by presenting a certificate at a Shire morning tea held either in the employee's workplace, and that recognition be made through "The Yakabout."

3) The Shire will acknowledge the contribution of employees who have completed 20 years of service with the Shire by presenting a suitably engraved memento to the value of $350, at a small function to be held at the employee's workplace; and that recognition be made through "The Yakabout".

Council Members

The following is to recognise the service of Councillors who have retired, resigned or who have not been re-elected:

Service of one term (4 years)
Recognition of service via public notice in the Yakabout.

Length of continuous service between one term (4 years) and two terms (8 years):
A gift to the value of $250 and recognition of service via public notice in the Yakabout.

Length of continuous service exceeding 8 years
A gift to the value of $500 plus a Shire-sponsored sundowner (drinks and nibbles) with Councillors, contractors, staff and partners. Recognition of service via public notice in the Yakabout.

2.3 Display of National and other Flags

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Flags Act 1953 (Commonwealth)		

URPOSE

To properly recognise precedence in relation to the flying of flags at Shire facilities.

POLICY

The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.

The flags that are to be flown each working day are the:

- Australian National Flag
- Western Australian State Flag
- Australian Aboriginal Flag
- Any other flag/s approved by Council or CEO may be flown on appropriate occasions.

Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.

2.4 Use of Crest and Logo

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	

PURPOSE

To protect the usage of the Shire Crest, title and logo on material, other than Shire of Three Springs material and to set a framework for the circumstances in which approval may be sought and obtained for external usage.

POLICY

Applies to all Shire of Three Springs material.

1. Shire of Three Springs Crest

The Shire of Three Springs crest reflects 3 important elements within the local government district, including industry, agriculture and natural attributes.

2. Corporate Branding and Logos

The Shire develops and uses, from time to time, a range of corporate branding and logos in its official and promotional publications and materials.

Such corporate branding and logos remain the property of the Shire.

3. Use of the Crest, Corporate Branding and Logos

The Shire of Three Springs crest and any corporate branding or logos shall not be used by any person or entity without the express authorisation of the Shire.

The use of the Shire's Crest, corporate branding or logo by organisations may be authorised under the following circumstances:

1. used by an entity that is in partnership with the Shire, however the usage may only be used in activities and functions in relation to the partnership,
2. used by a person or entity in acknowledgement of the Shire's provision of sponsorship or in-kind support, however, may only be used in activities directly related to the sponsorship,
3. used by a person or entity in the promotion of an undertaking that is aligned with the strategic objectives of the Shire, where the use is considered to have the effect of promoting the Shire and the undertaking is not-for-profit or altruistic.

4. Applications to Use

Applications must be made prior to any use occurring and must be made in writing, specifying the planned use of the crest, corporate branding or logos, including but not limited to:

The full text of the materials to which the crest, corporate branding or logos are proposed to be applied,

The manner and format by which the materials are to be distributed or published,

Details of the persons who will be responsible for the administration of the Shire's approval and its conditions, should such an approval be provided.

5. Conditions on Use

The following criteria will be conditional on any authorisation for the use of the Shire's Crest, corporate branding or logos, and will be communicated to the applicant on issue of an authorisation:

use of the crest, corporate branding or logos will be in accordance with the Shire's style guidelines,

the Shire will determine a period for which the approval remains valid,

the Shire retains the right to withdraw its approval, with the applicant subsequently being obligated to remove the Shire's crest, corporate branding or logos from their materials and circulation,

any other conditions deemed appropriate to the circumstances of the application.

6. Shire of Three Springs Title

The use of the title 'Shire of Three Springs' in the name of an entity, will not be approved by the Shire.

7. Shire of Three Springs Letterhead

The Shire of Three Springs letterhead may only be used by the Shire for its official functions and duties. It may not be used by:

Council members or employees for any purpose other than the fulfilment of their official duties; or

any other entity for any purpose.

2.5 Risk Management

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To outline the Shire's commitment and approach to managing risks that may impact on its day-to-day operations and threaten the achievement of its objectives.

POLICY

Policy Objective:

The Framework is based on good practice and sound corporate governance and is consistent with the risk management guidelines and principles of AS/NZS ISO 31000:2018 – Standard for Risk Management. The Framework is an important component of the Shire's overall Governance Model and remains central to all its operations while delivering a wide and diverse range of services to its residents and visitors. The management of risk is the responsibility of everyone and is an integral part of the Shire's organisational culture which is reflected in the various policies, protocols, systems and processes to ensure efficient and effective service delivery.

Policy Scope: The Risk Management Policy and any associated frameworks, guidelines and protocols will apply across all operations of the Shire. All employees within the Shire are encouraged to develop an understanding and awareness of risk and contribute to the risk management process.

Policy Statement: The Shire of Three Springs ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

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 employee 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.

1. 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.

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.

2. Risk Management Objectives

- Optimizes 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 organizational resilience.
- Identify and provide for the continuity of critical operations

3. 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.

3.1 Key Elements of Risk Management Process

The key elements are described below:

- Communication and Consultation Risk Identification Process
- Understanding Scope, Context and Criteria
- Risk Assessment Process
- Risk Treatment
- Monitoring and Review
- Recording and Reporting

3.2 Communication and Consultation

An effective risk management process relies on regular communication and consultation, both upward to leadership and downward from leadership and senior employees, involving risk owners, Shire management and Audit and Risk Committee / Council (as applicable).

The main objectives of risk communication and consultation are to:

- Provide information for decision making (relevance of information is dependent on currency);

- Utilise expertise from across the organisation in the course of carrying out risk management activities; and
- Facilitate an inclusive and empowered culture across the Shire in relation to risk management.

3.3 Risk Identification and Risk Treatment Process

The day to day management of risks including potential risks is part of business as usual.

Understanding when existing risks reach above the tolerable level i.e. risk tolerance and requires management attention is the focus of this critical step. Risk Registers are established to ensure that the details of the risk 'event' or operational procedure are documented to outline the context of the issue, the potential impact and likelihood of the risk on the Shire and what is being done to treat the risk or to reduce the level of risk within the risk appetite / prescribed policy / minimum industry standard etc.

It is industry practice to report risks by risk category and/or risk themes to group similar risks under the appropriate risk category. The use of standard risk categories enables:

- Structured process for employees to identify and capture risks; and
- Reporting of risks by risk type, providing focus areas requiring risk mitigation, especially where similar risks are identified across functional areas and/or by different stakeholders.

The Shire's risk categories/themes should be continually reviewed to ensure relevance in current environment.

Examples of risk categories within the local government sector:

- Performance: inability to deliver on key strategic objectives, failure to manage key projects,
- Infrastructure: potential loss of infrastructure impacting on delivery of essential services,
- Financial: loss of assets, impact on annual revenues or costs, mismanagement of funds,
- Environmental Risk: negligence resulting in long term harm to the environment,
- Community / Reputational Damage: adverse publicity, release of sensitive data such as ratepayer details,
- Service Delivery/Business Interruption: loss of service, disruption in business processes or impact to service delivery (including through lack of skilled resources), and
- Legislative / Regulatory / Policy / Occupational Safety and Health: misconduct, injury, breaches to regulatory and/or statutory requirements.

4. Roles, Responsibilities & Accountabilities

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

Role	Responsibilities
Council	Council's responsibilities are to: • Adopt a Risk Management Policy compliant with the requirements of AS/NZS ISO 31000:2018 and to review and approve the Policy on a regular basis as required. • Be satisfied risks are identified, managed and controlled appropriately, to achieve Shire's strategic objectives • Support the allocation of funds / resources to treat risks as required.
Audit and Risk Committee	Audit and Risk Committee responsibilities are: • Requests and reviews reports on risk management on a semi-annual basis (minimum) or as required depending on the nature of the risk(s).

	•Monitors the overall risk exposure of the Shire and makes recommendations to Council as appropriate. • Assesses for effectiveness the risk control measures / risk treatment plans in reducing the severity of the risk(s).
Executive	Executive responsibilities are: • Creates an environment where employees are responsible for and actively involved in managing risk. • Oversight of the Shire's Risk Management Strategy. • Maintain and implement the Risk Management Strategy. • Ensures a consistent risk management approach is embedded in the operations and processes of the Shire. • Actively participates and supports the Risk Management Strategy through identification and creation of suitable risk treatments to control strategic and operational risks facing the Shire. • Monitors the strategic and operational risk management performance. • Reviews the Shire's Risk Summary Report prior to submission to the Audit & Risk Committee.
Employees	Employee responsibilities are: • Adopt and understand the principles of risk management and comply with policies, processes and practices relating to risk management, • Alert and bring to management's attention, any risks which are above the acceptable risk tolerance levels, • Conduct risk assessments which are appropriate with the scope of the task and the associated level of risk identified, • Take responsibility for risks assigned to them.

5. Maintenance of Risk Registers

- The responsibility for being alert to risks and /or identification of potential risks is everyone's responsibility.
- The Shire has a designated Risk Champion. Their role is to drive the risk management process and to strive for continuous improvement.
- Risks which require management attention and active risk monitoring must be documented and assigned a risk owner in the Department's Risk Register.
- The second level review of Risk Registers is the responsibility of Service Managers.
- New emerging risks should be communicated to the CEO as part of a regular management meeting. Emerging risks often become strategic risks if nothing is done to reduce the risk to an acceptable level.
- A standard Risk Register template has been created for the Shire to ensure a consistent approach. Any changes to the template require consultation with the Risk Champion.

Guidelines when describing risk events or issues:

- Each risk item should have a unique reference.
- Important details to always include - date identified and who, what, when of incident are important facts. Date of later updates should also be included.

- The impact assessment – likelihood and consequence for risk rating can be based on best known information. Do not get bogged down with the actual rating. The key is to log the event and raise it with the appropriate Manager for further consultation.
- Action Owners – sometimes there are multiple people involved; consult with the Risk Champion or Manager as to listing multiple owners or having one overall owner. If multiple, it should be clear as to what each person is responsible for.
- The amount of detail and factual information is dependent on the risk situation and should be reflective of the severity and nature of the risk.

Examples: Legal disputes or issues which impact on the reputation of the Shire should be actively monitored. Restricting access to the specific risk register would be an appropriate control whilst ensuring a transparent process to those that are managing the issue. Updates to the risk register is one way of providing status updates to multiple risk owners / stakeholders.

Risks which have action plans in the future i.e. next financial year, may not need an update for the regular Risk Reports unless there is a change to the agreed action plans. Items of this nature can remain on the risk register with the Status = Open with periodic confirmation of the action plan. However, any decisions which may impact or likely impact on the action plan not being executed as stated should be flagged as soon as it is known. This will enable alternate solutions to be considered in a timely manner.

2.6 Fraud and Corruption Prevention

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The objectives of the Fraud and Corruption Prevention Policy are to:

- articulate that the Shire of Three Springs is intolerant of fraud and corruption,
- prevent fraud or corruption occurring at the Shire of Three Springs.
- This policy applies to all Council members, employees and Contractors working for the Shire of Three Springs as fraud and corruption control is the responsibility of everyone in or associated with the Shire.

POLICY

The Shire of Three Springs recognises that fraud and corruption is illegal and contrary to the Shire's organisational values. In view of this, a proactive stance is taken to ensure incidences of fraudulent or corrupt activities or behaviours do not occur.

Whilst the Shire aims to foster a culture which upholds trust and honesty as part of its core values, it is acknowledged that not everyone throughout the organisation may share those values. As such, the Shire will ensure that the effective prevention of fraud and corruption is an integral part of its operating activities.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The Shire encourages employees to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued.

All alleged incidences will be investigated thoroughly.

Where appropriate, the Shire will protect the anonymity of those responsible for reporting the activity.

The Shire will ensure that systems and procedures are in place to prevent, detect, report and investigate incidents of fraudulent or corrupt behaviour or activities and will ensure that employees are trained in and aware of their responsibilities in respect to the prevention, detection, reporting and investigation of fraudulent or corrupt behaviour.

The success of this policy will be determined by the employees at the Shire being aware of their responsibilities in relation to fraud and corruption prevention and control, the identification, treatment and recording of fraud or corruption risks, fraud or corruption auditing and detection processes, reporting responsibilities and obligations and investigation procedures.

2.7 Community Small Grants Fund

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024 (Policy updated)
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

Council's Community Small Grants Fund is a strategic tool aimed at capacity building, supporting innovation and addressing community needs in line with the Council's vision. This Policy provides an equitable, efficient, transparent and sustainable framework for allocating the Council's Community Small Grants Fund program to community project/event/activity (project) in Three Springs.

POLICY

Community Grants are a key tool used by the Council to support and meet the needs of its residents and are linked to the priority areas identified in the Shire of Three Springs Strategic Community Plan 2024-2034.

Community Grants extend the community's capacity to conduct activities, create opportunities and develop strong partnerships for community capacity building. The Shire of Three Springs recognises the value provided by the local organisations, Not-For-Profit sector and local community-based clubs in delivering projects that contribute to a liveable, sustainable, and vibrant area.

1. Grant Guidelines
   - 1.1. The Community Grant application is open year-round.
   - 1.2. Applications must be submitted two months prior to the project date.
   - 1.3. The applications can be made up to $5,000 at the discretion of the Council;
   - 1.4. Applications must fulfil the following criteria:
     - 1.4.1. The project will be undertaken within the Shire of Three Springs and funds will be expended in Three Springs (wherever possible);
     - 1.4.2. The project will deliver economic and/or social and community well-being benefits to the community;
     - 1.4.3. The project aligns with the current Shire of Three Springs Strategic Community Plan;
     - 1.4.4. Unless otherwise agreed, the applicant will need to be an incorporated not-for-profit organisation or be auspiced by an incorporated not-for-profit organisation to administer the applicant's funds and provide accountability for the grant;
     - 1.4.5. Applications made by local businesses must match the requested funding in cash or in-kind contributions.
     - 1.4.6. Organisations will not be funded for more than one project in any one financial year;
     - 1.4.7. The Community Small Grants Fund Committee will comprise of two (2) Councillors, of which one (1) will be either the Shire President or the Deputy President, the Shire Chief Executive Officer and a local Justice of the Peace (if available).

1.4.8. Grants of less than $500 will be assessed by the Chief Executive Officer and do not require an acquittal form.

1.4.9. Grants in excess of $500 will be approved by the Council and are required to submit the final report or acquittal form

1.4.10. The Community Small Grants Fund Committee will assess the application using the following criteria:

- Social / community well-being weighting 50%
- Economic weighting (estimate of local spending to be provided) 10%
- Strategic Plan Alignment weighting 40%

2.8 Council Member Continuing Professional Development

Adoption		
Date	Meeting	Council Decision
24 June 2021	OCM	
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To give effect to the Shire of Three Springs commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire of Three Springs.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

POLICY SCOPE

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

POLICY

Budget Allocations

The Shire of Three Springs Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under this Policy;
- Mandatory Council Member Training, dealt with under this Policy, and
- Council Capacity Building, dealt with under this Policy.

b. Council Member Professional Development

An allocation for each Council Member to be used for individual Continuing Professional Development, as specified under this Policy. Council Members may select training and professional development to be funded from this allocation, subject to approval in accordance with this Policy.

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

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

Council Member Induction

Following each election, the Shire of Three Springs will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The Shire of Three Springs preferred provider is WALGA, and course delivery is available online, face to face. Council Members will be provided with enrolment options and the Shire of Three Springs will coordinate bookings and arrangements to implement their selection.

Where a majority of Council Members would prefer face to face training, the Shire of Three Springs may arrange on-site delivery and may coordinate this in cooperation with neighbouring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

Council Capacity Building

Within 6 months after an election, a Council Workshop will be convened to enable Council Members to collaboratively develop a program of Council Capacity Building.

The program developed at the workshop will form the basis for regular training provided to all Council Members as a group, to encourage Council to focus on continuous improvement in its function as a governing body and to address the outcomes set out in this policy.

The CEO will coordinate training in accordance with the agreed program, with details of dates and delivery modes to be determined in consultation with Council Members.

Continuing Professional Development

Formats

Eligible Continuing Professional Development formats include, but are not limited to:

- Short courses;
- Training courses;
- Workshops;
- Seminars;
- Conferences;
- Formal qualifications, or individual units or modules as components of formal qualifications; and
- Membership of professional development organisation, where the membership incorporates access to Continuing Professional Development.

Providers

Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.

Outcomes

In order to be eligible for approval under this policy, Continuing Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the Shire of Three Springs as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire of Three Springs;
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire of Three Springs community.

Eligible Continuing Professional Development activities include:

- WA Local Government Association Council (WALGA) and Australian Local Government Association (ALGA) conferences.
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- Training relevant to the outcomes listed above offered by accredited organisations.
- Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire of Three Springs Strategic Community Plan, Corporate Business Plan or other strategic documents.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

5.1 Application and Approval

Request for approval

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

a) Course or event title, provider or organiser name, location and date;
b) Copy of, or link to program, course outline or other summary of content;
c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire of Three Springs will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by:

(a) the Chief Executive Officer where the:
    (i) application complies with this policy;
    (ii) event is to be held within Australia; and
    (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.

(b) resolution of Council where the:
    (i) application has been refused by the Chief Executive Officer;
    (ii) application does not comply with this policy;
    (iii) estimated costs of attendance exceed the available balance of the Council Member's annual professional development allocation; or
    (iv) event is to be held outside of Australia or New Zealand.

Limitations

Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are require or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

5.2 Sharing of knowledge

In order to realise the maximum benefit for the Shire of Three Springs Council Members will provide a report on their attendance, key features and benefits of the training or professional development within one month after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the Shire of Three Springs strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

Registration, travel and expenses

The Shire of Three Springs will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Event Registration and Bookings
Travel, registration fees and accommodation are to be arranged directly by the Shire of Three Springs administration.

Council Members are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances and subject to the Chief Executive Officer's prior approval.

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

Travel arrangements are to be by the most cost effective and reasonably convenient mode.

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

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

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

Registration
Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

Accommodation
Reasonable accommodation will be booked for the Council Member for a room at or in close proximity to the event venue and within the expenditure limitations prescribed in the Determination.

If it is not reasonable to expect travel to occur on the day of the event, the booking may allow for arrival the day prior to commencement, and departure the day following the close of the event.

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

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

Meals and Incidental Expenses
Funding for meals and incidental expenses is to be provided in accordance with the Determination.

Meal expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these meals are not provided at the event or in travel. When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not to be paid by the Shire of Three Springs.

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

In lieu of reimbursement, Council Members may request a cash advance prior to departure. This is conditional upon the Council Member providing a written acquittal and supporting receipts to the CEO within 7 days of return from travel. If a Council Member fails to provide a reasonable and satisfactory acquittal inclusive of unspent funds, the value of the un-acquitted funds will be incurred as a debt invoiced to the Council Member.

Travel Insurance – Intrastate, Interstate and International
Subject to policy wording and conditions, Council Members are covered by the Shire of Three Springs's corporate travel protection for the duration of their travel relevant to attendance at the approved event, including any incidental private travel taken either side or during the event.

Council Members should review the conditions of the Shire of Three Springs corporate travel protection policy and member certificate to determine whether it is adequate for their personal needs and circumstances, and so that the Shire of Three Springs and/or the Council Member can make any necessary alternative arrangements.

Accompanying persons/entertainment costs
Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The Shire of Three Springs may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to Shire of Three Springs by the Council Member prior to the Shire of Three Springs confirming the booking/s.

Booking Change / Modification Costs
Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

a. At the request of the Council Member, are to be paid by the Council Member; or
b. A requirement or for the convenience of the Shire of Three Springs, are to be paid by the Shire of Three Springs.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
b. A requirement or for the convenience of the Shire of Three Springs, are to be paid by the Shire of Three Springs.

Report on training

The Shire of Three Springs is required to produce a report detailing the training completed by Council Members during each financial year, in accordance with s.5.127 of the Act.

The report will include the following details of both mandatory training and continuing professional development completed by Council Members:

- Name of Council Member;
- Date of election;
- Whether the Council Member is required to complete Mandatory Training, and if applicable, the due date for completion and date of completion;
- Title of each training course or module completed or event/conference attended;
- The date attended or completed;
- The training provider or event/conference organiser;
- The cost of attendance; and
- Location of the training or event.

The report will be provided to Council Members for their information, before being published on the Shire of Three Springs website within one month of the end of the financial year.

Council Member Commitment

Council Members are committed to:

a. Take a positive approach to identifying opportunities for improvement and professional development.
b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
d. Make reasonable efforts to confirm their availability, or otherwise, to the CEO before booking deadlines.
e. When requested, advise the CEO of alternative dates / times that they would be available to facilitate their participation in training.
f. Advise the CEO, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, applicable costs will be debited to the individual Council Member's allocation.

Policy Review

In accordance with s.5.128 of the Act, this policy will be provided for Council's review following each ordinary election. The Shire of Three Springs will ensure the policy review occurs within the first 12-months following each ordinary election.

2.9 Deputy CEO Communicating with Shire President

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The objective of this policy is for the Deputy CEO to have the ability to communicate with the Shire President for Compliance and HR issues relating to the Chief Executive Officer.

POLICY

The Deputy CEO communicating with the Shire President Policy is applicable to all employees. The complaint should be directed, in the first instance to the Deputy CEO who will assess whether it will need to go to the Shire President for further consideration.

Policy Statement: This policy will allow for the Deputy CEO to have access to the Shire President as required for HR issues regarding the Chief Executive Officer.

When employees lodge a complaint about the Chief Executive Officer, the first step will be to interview the complainant to obtain full details of the complaint. The Deputy CEO will discuss the complaint with the Shire President.

The intent of this policy is to:

- Provide employees with a complaint resolution process if they have concerns about the Chief Executive Officer that is flexible and aims to resolve complaints in the best interest of all parties involved in the areas of equal opportunity.
- Encourage all employees to raise issues that are of concern as soon as possible
- Provide structured, multiple levels of resolution that aim to resolve complaints, enabling the ability to advance to more formal resolution processes.
- Ensure that complaints made by employees will be dealt with ethically, in a sensitive, impartial, timely and confidential manner which ensures all parties involved in the complaint. Ensure that no employee is penalised or disadvantaged as a result of raising a complaint

2.10 Council Member Allowances, Expenses and Entitlements

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Act 1995 s5.98A, 5.98(1)(b), 5.98(5),5.98A, 5.99A, Local Government (Administration) Regulations 1996 Reg. 33A, 33(1)(b), 33(3), 33(5), 34A, 34(1)(b), 34(2)(b), 33(5).		

PURPOSE

To outline the support that will be provided to Council members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the Local Government Act 1995 while performing the official duties of office.

POLICY

This policy details the requirements to follow for Council members Allowances Expenses and Supplies.

Policy Statement:

Attendance at Local Government Week

Any Council members, the CEO, and their partners, may attend the annual WALGA Conference and annual Local Government Week fixture. Cost of registration, accommodation and meals is to be met by Council, provided such expenditure is under the terms and conditions of the Local Government Act. Transportation and incidental expenses are to be the responsibility of individual Council members. Should a Council member withdraw their registration past the last cancellation date any costs incurred by Council that cannot be recouped from the event organizers shall be reimbursed to Council by that Council member.

1. Allowances

1.1 Presidents Allowance

The President shall be entitled to an annual Local Government allowance equivalent to 80% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal

1.2 Deputy President Allowance

The Deputy President shall be entitled to an annual Local Government allowance equivalent to 25% of the President Allowance.

1.3 Meeting Attendance Allowance

The President and Council shall be entitled to an annual Local Government allowance equivalent to 80% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

1.4 Telecommunications Allowance

Council members shall be entitled to an annual telecommunications allowance equal to 60% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Council members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*. This allowance is paid pro-rata based on attendance at Ordinary Council Meetings.

Note*:* All allowances referred to in this Policy will be paid in arrears with Council members able to elect to receive payment monthly, quarterly, biannually or annually.

1.5 Computer

The Shire shall make available to all Council members, for use in their private residence during their term of office, a suitably equipped computer for the conduct of Council related business includes Agendas and Minutes.

1.6 Maintenance of Equipment

Where necessary the Shire shall provide and make provision for the ongoing maintenance of Computers referred to in this policy with all maintenance costs being met by the Shire:

- In the event of a malfunction of the equipment the Council member is to contact, during business hours, a Shire employee or designated service provider, who will coordinate the attendance of maintenance personnel
- Under no circumstances should Council members undertake repairs or maintenance to Shire equipment without the express permission of the Chief Executive Officer.

1.7 Reimbursable and Travelling Expenses

Local Government Act 1995 s.5.98(2), (3) and (4) and Local Government (Administration) Regulations 1996 Regs 31 and 32

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(4) and 32]

Any Council members who actually incur travelling expenses by providing transport to attend a meeting of Council shall be entitled to expenses paid at the ruling rate per kilometre as set by Salaries and Allowances Tribunal for travel from the normal place of residence to the place of meeting only.

Any Council members officially representing Council at a meeting, conference or in other official capacity, where travel, travel and accommodation, or other expenses specially approved by Council, are actually incurred, shall be entitled to have those expenses refunded:

- In the case of travel by motor vehicle it is to be paid at the ruling rate per kilometre as set by Salaries and Allowances Tribunal.
- In the case of other types of travel, the actual cost of the travel will be reimbursed.
- In the case of accommodation, the actual cost of accommodation at an approved hotel or motel will be reimbursed.
- Other expenses as specifically approved may be reimbursed.
- Council members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office.

Claims must be related to travel to a destination from their normal place of residence or work and return in respect to the following:

- Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer.
- Committees to which the Council member is appointed a delegate or deputy by Council.
- Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- Conferences, community organisations, industry groups and Local Government associations to which the Council member has been appointed by Council as its delegate or a deputy to the delegate.

- Functions and presentations attended in the role as a Council member or whilst deputizing for the President, that are supported by a copy of the relevant invitation or request for attendance.
- Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the President or the President's nominated deputy as a representative of the Shire.
- Any other occasion in the performance of an act under the express authority of Council.
- Site inspections in connection with matters listed on any Council Agenda paper (Council members to state the Item Number listed on any Council Agenda paper along with the date and time of the visit on the claim form).
- In response to a request to meet with a ratepayer/elector but excluding the day of Council Elections. (Council members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

All claims for reimbursement should be lodged with the Chief Executive Officer, on the appropriate claim form by no later than 30 days from the end of the month to which the claim relates. In submitting claims for reimbursement, Council members shall detail the:

- Date of the claim
- Particulars of travel
- Nature of business
- Distance travelled
- Vehicle displacement and the total kilometres travelled.

Council members are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals. The rate of reimbursement being as prescribed from time to time by the Salaries and Allowances Tribunal.

Note: Council members should note that any diary used by a Council member to record the scheduling or occurrence of activities related to the fulfilment of the office of Council members are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.

2. Other

2.1 Name badges:

- Formal (gold tone) Council member's name badge
- The Shire will, within reason, replace on request any name badge which is lost or irreparably damaged.

2.2 Insurance

The Shire will insure or provide insurance cover for Council members for:

- Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses. Spouses/partners of Council members are entitled to the same level of cover when attending meetings, conferences or functions with the express approval of the Chief Executive Officer.

- Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.

- Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.

- Motor vehicle at the time owned or driven by the Council members or driven by another person on behalf of the Council member whilst the Council member is proceeding as a member to and from:

    I. Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by Council, the President or the Chief Executive Officer.
    II. Committees to which the Council member is appointed by Council or in the role as a deputy in the event the member is not available to attend.

- Meetings and functions scheduled by the Chief Executive Officer:

    - Conferences, community organisations, industry groups and Local Government associations to which the Council members has been appointed by Council as its delegate.
    - Functions and presentations as a representative of the President.
    - Any other occasion while performing the functions of a Council members or as a result of an act under the express authority of Council.

3. Salary Sacrifice

Council members may salary sacrifice the Council member remuneration to any approved Superannuation Scheme nominated by the Council member.

2.11 Voluntary Emergency Services Leave

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The Shire of Three Springs recognises that employees, are entitled to be absent from work for the purpose of voluntary emergency management activities. The following policy provides guidelines to facilitate access to such leave in the form of paid Voluntary Emergency Services Leave.

This applies to all employees of the Shire to the exclusion of casuals unless otherwise stated.

POLICY

It is recognised that the participation of employees in volunteer emergency organisations is a positive and often vital role, particularly in smaller remote communities such as those in the Three Springs Shire.

Employees seeking leave to participate in a volunteer emergency service organisation under this Policy must provide certification that they have become members of a recognised volunteer service organisation.

1. Objective

To recognise that members of recognised emergency service organisations employed by the Three Springs Shire Council can access a reasonable amount of additional leave for that purpose.

2. Procedure

- Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as St John Ambulance or Bush Fire Brigade) for the purpose of participating in training or service, at the discretion of the employee's Supervisor. This leave will be in addition to annual leave entitlements.
- Any service or training exceeding 38 hours per calendar year requires the approval of the Chief Executive Officer and is subject to consideration of the potential disruption to the employee's work.
- Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.
- Employees requiring Emergency Service Leave are to provide reasonable notification to the Shire of Three Springs, and have the leave approved by the CEO.
- Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.

3. Responsibility

Supervisors are required to approve Emergency Service Leave and ensure that appropriate documentation is supplied by the employee.

4. Applying for Voluntary Emergency Services Leave

Employees may apply for Voluntary Emergency Services Leave by completing the leave application, as soon as practicable and with sufficient evidence for taking the leave.

Approval of paid Voluntary Emergency Services Leave will be at the discretion of the Chief Executive Officer.

2.12 Equal Employment Opportunity - Commitment

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Equal Opportunity Act 1984, Fair Work Act 2009, WA Equal Opportunity Act 1984, Racial Discrimination Act (Cth) 1976, Sex Discrimination Act (Cth) 1984, Human Rights and Equal Opportunity Commission Act (Cth) 1987, Disability Discrimination Act (Cth) 1992.		

PURPOSE

The Shire of Three Springs (Council) aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community.

Council considers it the right of every employee to carry out their job in an environment which promotes job satisfaction, maximizes performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, discrimination and victimisation.

POLICY

1. Definitions

Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

Council will exercise the conditions and requirements of its Equal Opportunity Diversity Plan.

2.13 Sexual Harassment

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Equal Opportunity Act 1984, Fair Work Act 2009, WA Equal Opportunity Act 1984, Racial Discrimination Act (Cth) 1976, Sex Discrimination Act (Cth) 1984, Human Rights and Equal Opportunity Commission Act (Cth) 1987, Disability Discrimination Act (Cth) 1992.		

PURPOSE

Council considers it the right of every employee to carry out their job in an environment which promotes job satisfaction, maximizes performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment, discrimination and victimisation.

POLICY

Council strongly supports the concept that every employee, Council member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

Council considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognizes that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general.

The following examples may constitute sexual harassment when they are considered offensive to an employee, Council member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching,
- Subtle or explicit demands for sexual activities or molestation,
- Intrusive enquiries into a person's private life,
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone,
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

Council recognizes that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment.

Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for employees identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of employees or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

The Chief Executive Officer is the nominated Grievance Officer.

2.14 Employees- Superannuation

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	**OCM**	**053/2025**
No.	Title	
Legislative Reference		

PURPOSE

To establish the employer superannuation contributions available to employees of the Shire.

POLICY

The Shire's contribution to employee's superannuation shall be at the rate determined by Superannuation Guarantee % of salary (or as legislation decrees) plus up to 3% additional if employee contributes 5% or as negotiated in the contract of employment.

2.15 Occupational Health and Safety

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Health and Safety Act and Regulation		

PURPOSE

To affirm Council's commitment to the highest standards of occupational, health and safety.

This applies to all Council members and employees of the Shire.

POLICY

Council members and employees are committed to complying with the requirements of State, and National Occupational Safety and Health Legislation and to providing a safe and healthy work environment, so far as practicable, for all Council members, employees, contractors and visitors. To achieve this, the Council will provide the time and resources required to minimise risks.

Safety is considered a shared responsibility with the success of the safety program objectives of this Policy, management is committed to regular consultation with employees to ensure that this Policy operates effectively and that safety and health.

2. Smoking Policy

Smoking is prohibited in all Shire Buildings and vehicles.

This Policy will apply to all Council members, employees and members of the public utilising Council buildings or vehicles.

3. Fitness for Work

Introduction

The Shire of Three Springs has a responsibility to maintain a safe and healthy workplace. The Shire will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following:

- Alcohol and other drug use,
- Emotional stress/overload,
- Fatigue/illness,
- Psychological impairment.

When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including:

- The right to explain or defend their position,
- The right to be accompanied by a friend or advocate,
- The opportunity to address any issues identified.

Employees experiencing problems with alcohol or other drugs, are encouraged to:

- Discuss this with their manager; and/or
- Seek counselling or treatment.

The Shire of Three Springs is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

Employees displaying impaired work performance as a result of issues other than alcohol and or illicit drug use will be counselled on performance and, if appropriate, be offered alternate duties and requested to seek medical advice.

This Policy applies to all Shire of Three Springs premises and work sites, including mobile plant and vehicles and applies to all employees including office and managerial employees.

4. Employee Responsibilities

Employees have a responsibility to ensure that when they attend work, they are fit to undertake that work without impairment. This includes ensuring:

- That they are not affected by alcohol or illicit drugs,
- That they are not impaired by prescription or over the counter medication,
- They are not affected by fatigue as a result of illness or lifestyle issues,
- They are not impaired by emotional or personal problems.

If an employee has a problem that will result in impairment, they have a duty to ensure that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Employees should seek advice or alternative treatment options if medication affects their capacity to perform their duties. If no alternative is available, it may be necessary to get an appropriate medical certificate and take sick leave.

Employees also have a responsibility to take appropriate action if they become aware that someone else in the workplace is affected by some impairment.

5. Employer Responsibilities

The Shire of Three Springs, through its Council members, CEO, senior employees and supervisors has a responsibility to ensure it maintains a safe and healthy workplace. The Shire has a responsibility to address any impairment by its employees that may put that employee or any other person at risk.

The Shire also has a responsibility to ensure that any employee found or suspected of being impaired in their capacity to perform their duties is afforded natural justice and procedural fairness.

6. Procedures

Alcohol or drug issues

If a manager or supervisor has reasonable grounds to believe that alcohol or drugs (including prescription or over the counter medications) affect an employee, either through observation or the results of a random test, the employee will be sent home immediately and may not return to work that day.

The next working day the manager or supervisor will:

- Meet with the employee (the employee may bring a friend or advocate to the meeting),
- Discuss the situation and give the employee the opportunity to state their case,
- Consider solutions including access to counselling if appropriate,
- Initiate disciplinary action with the CEO,
- Disciplinary action may include:
    - A formal written warning for a first offence
    - Dismissal for a second offence

Other issues affecting fitness for work

A manager or supervisor may identify that an employee's performance is impaired in some way by:

- Disclosure by an employee or family member,
- Report from other employees,
- Observation of performance, or an increase in errors or mistakes.

Where the supervisor or manager has reason to believe that an employee's capacity to perform their duties the supervisor or manager will:

- Meet with the employee in private (the employee may bring a friend or advocate to the meeting),
- Discuss the issue and identify causes,
- Work with the employee to identify possible solutions,
- Provide reasonable access to any available paid or unpaid leave,
- Consider alternative duties if appropriate
- Provide access to counselling.

Instant Dismissal

The following actions will result in dismissal without notice:

- Cultivating, selling or supplying drugs at work or during working hours or from a Shire residence or property,
- Unauthorised consumption of illicit drugs or alcohol at work or during working hours including meal breaks,
- Committing a second breach of the drug and alcohol provisions of this Policy,
- Refusing a random drug or alcohol test.

Performance Issues

These procedures are not intended to address a general decline in performance unless there is some external factor affecting fitness for work. General performance issues will be dealt with through normal supervision, performance management and performance review processes.

7. Prescription Glasses

Safety Prescription Glasses

Reimbursement for shatterproof/scratch resistant lens is available for employees who require eye protection in the workplace and are also required to wear prescription glasses. A maximum of one claim per year up to a maximum of $250 will be allowed. The Shire will replace safety prescription glasses damaged as a direct result of carrying out Shire business.

2.16 Council Members and Chief Executive Officer -Attendance at Events

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
s5.9A Local Government Act 1995		

PURPOSE

The Shire of Three Springs is required under the Local Government Act 1995 to approve and report on attendance at events for Council members and the Chief Executive Officer.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events of Council members and the Chief Executive Officer (CEO) and provides guidance to Elected Members when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before Council.

Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required to be disclosed under the gift register provisions

This applies to all Council members and the CEO of the Shire.

POLICY

This policy applies to Council members and the Chief Executive Officer of the Shire of Three Springs in their capacity as a Council member or the CEO of the Shire. Council members and the Chief Executive Officer occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community.

The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free open invitation event for the community in general.

1. Provision of tickets to events

- All invitations or offers of tickets for an Elected Member, CEO to attend an event should be in writing and addressed to the CEO.

- Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- The Council approves attendance at the following events by Council members, the Chief Executive Officer:
  - Advocacy lobbying or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only)
  - Meetings of clubs or organisations within the Shire of Three Springs,
  - Any free event held within the Shire of Three Springs,
  - Australian or Western Australian Local Government events,
  - Events hosted by Clubs or Not for Profit Organisations within the Shire of Three Springs to which the Shire President, Council members, Chief Executive Officer has been officially invited,
  - Shire hosted ceremonies and functions,
  - Shire hosted events with employees,
  - Shire run tournaments or events,
  - Shire sponsored functions or events,
  - Community art exhibitions,
  - Cultural events/festivals,
  - Events run by a Local, State or Federal Government,
  - Events run by the local schools,
  - Major professional bodies associated with local government at a local, state and federal level,
  - Opening or launch of an event or facility within the Shire,
  - Recognition of Service events,
  - RSL events; and
  - Where Shire President, Council member or Chief Executive Officer representation has been formally requested.

2. Approval of attendance

In deciding on attendance at a non-pre-approved event, the council will consider:

- who is providing the invitation or ticket to the event,
- the location of the event in relation to the local government (within the district or out of the district),
- the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- whether the event is sponsored by the local government,
- the benefit of local government representation at the event,
- the number of invitations / tickets received, and
- the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation

Decisions to attend non pre-approved events in accordance with this policy will be made by simple majority of Council.

3. Payment in respect of attendance

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

- For any events where a member of the public is required to pay, unless previously approved and listed in this Policy, the Council will determine whether it is in the best interests of the local government for a Council member or CEO to attend on behalf of the Council.
- If the Council determines that an Elected Member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- Where partners of an authorised local government representative attend an approved event, any tickets for that person will be paid by the Shire.

2.17 Code of Conduct - Council Members, Committee Members and Candidates

Adoption		
Date	Meeting	Council Decision
24 March 2021	OCM	014/2021
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title: Code of Conduct for Council Members, Committee Members and Candidates	
Legislative Reference		
The Local Government (Model Code of Conduct) Regulations 2021		

PURPOSE

Code of Conduct for Council Members, Committee Members and Candidates

POLICY

Division 1 - Preliminary provisions

Citation

This is the *Shire of Three Springs Code of Conduct for Council Members, Committee Members and Candidates.*

Terms used

(1) In this code -

Act means the *Local Government Act 1995;*

candidate means a candidate for election as a council member; ***complaint*** means a complaint made under clause 11(1); ***publish*** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 - General principles

2. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

3. Personal integrity

(1) A council member, committee member or candidate should -

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should -

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision-making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

4. Relationship withothers

(1) A council member, committee member or candidate should -

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

5. Accountability

A council member or committee member should -

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

Division 3 - Behaviour

6. Overview ofDivision

This Division sets out -

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

7. Personalintegrity

(1) A council member, committee member or candidate -

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member -

(a) must not be impaired by alcohol or drugs in the performance of their official duties;

and

(b) must comply with all policies, procedures and resolutions of the local government.

8. Relationship with others

A council member, committee member or candidate -

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

9. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate -

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

10. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made -

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within **1** month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise **1** or more persons to receive complaints and withdrawals of complaints.

11. Dealing with a complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint

under clause 13 or the complaint is withdrawn under clause **14(1),** make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may-

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following -

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of -

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred - its decision under subclause (4).

12. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that -

(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either -

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

13. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be -

(a) in writing; and

(b) given to a person authorised under clause 11(3).

14. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 - Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

15. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

16. Misuse of local government resources

(1) In this clause -

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918;*

resources of a local government includes -

(a) local government property; and

(b) services provided, or paid for, by a local government.

(2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

17. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office -

(a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

18. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

19. Relationship with local government employees

(1) In this clause -

local government employee means a person -

(a) employed by a local government under section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not -

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means -

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XX.XV.

20. Disclosure of information

(1) In this clause -

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member -

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non-confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information -

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

21. Disclosure of interests

(1) In this clause -

interest-

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest -

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know -

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then -

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if -

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

22. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

2.18 Chief Executive Officer Recruitment, Performance and Termination Policy

Adoption		
Date	Meeting	Council Decision
28/04/2021	OCM	023/2021
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
Delegation		
No.	Title	
Legislative Reference		
Section 5.39B of the *Local Government Act 1995*.		

PURPOSE

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

POLICY

1. Citation

These are the *Shire of Three Springs* Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

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

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

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

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

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

local government means the *Shire of Three Springs* Standards

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

2.19 Appointment of Acting or Temporary Chief Executive Officer

Adoption		
Date	Meeting	Council Decision
24 June 2021	OCM	
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
Delegation		
No.	Title	
Legislative Reference		
Local Government Act 1995, 5.39C		

PURPOSE

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Three Springs processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

POLICY SCOPE

This policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Three Springs.

Definitions:

(1) ***Acting CEO*** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.

(2) ***Temporary CEO*** means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Acting and Temporary CEO Requirements and Qualification

(1) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfill the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.

(2) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of CEO are considered suitably qualified to perform the role of Acting or Temporary CEO.

(3) A person appointed to act in the position of CEO is not included in the determination set out in Clause 3 (2).

Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

(1) The CEO is authorised to appoint the Deputy CEO in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Deputy CEO performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

(2) The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.

(3) The CEO is to immediately advise all Council Members when and for what period of time the Deputy CEO is appointed as Acting CEO.

(4) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (2), then the following line of succession shall apply:

a. The Deputy CEO will be appointed as Acting CEO; or

b. If the Deputy CEO is unable to act, the Manager of Infrastructure will be appointed as Acting CEO; or

c. If the Manager of Infrastructure is unable to act, the Council will engage a contract CEO will be appointed as Acting CEO.

(5) Council may, by resolution, extend an Acting CEO period under subclause (4) beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months.

(1) This clause applies to the following periods of extended leave:

- Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and

- Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.

(2) The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:

a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or

b. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).

(3) The President will liaise with the CEO, or in their unplanned absence the Deputy CEO to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.

(4) Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from the Executive Secretary.

Appoint Temporary CEO – Substantive Vacancy

(1) In the event that the substantive CEO's employment with the Shire of Three Springs is ending, the Council when determining to appoint a Temporary CEO may either:

a. by resolution, appoint the Deputy CEO as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or

b. by resolution, appoint a Contract CEO as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or

c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.

(2) The President will liaise with the Deputy CEO or Acting CEO to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.

(3) The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Councils resolution/s, with administrative assistance from the Executive Secretary.

Remuneration and conditions of Acting or Temporary CEO

(1) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 75% of the cash component only of the substantive CEO's total reward package or at the DCEO's hourly rate plus 10%, whichever is higher.

(2) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

(3) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

2.20 Conducting Electronic Meetings and Attendance by Electronic Means

Adoption		
Date	Meeting	Council Decision
24/09/2025	OCM	
Review		
Date	Meeting	Council Decision
	OCM	
No.	Title	
Legislative Reference		

PURPOSE

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

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

SCOPE

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

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

Objectives

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

(1) For efficiency and the avoidance of unnecessary inconvenience, Members must submit requests to attend electronically as early as possible, and no later than two business days before the meeting where practicable.

(2) A request for electronic attendance at an in-person meeting:

a. Is to be provided to the President;
b. Where the President is unavailable to approve a request, the request is to be considered by Council (the request is to be moved, seconded and approved);
c. Where the President rejects a request, the requester may ask Council to re-consider the request; and
d. The President may refer their own request to the Deputy President, (acting under Section 5.34 of the Act); or alternatively, may refer the request to Council for decision.

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

(3) Where a request **meets** the following criteria, approval will not be unreasonably withheld:

a. The electronic means of instantaneous communication, and the location and equipment from which the Member seeks to attend the meeting, are determined as suitable for the Member to effectively engage in deliberations and communications throughout the meeting (Admin.r.14C(5));
b. The Member has made a declaration prior to the meeting, or that part of the meeting, that will be closed, that confidentially can be maintained. In the absence of such a declaration, the Member is prohibited from participation in the meeting, or that part of the meeting, that is closed (Admin.r.14CA(5)); and
c. The approval does not exceed prescribed limitations for the number of meetings attended by that Member by electronic means (Admin.r.14C(3) and r.14C(4)) i.e. a member must not attend more than half of statutory meetings electronically in the previous 12 months (excludes emergencies).

(4) Records of requests and decisions about requests must be retained:

a. Where the President makes the decision, the record is retained as a Local Government record (e.g. email communication) in accordance with the Local Government's Record Keeping Plan and protocols established by the CEO; and
b. Where Council makes the decision, the decision must be recorded in the minutes (Admin.r.11(d)).

(5) The CEO shall ensure that necessary administrative and technological support is readily available to facilitate attendance by electronic means at any meeting, on the basis that approvals may be given at any reasonable time prior to commencement of the meeting by the President or during the meeting itself by Council for a Council meeting.

2. Conducting a Meeting by Electronic Means (Administration Regulation 14D and 14E)

(1) Ordinary meetings will primarily be held as in-person meetings.

(2) Where a declared public health or state of emergency, or associated directions, are in effect that prevent an in-person meeting being held, the President or the Council can approve a meeting to be held by electronic means:

- Meetings held by electronic means in these circumstances are not subject to, or included in, the prescribed limitation on the number of meetings held by electronic means (Admin.r.14D(2)(a)(b)).

(3) Where it is otherwise considered expedient or necessary (and there is no declared emergency), the Council may resolve to authorise the meeting to be held by electronic means (Admin.r.14D(2)(c)), subject to:

a. The prescribed limitation is not exceeded on the number of electronic meetings allowed (Admin.r.14D(2A));
b. The CEO has been consulted, before the electronic means by which the meeting is to be held is determined by the President or Council resolution (Admin.r.14D(3)(4));

c. The decision has given due regard to whether the location from which each Member seeks to attend the meeting and the equipment each Member intends to use, are suitable to ensure each Member is able to effectively engage in deliberations and communications throughout the meeting; and
d. Each Member has made a declaration prior to the meeting, or that part of the meeting, that is closed, that confidentially can be maintained (Admin.r.14D(6)). In the absence of such a declaration, a Member is prohibited from participation in the meeting, or that part of the meeting, that is closed.

(4) Where a meeting is authorised to be held as an electronic meeting, the CEO must ensure details are:
a. published on the Local Government's Official webpage (Admin.r.12);
b. provided in the Notice of Meeting/Agenda; and
c. broadly promoted to ensure community awareness, such as through social media, newsletters, on noticeboards, etc.

Note: In the case of a Band 1 or 2 council or committee, where the meeting must be 'open to members of the public', then the council or committee must *'publicly broadcast the meeting on a website or the meeting or a broadcast of the meeting is otherwise accessible to the public'* (Admin.r.14E(3A)(b)).

3. Participating in Meetings by Electronic Means

(1) **Presiding at Meeting** – Where the President is approved to attend an in-person meeting by electronic means, the President may choose to defer to the Deputy President (acting under Section 5.34 of the Act) for the purpose of presiding at the meeting.

(2) **Conduct** – Members are to be familiar with their Meeting Procedure/Standing Orders and Code of Conduct requirements, in particular, protecting confidential information and appropriate communication practices, when participating in a meeting by electronic means.

(3) **Meeting Procedures** – Where provisions of a Meeting Procedures/Standing Orders are not applicable to an electronic meeting environment, the Presiding Member may need to consider modification or suspension of the inconsistent subject provisions.

(4) **External Parties Participating in Closed Meetings** – Where external parties are invited to participate in a closed part of an electronic meeting (such as auditor attending an Audit Committee electronic meeting), before being approved to attend by a resolution of the meeting, they are to first confirm they have met the electronic means, location and equipment suitability requirements of this policy, including maintaining confidentiality.

4. Confidentiality Declaration for Closed Sessions

Prior to entering a closed meeting, members attending electronically must declare:

"I, [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting."

This declaration must be recorded in the minutes.

5. Suitable Location

The member attending the meeting electronically must be in a quiet and private indoor location. They must have the option to 'go behind closed doors' to reduce noise and maintain privacy.

6. Suitable Networks and Equipment

Members must use a reliable network and suitable equipment.

Acceptable networks include private home internet or WiFi, or a trusted personal mobile device's hotspot. Public WiFi networks in places like cafes, airports, restaurants are not acceptable due to cyber security risks and potential for an unstable connection.

Suitable equipment includes the Shire of Three Springs provided devices, personal computers or laptops. Mobile phones are not suitable for electronic attendance. Fully charged headphones are to be used where possible.

If a Member has an unstable connection during a meeting, resulting in disruptions or difficulties, particularly in casting clear votes, the Presiding Member will request the Elected Member to leave the meeting or the connection will be terminated.

3.COUNCIL POLICIES – COMMUNITY

3.1 Public Consultation

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
s50 Local Government Act 1995		

PURPOSE

The purpose of this Policy is to outline the principles and procedures that the Council will follow to involve the community in planning and decision-making in the local area, and to ensure accountability of the Council to the community through effective communication and consultation strategies.

The Policy will apply in those circumstances where the Act requires the Council to follow the Policy and for other public consultation initiatives where the Council determines that it is appropriate to follow the Policy.

The Shire of Three Springs's Public Consultation Policy is underpinned by the following principles, which the Council believes are central to achieve effective communication and consultation:

- Council decision making should be open, transparent and accountable,
- The Council will identify potential stakeholders in each specific circumstance,
- The Council will ensure information is easily understood and accessible to identified stakeholders, and include contact details for obtaining further information in all communications,
- The community has a right to be involved in and informed about key decisions affecting their area,
- A range of appropriate opportunities will be provided for people to access information and to be involved, taking account of barriers to access due to language, disability or cultural issues,
- The Council will define the parameters of the consultation process for each specific topic, and identify what aspects of the decision can be influenced by community involvement,
- The Council will listen and respond to community views in a balanced way, taking account of all submissions made by various stakeholders,
- The Council will review and evaluate its Policy to ensure ongoing improvement in the way it involves the community in its decision-making processes,

- The Council's desire to balance community views and interests with other influences such as budgetary constraints.

POLICY

The objectives of this Policy are:

- To promote positive relations between the Council and the community
- To promote effective communication and consultation between the Council and the community
- To enable the community to participate in Council planning and decision making
- To provide the framework for community involvement in Council planning and decision making
- To promote Council decision making which is open
- transparent, responsive and accountable to the community

The Shire of Three Springs ("the Council") is committed to open, accountable and responsive decision making, which is informed by effective communication and consultation between the Council and the community.

This Public Consultation Policy ("the Policy") has been prepared pursuant to s50 Local Government Act 1995 and sets out the steps the Council will take both where it is required by the Act to follow this Policy and for the purpose of establishing partnerships and encouraging community involvement in planning and decision making about the services the Council provides and the management of community resources.

The Shire of Three Springs's Public Consultation Policy addresses the key elements of both communication and consultation. Communication involves providing meaningful information in a timely and accessible manner. Consultation is a two-way process, providing opportunities to clarify information, raise issues and discuss ideas, options and views.

3. Availability of the Public Consultation Policy

The Policy will be available for inspection without charge at the Shire Office.

4. Roles and Responsibilities

The Policy will apply to Council members, employees, contractors, and agents or consultants acting on behalf of the Council.

The CEO is responsible for:

- Implementing communication and consultation initiatives in accordance with the Policy,
- Reporting on outcomes of these initiatives to Council and to inform the decision-making process,
- Reporting on the review and evaluation of the Policy.

5. Procedure

Council will implement this Policy in terms of the requirements under the Local Government Act 1995 and will take account of the views and aspirations expressed by the community and stakeholders, balancing those views and aspirations with other influences such as budgetary constraints, and within the context of Council endorsed strategic directions.

The following steps will be taken by the Council to fulfil the requirements of this Policy:

- The Shire will identify a range of options available to it to communicate information to interested persons and invite submissions
- The Shire will publish a notice in a newspaper (circulating in the area) and on the Shire Website describing the matter for which public consultation is required, and inviting interested persons to make submissions to the Shire within a period being at least twenty one (21) days from the date of the notice
- The Shire will consider any submissions received as part of its decision-making process and will also have regard to any relevant legislation
- Options which the Shire may choose to to communicate information and invite submissions, in addition to the above are:

6. Communication Options

The Shire will consider a range of communication options, including:

- Regular newsletters
- Advertisements in local paper and /or newsletters.
- Media releases/editorial
- Fact Sheets or brochures
- Letters addressed to stakeholders
- Letter box drops in the relevant area
- Web site
- Telephone Access Line
- Displays in public places
- Notice in public places
- Online survey

4.1 Conversation Options

- Meetings with Council members and employees
- Council Advisory Committees
- Focus Groups
- Workshops for stakeholders
- Surveys through interviews/self-completion
- Door knock surveys
- Open Days
- Community Forums and Meetings
- Heard by Council
- Comment Sheets

Any steps taken by the Shire in addition to the minimum requirements set out in the Act and of this Policy are at the absolute discretion of the Shire and will depend upon the matter under consideration, the resources available to the Shire and the level of interest the matter is likely to generate.

3.2 Rate Notice and Debt Recovery

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Act s6.12, 6.49, 6.64, 6.69, 6.71, 6.74 (and others)		

PURPOSE

To ensure there is consistency in the advice given to ratepayers about the payment of rates and the recovery of outstanding rates.

This policy outlines the requirements for rates recovery within the Shire of Three Springs.

POLICY

1. Rate Notices

Rate Notices shall be sent out to all ratepayers as soon as possible after the budget has been set and Instalment Notices at the specified dates.

The Chief Executive Officer is authorised to undertake legal action for the recovery of all current and arrears rates and charges remaining outstanding either after the 35 days where no instalment option has been implemented and where instalments are not adhered to, exercising discretion on the amount owed and/or term outstanding when initiating such legal action.

Such legal action for rates recovery can be either through the local Court or by Council Solicitors or Collection Agents as the case may warrant when all other reasonable attempts at collection have been exhausted.

The Chief Executive Officer is to bring to Council's attention any rates which remain unpaid for three years for a determination on selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995.

The Chief Executive Officer be authorised to utilise the services of a Debt Collector for the recovery of outstanding rates.

2. Rate Instalments

Council will accept that there are ratepayers who cannot meet the or 4 mandatory instalment options as provided under s6.45 of the *Local Government Act 1995.*

The DCEO may accept by application an alternative payment schedule (henceforth called the 'payment agreement').

For such an Agreement to be considered a payment Arrangement Form is to be completed and returned to the Admin/CSO.

The proponent is to specify the frequency of payments with the nominated amount sufficient to fulfil the rates and charges levied within a financial year.

Upon written acceptance of an Agreement by the DCEO, written confirmation will be provided to the applicant. This gazettes the agreement and will commit the ratepayer to the payment schedule.

Verbal agreements shall not be accepted.

Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total amount outstanding.

3. Final Notices

Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.

Such notice will be issued when:

- No payment has been made,
- Insufficient payment to cover the first instalment has been made; or
- Where there is no current valid instalment option (i.e. persons who have paid their first instalment option late).
- The amount owing is more than $10.

Final Notices will indicate that:

- Rates are now in arrears,
- That penalty interest is being charged daily at the rate set by Council; and
- That legal action may be taken without further notice, which will add extra costs onto the outstanding account.
- Due date for final notice will be two weeks after Final Notice is raised.

Final Notices will not be sent to registered pensioners.

4. Letter of Demand

General and other Property – A Letter of Demand will be issued no later than 30 days after the final notice of current financial year to all owners of property (excluding pensioners) who have failed to make any payment within the financial year, and who have not contacted Council to make any special arrangement for payment, or have defaulted on an approved payment option.

5. Issue of Summonses and Arrears matters

Following completion of Letter of Demand:

- Rates remaining unpaid after the expiry date shown on the Letter of Demand will be examined for the purpose of determining whether a summons will be issued,
- Shire may employ the services of a Collection Agent or Solicitor(s) to issue General Procedure Claims to those ratepayers who failed to pay by the date indicated upon the Letter of Demand,
- Costs incurred as a result of the issue of a General Procedure Claim will be applied to the ratepayers' assessment immediately upon receipt by Council of such costs – refer s6.56 of the Act,
- Following the issue of a General Procedure Claim, a reasonable offer to discharge a rate account (inclusive of the costs incurred through the issue of the General Procedure Claim) will not be refused,
- Where a General Procedure Claim has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt,
- Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.

In cases where the owner of a leased or rented property on which rates are outstanding cannot be located or the owner refuses to settle amounts outstanding, notice will be served on the lessee. The lessee will then under the provisions of s6.60 of the *Local Government Act 1995*, be required to pay Council any rent due until such time as the amount in arrears has been fully paid

6. Sale of property for non-payment of Rates

The Chief Executive Officer be authorised to initiate sale of property for non-payment of rates as per subdivision 6 of the Local Government Act 1995, action against land where rates or services charges are unpaid.

7. Sundry Debtors

The Chief Executive Officer is authorised to undertake legal action for the recovery of Sundry Debtors, including the use of a Debt Collector if considered necessary, following the expiration of 30 days after the debt was incurred.

The Chief Executive Officer is authorised to request pre-payment for the incurring of any debt if it is felt that there is doubt as to the debt not being able to be recovered.

That Council require all debt collection costs, including those incurred using a Debt Collector, to be paid for by the debtor before the debt is extinguished.

3.3 Rates Exemption

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		
Local Government Act 1995, s6.26 (2)		

PURPOSE

In accordance with the Local Government Act 1995, s6.26 (2) describes land that is not rateable land and as such is exempt from general rates without being referred to Council for determination.

In the situation where a rateable property is being leased to a Not-for-Profit (NFP) Community Group (including Sporting Associations) that meets Councils' rate exemption criteria, consideration will be given to providing a rate exemption proportional to the area leased by the NFP tenant. By meeting the specified criteria, the entity is deemed eligible for rate exemption.

This policy sets specific criteria that must be met by those entities that are not covered under s6.26 (2) who are seeking a general rate exemption.

POLICY

The following criteria must be met before consideration is given to the eligibility for a general rate exemption.

Rate Exemption Application Form:

- Organisations need to provide clear and concise information regarding the nature of their activities to illustrate eligibility. Supporting documentation must accompany the application for the application to be assessed. Non-exempt charges must be paid in full at the time application is made. A refund will be made to the applicant if approved.
- The organisation must be an incorporated body as per the Associations Incorporated Act 1987.
- The organisation must own or have the vesting of the property on which rates are levied. If the rateable property is being leased, the organisation must be responsible for the payment of rates under their leasing agreement.

- Where the organisation operates commercial activities from the property, the organisation must show what portion of the property is being used for the commercial activities. The portion of the property being used for commercial purposes will not attract a Rate Exemption.
- The organisation must not hold a liquor license (issued under the Liquor Licensing Act 1988) for the provision of alcohol for sale to the general public for profit.
- The Chief Executive Officer has delegated authority to approve applications that meet all the eligibility criteria.
- Those that hold a liquor license are only exempt to a 50% rates exemption.
- All approved applications will remain in force for a maximum period of two (2) years unless otherwise advised then the applicant must reapply.
- Where an organisation, that has been granted a general rates exemption, changes its method of operation, and that change would result in the organisation being precluded from exemption eligibility, the organisation must immediately inform the Shire of the change. An example would be where an organisation commences commercial activities from the property address.
- Applications shall be determined within 30 days of receipt of the original application and or any additional information requested, whichever is the later.
- A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.

The Shire will provide written notification to organisations when general rates exemptions have been granted each year. For any two (2) year approvals, organisations will receive written notification advising their rate exemption is due to expire and will be invited to lodge a new application for the new rating year.

Definition

Not-for profit (NFP) Community Group is defined as an organisation of people who are formed (including a group that is incorporated under the Associations Incorporations Act) to promote a community or sporting activity which has a positive effect on the community of Shire of Three Springs.

3.4 Australia Day – Citizenship Award

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The purpose of this policy is to provide for the recognition of individuals and organisations that have made significant contributions to the Shire of Three Springs's community, through annual awards presented on Australia Day.

POLICY

Award recipients must meet the following eligibility criteria:

- Recipients must be:
  - residents of the Shire; or
  - have coordinated a community event within the Shire; or
  - be members of a community group whose principal activities are conducted within the Shire
- Awards can be granted posthumously
- Only one person (not a couple or group) may be nominated for individual award categories
- Local Government Council members, State and Federal politicians are not eligible to receive an Award
- Sitting members of State, Federal and Local Government are not eligible.

Policy Statement:

1. Awards

The Shire annually recognises individuals and organisations that have made a significant contribution to the Shire's community by awarding four categories of awards every Australia Day.

Awards presentations are held in Three Springs and only one award per category for recipients will be presented.

- ***Community Citizen of the Year – Youth***
  Presented to an individual under 25 years of age who has made an outstanding contribution to the local community.

- ***Community Citizen of the Year***
  Presented to an individual over 25 years of age who has made an outstanding contribution to the local community.

- ***Community Citizen of the Year – Senior***
  Presented to an individual over 65 years of age who has made an outstanding contribution to the local community.

- ***Active Citizenship - Group or Event***
  Presented to a community group or organisers/committee of an event held in the Shire of Three Springs that has made an outstanding contribution to the local community.

2. Implementation

The Shire of Three Springs is a member of Auspire. The membership gives the Shire:

- Online nominations
- Medallions
- Certificates
- Advertising resources

Nominations open from October and close in December. Nominations are completed online via the Auspire website. Completed nominations are sent via the website to the Shire of Three Springs Community Development Officer

Advertising of nominations will commence in October of each calendar year on Shire of Three Springs's Website and other appropriate local media.

Judging will occur by the Judging Panel by no later than one business week after nominations have closed. Nominees for the Community Citizen Awards will be assessed by a Judging Panel consisting of 3 Councillors.

The recipients will have been judged to have met a number of criteria where they have made a significant contribution to:

- Building harmony and inclusion with the local community;
- Leadership on a community issue resulting in the enhancement of community life;
- A significant initiative which has brought about positive change and added value to community life; and
- Added value to community life and inspiring qualities as a role model for the community

Outstanding contribution and community services includes areas such as education, health, fund-raising, charitable and voluntary services, business, sport, arts, the environment, social inclusion or any other area that contributes to the advancement and wellbeing of a community.

Once the judging panel have decided the winning recipients, employees are to arrange printed certificates and medallions for winning recipients through Auspire.

Employees are to extend invitations to attend the next Australia Day Award ceremony in the locality they were nominated (Three Springs) to the following:

- The nominees (and family) of the Community Citizen of the Year – Youth Award
- The nominees (and partner) of the Community Citizen of the Year Award
- The nominees (and partner) of the Community Citizen of the Year – Senior Award
- The nominees (President/Chairperson and partner) of the Active Citizenship – Group or Event Award

3. Roles and responsibilities

The Shire administration is responsible for implementation of all elements of this policy.

Roles and responsibilities include calling for nominations, promotion through the media, call for expressions of interest for the members of the judging panel, compiling nominations, scheduling judging panel meetings, arranging for printed certificates, medallions, trophies, gifts awards and inviting nominees and nominators to the presentation event.

3.5 Award of the Title "Honorary Freeman of the Shire of Three Springs"

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To recognise and acknowledge members of the community who have demonstrated outstanding commitment and contribution to the Shire.

POLICY

The Shire of Three Springs has historically recognised that, from time to time, members of the community demonstrate an outstanding commitment and contribution to the Shire and that this contribution should be appropriately recognised.

This recognition will take the form of the award of the title "Honorary Freeman of the Shire of Three Springs", provided that the relevant circumstances meet the criteria of this policy.

This honour will only be awarded on rare and exceptional occasions. A maximum of four living persons will be entitled to bear the title of "Honorary Freeman of the Shire of Three Springs" at any one time.

Objectives
To provide a policy on the awarding of the title "Honorary Freeman of the Shire of Three Springs ", including how, why and whom it should be awarded.

Selection Criteria:

Residency Eligibility
Nominees should have lived within the Shire of Three Springs for a significant number of years (significant would usually mean at least 20 years) and have had a long and close association and identification with the Shire.

Service
The nominee should have given extensive and distinguished service to the community that goes beyond local government service (ie, service to other community organisations and groups) in a largely voluntary capacity.

The nominee must have made an outstanding contribution to the Shire of Three Springs, such that their contribution can be seen to stand above the contributions made by most other people.

Outcomes
The nominee's community endeavour will have demonstrable benefits to both the community of the Shire of Three Springs and the wider community of WA.

Specific Achievements
The nominee's specific achievement/s must be of a nature that would encourage the Shire to nominate that person for an honour under the Australian honours system.

Nomination Procedure

Nominations must be made in the strictest confidence, without the nominee's knowledge.

Any resident or elector of the Shire of Three Springs may initiate a nomination, but each nomination must be sponsored by an elected member.

Nominations must be made in writing to the Chief Executive Officer (CEO). The nomination will then be submitted by the CEO as a confidential report for consideration at an ordinary meeting of Council.

Entitlements
Any person declared an Honorary Freeman of the Shire may designate him/herself "Honorary Freeman of the Shire of Three Springs".

The award shall be made at a small ceremony, which may take place at a Council meeting.

The recipient shall be awarded a plaque and a lapel pin to commemorate the occasion and shall be included on the invitation list for all subsequent civic events and functions.

Implementation

The Office of the CEO will be responsible for undertaking the commissioning of commemorative plaques and lapel pins and for ensuring that Honorary Freemen are invited to civic events and functions.

3.6 Regulation of Catteries

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
Delegation		
No.	Title	
Legislative Reference		
Cat Act, regulations and Local Law		

PURPOSE

To set regulations and specifications for the management and control of cat pounds throughout the Shire of Three Springs.

In setting regulations for the provision of catteries the Shire of Three Springs will be guided by the Guidelines and the Conduct of Boarding Kennels and Catteries' produced by the RSPCA in addition to regulations outlined in this policy.

POLICY

Prior to applying for a cattery license, Council's planning approval must first be obtained.

Applicant should liaise with Shire to determine the requirements of the town planning scheme.

- An application for a license to keep an approved cattery shall be in the form determined by Council from time to time and shall:
  - Be supported by evidence that planning approval has been obtained.
  - Be supported by evidence that due notice of the proposed use of the land has been given in accordance with (2) below.
  - An accurate plan of the proposed site location.
  - Accurate plans and/or photographs describing any proposed yard and/or containment; and
  - The application/renewal fee.
- An applicant for a license within a Gazetted Townsite shall forward such application to the Council prior to giving notice of the proposed use of the land.
- An applicant shall give notice of the proposed use of the land at their own cost by:
  - Giving public notice in a newspaper circulating in the district; and
  - Giving written notice to the owners and occupiers of all adjoining premises.

  At least thirty days before the application is made to the Council.

1. <u>Licenses</u>

- A license to keep an approved cattery shall not be granted by the Council until Council has considered all written submission and objections received.
- A license shall be in the form determined by Council from time to time and shall be subject to such conditions as Council may impose.

- A license remains valid until the 31 October next following unless it shall have been previously cancelled.
- A license shall not be granted by the Council unless the applicant for the license resides on the premises the subject of the license.
- A license is not transferable to other premises.

2. License Renewal

An application for a license renewal shall be:

- in the form determined by the local government from time to time.
- accompanied by the license certificate then in force together with payment; and
- lodged no later than 31 October in each year.

3. License may be Cancelled

The local government may refuse to renew or may cancel a license if:

- a licensee does not comply with or the cattery is not kept in accordance with this local law; or
- for any reason relating to the conduct of the cat pound resulting in the cattery being a nuisance to neighbours by reason of noise, odours or any other cause.

4. Specification for Cattery

Cats may be housed in walk-in modules that include a sleeping compartment and an exercise area or in colony pens. Cats must be housed singly except in the case of compatible cats from the same household with the written agreement of the owner.

Walk-in modules must have a minimum floor area of 1.5 square metres and contain at least two levels including raised sleeping quarters. This size is for one cat only and an additional one square metre floor space is required for a second cat. No more than two cats may be housed together in this type of accommodation.

5. Building Regulations do apply

No kennel or yard shall be erected until plans and specifications have been approved by the Shire by the issue of a building license under part 15 Local Government (Miscellaneous Provisions) Act 1960.

6. Keeping of cats in cattery

A person who keeps or permits cats to be kept in an approved cattery shall:

- keep cats in catteries and yards appropriate to the breed or kind in question, sited and maintained in accordance with the requirements of the public health and sufficiently secured,
- not permit any cat to escape from the cattery or yard in which it is kept nor wander at large except for the purpose of reasonable exercise whilst under the control of a person,
- maintain all catteries and yards and all feeding and drinking vessels used by cats therein in a clean condition and cleanse and disinfect them regularly,
- dispose of or cause the disposal of all refuse, faeces and food wastes daily into an approved apparatus for the bacteriolytic treatment of sewerage; and
- ensure noise, odours, fleas, flies and vermin are effectively controlled.

3.7 Closed Circuit TV Systems

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024 (new replacement policy)
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

The Shire of Three Springs (the Shire) is committed to ensuring the safety and security of its residents, staff, and visitors. This policy outlines the management, operation, and use of Closed-Circuit Television (CCTV) systems owned or operated by the Shire of Three Springs. The primary objectives of this policy are to deter criminal activity, protect public assets, enhance community safety, and assist law enforcement.

The purpose of this policy is to:

- Provide a framework for the use, management, and monitoring of CCTV systems.
- Ensure compliance with relevant legislation, including privacy and data protection laws.
- Protect the rights of individuals by ensuring that the collection, use, and storage of CCTV footage are consistent with the Shire's commitment to lawful, fair, and transparent operations.

SCOPE

This policy applies to all CCTV systems installed, managed, or monitored by the Shire of Three Springs. It covers the use of cameras in public spaces such as streets, parks, community facilities, municipal buildings, and other Shire-owned assets. This policy does not apply to privately owned CCTV systems.

Objectives

The key objectives of the Shire's CCTV system are:

- **Crime Prevention**: To reduce the risk of criminal behaviour, vandalism, and anti-social activities.
- **Public Safety**: To enhance the safety and security of residents, visitors, and Shire employees.
- **Asset Protection**: To protect public property and assets owned by the Shire.
- **Assistance to Law Enforcement**: To provide support to law enforcement agencies by supplying access to the CCTV system and recorded footage when required.

Operation and Management

1. **Installation**:

- CCTV cameras will be strategically installed in high-risk and high-traffic areas.

The installation will be determined by safety, security needs, and a risk assessment.

- All installations will be clearly signposted to notify the public that CCTV surveillance is in operation.

2. **Monitoring**:
    - CCTV footage will be monitored only by authorised Shire personnel, law enforcement or contractors who are trained in handling and using CCTV systems.
    - Real-time monitoring will occur during designated hours, depending on security needs.
3. **Recording and Storage**:
    - Recorded footage will be retained for a period not exceeding 30 days, unless required for an investigation, legal proceedings, or by law enforcement.
4. **Access to Footage**:
    - Access to recorded footage will be restricted to authorised personnel only.
    - Law enforcement agencies will have access to footage.
5. **Privacy and Compliance**:
    - The Shire is committed to ensuring that CCTV operations comply with privacy legislation, including the Privacy Act 1988.
    - The use of CCTV will not unduly infringe on individuals' right to privacy, and footage will only be used for the purposes outlined in this policy.

Data Security

The Shire will ensure that all footage is stored securely, using encrypted storage systems where possible. Access to the data will be logged and limited to authorised personnel to prevent unauthorised viewing, copying, or sharing of footage.

Roles and Responsibilities

1. **Council**:
    - Endorse the policy and oversee the strategic direction of CCTV use within the Shire.
2. **Chief Executive Officer (CEO)**:
    - Ensure the policy is implemented and managed in compliance with legislative requirements and Shire objectives.
3. **Shire Employees**:
    - Ensure the proper use of CCTV systems in line with this policy, including monitoring and accessing footage.
4. **Law Enforcement Agencies**:

- Collaborate with the Shire in utilising CCTV footage for the investigation and prosecution of criminal activity.

Complaints and Breaches

Complaints regarding the misuse of the CCTV system or breaches of privacy should be directed to the CEO of the Shire of Three Springs. The Shire will investigate all complaints in accordance with its complaints management procedures and relevant legislation.

Review

This policy will be reviewed every two years or as required to ensure it remains relevant and compliant with legislative and operational changes.

Legislation and Guidelines

This policy complies with:

- Privacy Act 1988
- Surveillance Devices Act 1998 (WA)
- Freedom of Information Act 1992 (WA)
- Local Government Act 1995 (WA)

3.8 Three Springs Aquatic Centre

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To provide guidance and rules regarding the Three Springs Aquatic Centre.

This Policy applies to the Shire of Three Springs Aquatic Centre.

POLICY

1. Admissions to Sessions

Patrons using the pool must pay the normal admission fees for each session. Normally a "session" is one whole day. The manager reserves the right to charge where he/she cannot identify whether a person has previously paid an admittance fee to that session.

2. Admittance Age to Pool Complex

That any child under 10 must be accompanied by a person of 16 years or over or hold a swimming competency certificate of Level 6 or better.

3. Children Season Ticket

Applies to all persons under the age of 17 years provided they do not meet the following situations:

- They are employed.
- They are in receipt of unemployment benefits.

4. Family Season Ticket

To cover two adults and two children except those children who are in receipt of unemployment benefits, are employed or have attained the age of 17 years of age.

5. Private Hire

Private hire of the pool is by arrangement only with the Pool Manager and Chief Executive Officer.

The Chief Executive Officer is authorised to consider and decide on all applications for use of the Swimming Pool subject to:

- no Alcohol to be allowed on the premises,
- the Pool Manager to be in attendance at all times,
- the grounds and facilities to be left in the state they were found,

- if the pool is booked for private functions and the weather is very hot and the pool would normally stay open, the Chief Executive Officer may use his discretion in allow the pool to remain open to the General public.
  If the pool remained open to the general public, no extra charge would be levied on the private user.

6. Swimming Pool Kiosk

The Pool Manager will be granted permission to operate the kiosk at the swimming pool as a part of their employment agreement.

The nature of items to be sold to be limited to soft drinks, tea and coffee, ice-creams, confectionary and pre-packaged food. Other food may be considered subject to the Health Legislation.

The facilities are not to the standard to allow for the preparation of other types of food and the preparation of this type of product is seen as a potential distraction to the main role of the employee as Pool Manager.

7. Smoking

Smoking is only permitted in designated open-air areas as determined by the Pool Manager and Environmental Health Officer.

3.9 Recognition of Three Springs Births, Graduates and the Passing of Community Members

Adoption		
Date	Meeting	Council Decision
16 December 2020	OCM	092/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

Recognition of Three Springs Births, Graduates and the Passing of Community Members.

POLICY

Births:
On the advice of Council, administration staff will arrange for a new born recognition gift to be provided to the family via the Community Health Nurse.

The gift worth an estimated $50.00

Graduation:
On the advice of Council, administration staff will arrange for a graduation recognition gift.
The gift worth an estimated $30.00

Note:

- Council will organise an awards event. Light refreshments will be provided.
- Primary & Secondary students residing and attending the local Primary & Secondary schools & college graduating Year 6 & Year 12.

Passing:
On the advice of Council, administration staff will arrange for a card and floral tribute.
The tribute worth an estimated $50.00

3.10 Community Crop

Adoption		
Date	Meeting	Council Decision
22 June 2022	OCM	049/2022
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27 August 2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

This Policy provides an equitable, efficient, transparent, and sustainable framework for allocating Council's Arrino Community Crop to community organisations in Three Springs.

POLICY

- The crop will be allocated for three years—the crop rotation principle applies.
- The Community Crop is an asset development tool to improve community facilities' assets. The facilities assets are any part of the buildings, sports grounds and facilities that are located in the Shire of Three Springs.
- Council will assess the Community Crop submissions against the Qualitative Criteria.
- The applicants will be required to formulate a submission based on the directives in the qualitative criteria.
- Every tenth year the land will be left in fallow.
- The incoming organisation that will be cropping the land for the following three years after the fallow period will be responsible for the management of the fallow year.
- The Shire will reimburse the incoming organisation for out-of-pocket expenses up to $10,000 associated with the management of the fallow year. Receipts will be required.
- The cropping records of all inputs are to be submitted to the Shire annually. These records must be provided to the incoming organisation at the end of the three years.

Qualitative Criteria

1. Alignment with Policy Purpose	**Weighting Yes/No**	
(a) Does the proposal improve the building, sports grounds and facilities located within the Shire of Three Springs? Supply details in an attachment and label it ***"Alignment with Policy Purpose"*.**	***"Alignment with Policy Purpose"*.**	**Tick if attached** ☐

2. Key Personnel skills and experience The community organisation should provide, as a minimum, information on proposed members and personnel, to be allocated to this project, such as: (a) Who is going to manage the performance of this agreement. (b) Do you have experience in crop management. Supply details in an attachment and label it **"Key Personnel skills and experience".**	**Weighting <50%>**	
	"Key Personnel"	**Tick if attached** ☐

3. Demonstrated Understanding The community organisation must detail the process they intend to use to deliver their agreement obligations. Areas that you must cover include: (a) A project schedule/timeline associated with the core project. (b) A detailed project budget, including a clear description and cost for each project element. (c) Cropping: The organisation will nominate their appointed agronomist, who will advise them on the management of the cropping land. The applicant must provide an agronomist paddock plan. Supply details in an attachment labelled ***"Demonstrated Understanding"***.	**Weighting <50%>**	
	"Demonstrated Understanding"	**Tick if attached** ☐

3.11 Shire of Three Springs ICT Information Management and Security Policy

Adoption		
Date	Meeting	Council Decision
28/08/2024	OCM	060/2024
Review		
Date	Meeting	Council Decision
	OCM	
No.	Title	
Legislative Reference		

PURPOSE

To ensure that Information Security measures are in place to protect Information and Communication Technology (ICT) Assets within the Shire of ICT environment against unauthorised use or accidental modification, loss or release; and assist the Shire mitigate any damage or liability arising from the use of these Information Systems for purposes contrary to the Shire's policies and relevant Regulatory Compliance Instrument.

POLICY

This policy applies to all Employees, councillors and contractors (hereafter referred to as 'users') who have access to the Shire's IT Systems.

POLICY STATEMENT

The Shire is committed to the management of risks associated with ICT Assets and Information Systems and the reduction of ICT security incidents. This policy provides the governance framework for Information management and security within the Shire and defines the Shire policy in all aspects of Information Security as stipulated under the relevant Information standards.

1. PRINCIPLES

1.1 Internal governance

Information Security governance arrangements are established and endorsed by the Shire executive staff and assisted by other relevant ICT contractors. The implementation, maintenance and control of operational Information Security is the responsibility of the executive staff and ICT contractors. The ICT contractor is responsible for monitoring and recommending Information Security strategy, controls and associated operational security matters.

All Information System users are responsible for familiarising themselves with this policy and related policies and procedures, as appropriate to their role within the Shire. Effective communication of this ICT Information Management and Security Policy, and all associated policies and procedures, form part of this ongoing commitment to Information Security governance and is critical to ensuring that ICT Assets are protected from unauthorised use, accidental modification, loss or release.

In the event of a cyber breach such as, but not limited to, malware, computer hacking, ransomware, or denial of service attack, the Executive Management staff, in conjunction with the ICT services provider, is

authorised to implement a range of measures, including removal of individual access to the network and removal of ICT Assets and ICT Systems from the network to minimise the risk of loss or misuse of Information Assets.

1.2 External party governance

The Executive Staff are delegated with ensuring that appropriate arrangements are established and documented to ensure that third party ICT service level agreements, operational level agreements, hosting agreements or similar contracts clearly articulate the level of security required and are regularly monitored.

1.3 Information Security and Cyber Security

Information Security activities, including Cyber Security awareness, are concerned with the protection of Information from unauthorised use or accidental modification, loss or release. Information Security is based on the following five elements:

- **Confidentiality** - ensuring that Information is only accessible to those with authorised access
- **Integrity** - safeguarding the accuracy and completeness of Information and processing methods
- **Availability** - ensuring that authorised users have access to Information when required
- **Compliant Use** - ensuring that the Shire meets all Regulatory Compliance Instruments and contractual obligations
- **Responsible Use** - ensuring that appropriate controls are in place so that users have access to accurate, relevant and timely Information but that users of the Shire's ICT resources do not adversely affect other users or other Information Systems.

1.4 Policy, planning and governance

The Shire recognises the importance of, and demonstrates a commitment to, maintaining a robust Information Security environment. The Shire, at a minimum will reasonably:

1. develop and implement an Information Security policy (this policy)
2. develop and implement an Information Security Plan, ensuring alignment with the Shire business planning, general security plan and risk assessment findings
3. establish and document Information Security internal governance arrangements (including roles and responsibilities) to implement, maintain and control operational Information Security within the Shire. Relevant information shall be provided as needed including provision of timely and relevant information to the Shire's senior executive and Council regarding Information Security matters.
4. establish, document and regularly monitor Information Security external governance arrangements to ensure that third party service level agreements and operational level agreements clearly articulate the level of security required.

1.5 Recordkeeping and Information Privacy

For the purposes of the Shire's records management System and Information management, the Shire is required to comply with multiple Regulatory Compliance Instruments, including but not limited to:

- *Information Privacy Act 2009*
- *Public Records Act 2002*
- Records Governance Policy

The Shire will meet its data retention obligations under the *Telecommunications (Interception and Access) Amendment (Data Retention) Act 2015* (section 187) recognising that the Shire will rely on the 'immediate circle' exclusion for any relevant services provided only to persons who are 'inherently connected to the functions of the Shire'.

1.6 Information Asset management

The Shire has developed the Information Asset and Security Classification Procedure which establishes the process for classifying and handling Shire Information Assets based on their level of sensitivity, value and criticality to the Shire.

1.7 People Portfolio management

The Shire will implement measures to minimise the risk of loss or misuse of Information Assets by ensuring that Security Safeguards are incorporated into Shire People Portfolio management, including the development of supporting policies and processes. The Shire at a minimum will reasonably:

1. implement induction and ongoing training and security awareness programs to ensure that all Employees are aware of and acknowledge this policy and related policies and procedures on Information Security and security responsibilities

2. document and assign security roles and responsibilities where Employees have access to security classified Information or perform specific security related roles, and ensure that security requirements are addressed in recruitment and selection and in job descriptions

3. develop and implement procedures for the separation of Employees from, or relocation within, the Shire.

1.8 Physical and environmental management

The Shire will apply measures to ensure that the level of physical controls implemented will minimise or remove the risk of equipment or Information being rendered inoperable or inaccessible, or being accessed, used or removed without authorisation. The Shire at a minimum will reasonably ensure that:

1. building and entry controls for areas used in the processing and storage of security classified ICT Information are established and maintained, consistent with the appropriate requirements.

2. all ICT Assets that store or process Information are located in Secure Areas with control mechanisms in place to restrict access to authorised personnel only

3. Policies, procedures and processes are implemented to monitor and protect the use and/or maintenance of ICT Assets away from Shire premises

4. Policies, procedures and processes are implemented for the secure disposal or reuse of ICT Assets, commensurate with the relevant requirements.

1.9 Communications and operations management

The Shire will ensure that operational procedures and controls are documented and implemented to ensure that all ICT Assets are managed securely and consistently, in accordance with the level of required security. The Shire at a minimum will reasonably ensure that:

1. operational change control procedures and release management control procedures are implemented to ensure that changes to Information processing systems are appropriately approved and managed

2. System capacity is regularly monitored to ensure risks of System overload or failure, which could lead to a security breach, are avoided

3. adequate controls are defined and implemented to mitigate the impact of threats and vulnerabilities to the network, including the prevention, detection, removal and reporting of attacks of malicious code on all ICT Assets

4. Systems maintenance processes and procedures, including operator and audit/ fault logs, media handling procedures, Information backup procedures and archiving, will be implemented

5. methods for exchanging Information within the Shire, outside the Shire, through online services, and/or with third parties, will be consistent with the West Australian Government requirements and the Shire policies and procedures

6. confidentiality requirements or non-disclosure agreements reflecting the need for protecting Information are to be undertaken in accordance with the Shire's Policy and related procedures and identified and reviewed regularly

7. each Employee must use the Shire authorised and supplied communications methods, including electronic mail, when transacting official Shire business.

1.10 Access management and passwords

The Shire will put in place control mechanisms based on business requirements, assessed/accepted risks, Information classification and Regulatory Compliance Obligations for controlling access to all ICT Assets and Systems. The Shire at a minimum will reasonably ensure that:

1. access will be provided to users for the purpose of carrying out work, or other activities as agreed with the Shire

2. access will be granted on the 'least privilege' principle in which each user is granted the most restricted set of privileges needed for the performance of the relevant tasks

3. authentication requirements, including on-line transactions and services, must be appropriate for the security classification of the Information

4. access to the Shire network and Information Systems requires specific authorization and each user must be assigned an individually unique username and password and secure means of authentication

The Shire requires users to keep user-level passwords confidential and change these immediately if they suspect that their password has been comprised.

1.11 System maintenance

The Shire will apply measures to ensure that System Maintenance occurs in a timely and proactive manner.

A patch management program for operating Systems, firmware and applications of all ICT Assets and Systems has been implemented to maintain vendor support, increase stability and reduce the likelihood of threats being exploited.

1.12 Incident management

The Shire will ensure the effective management of and response to Information Security incidents to maintain secure operations within the Shire. The Shire at a minimum will reasonably:

1. establish and maintain an Information Security incident and response register and record all incidents

2. ensure all Information Security incidents are reported and escalated (where applicable) through appropriate management channels and/or authorities

3. ensure that incidents are investigated and apply formal disciplinary processes

4. ensure responsibilities and procedures for the timely reporting of security events and incidents, including breaches, threats and security weaknesses, are communicated to all Shire Members.

1.13 Business continuity management

The Shire will ensure that a managed process, including documented plans, is in place to enable Information and ICT Assets to be restored or recovered in the event of a disaster or major security failure. The Shire at a minimum will reasonably:

1. establish plans and processes to assess the risk and impact of the loss of Information and ICT Assets on Shire business in the event of a disaster or security failure and develop methods for reducing known risks to Shire Information and ICT Assets

2. ensure business continuity Information and ICT Asset disaster recovery plans are maintained and tested to ensure Systems and Information are available and consistent with agency business and service level requirements.

Shire Members should also refer to the Business Continuity Policy.

1.14 Compliance management

The Shire will implement practices to ensure compliance with, and appropriate management of, all Regulatory Compliance Instruments relating to Information Security. The
Shire at a minimum will reasonably ensure that:

1. all Information Security policies, procedures and processes, including contracts with ICT third parties, are reviewed for compliance on a regular basis

2. all reporting obligations relating to ICT Security are complied with and managed appropriately

3. all reasonable steps are taken to monitor, review and audit Shire Information Security compliance, including the engagement of internal and/or external auditors and specialist organisations where required.

Shire Members should also refer to the Policy and Procedure Framework.

1.15 Penalties and discipline

Conduct in contravention of this policy may constitute a criminal offence under relevant State and Commonwealth legislation, resulting in legal prosecution. Where the violation is considered a criminal offence, the police (Federal and State) will be informed.

This will be irrespective of whether the violation is internal (e.g. unauthorised access to Information), external (e.g. unauthorised remote access to the Shire network by a non- Shire Employee or Councillor), or where assistance is provided by a Shire Employee or Councillor to provide unauthorised access to the Shire network.

1.16 Other considerations

The Shire will make no warranty, explicit or implied, regarding the ICT services offered, nor their fitness for any particular purpose. Similarly, no responsibility can be accepted by the Shire or its Employees, for any damage arising directly or indirectly from the use of these services.

The responsibility for protecting ICT resources and services is shared with all users who use these services. The Shire will make all reasonable efforts to protect Shire Staff and councillors from possible ICT and

computer-related dangers but cannot always protect Shire Staff and councillors from all potential threats. The Shire cannot guarantee to protect an individual against exposure to material that may be offensive to them. Shire staff and councillors will be warned that they may traverse or receive material that they find offensive.

3.12 LED Community Noticeboard

Adoption		
Date	Meeting	Council Decision
28/08/2024	OCM	060/2024
Review		
Date	Meeting	Council Decision
27/08/2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

This Policy aims to regulate the Shire of Three Springs LED Community Noticeboard (LED Noticeboard) to inform residents and visitors about local events, services, and emergency information. The Policy ensures the LED Noticeboard is utilised to foster community spirit and inform the public while maintaining content appropriateness and integrity.

POLICY

This Policy applies to all notices/messages published on the LED Noticeboard.

- **Community Messages:** Events, announcements, and information about community activities within the Shire of Three Springs.
- **Emergency Messages:** Alerts and important information regarding public safety, fire, weather, and other emergencies.
- **Tourist Information:** Important updates about tourism activities happening with the Shire of Three Springs.
- Updates regarding State government and Local government land sale and leases.

1. **Content Standards**
   - Content must not include information that supports or opposes political and religious views.
   - Content should be non-commercial in nature.
   - Logos of local governments, community groups, not-for-profit organisations, government agencies, and sporting clubs are permitted.
   - Logos of businesses/private organisations with a physical presence in the Shire of Three Springs can be included only at the discretion of the CEO, ensuring that they are relevant and contribute positively to community messaging.

2. **Submission and Approval Process**
   - All submissions must be made via email to general@threesprings.wa.gov.au.
   - All notices/messages must be submitted at least two weeks prior to the desired display start date.

3. **Design Guidelines**
   Please refer to the LED Community Noticeboard style guide to ensure the content is suitable for the LED Noticeboard.

4. **Administration**
   The management of the LED Noticeboard is the responsibility of the Shire of Three Springs.

3.13 Employee Health and Fitness Policy – Free Gym and Pool Access

Adoption		
Date	Meeting	Council Decision
24/09/2025	OCM	
Review		
Date	Meeting	Council Decision
	OCM	
No.	Title	
Legislative Reference		

PURPOSE

The Shire of Three Springs recognises the importance of supporting the health, wellbeing, and fitness of its employees. This policy provides full-time employees with free access to the Shire's gym and aquatic facilities as part of the organisation's commitment to fostering a healthy and active workplace.

SCOPE

This policy applies to all full-time employees of the Shire of Three Springs.

Objectives

1. Eligibility

- All full-time employees are entitled to free use of the Shire's gym and aquatic centre during operating hours.
- Use is for the employee only and is non-transferable.

2. Conditions of Use

- Employees must comply with all facility rules, procedures, and directions from Shire employees while using the gym or aquatic centre.
- Access is for personal health and fitness purposes only. Facilities are not to be used for commercial gain, coaching, or training others.
- Employees are encouraged to utilise the facilities outside of normal working hours to avoid disruption to Shire operations.

3. Access

- Eligible employees will be provided with a employees access card or pass upon commencement of employment.
- Misuse of access privileges may result in disciplinary action and/or withdrawal of access rights.

4. Health and Safety

- Employees are responsible for using the facilities in a safe and responsible manner.
- Participation is voluntary, and employees accept that use of the gym and aquatic facilities is at their own risk.
- Any injury sustained must be reported immediately in accordance with the Shire's workplace health and safety procedures.

4.COUNCIL POLICIES - ENGINEERING

4.1 Heavy Vehicle Conditions for use on Shire Roads

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27/08/2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To ensure safe road use on the RAV network within the Shire of Three Springs.

This policy applies to haulage users on the RAV Network within the Shire of Three Springs.

POLICY

The following conditions (but not limited to) are to be recommended to MRWA:

Definitions:

- The term "Haulage Operator" shall mean the Owner of the vehicle travelling on the Shire RAV Network
- The term "RAV" shall mean a Restricted Access Vehicle that requires accreditation though the Western Australian Heavy Vehicle Accreditation Registration process at Main Roads Department Western Australia, Heavy Vehicle Operations.
- The term "MRWA" shall mean Main Roads Department, Western Australia.
- The term "HVO" shall mean Heavy Vehicle Operations, branch of MRD that makes assessment and prosecution of RAV on State and Shire road networks.
- The Term "Operator" means the owner of the mine
- The term CA07 shall mean the requirement for all operators to carry written approval from the local government permitting use of the road in accordance with network conditions

General Conditions

- Condition CA07 be placed on the Shire RAV Network. Non-compliance may result in Council, at its discretion, reporting the haulage user to Main Roads Heavy Vehicle Services (HVS)
- The haulage operator shall observe, always, all provisions contained in the Road Traffic Act and regulations, the Local Government Act 1994 and all Local Laws.
- In residential areas approval, be granted for cartage during sunrise to sunset hours 7:00am – 6:00pm, whichever is shorter, Mondays to Fridays. Weekends and public holidays excluded

- In non-residential areas approval, be granted for cartage 7 days a week.
- No operation on unsealed road segment when visibly wet, without road owner's approval.
- When travelling at night, the RAV must display an amber flashing warning light on the Prime Mover

Weather and Road Conditions

- A Shire RAV Network may be closed where the road surface has deteriorated and is determine by the CEO to be unsafe for heave haulage or any form of transport or that continuing use will cause a safety risk and/or significant damage to occur. Any haulage users found operating on a closed RAV Network may be reported to MRWA and Main Roads Heavy Vehicle Services (HVS) with a request to issue suspension notices.
- To minimize the potential for road damage safety hazards the CEO may give notice that a Shire RAV Network has been closed, where more than 20mm of rain has fallen in any 24 hours or lesser period. Such notice shall remain in effect until a re-commencement notice is issued by the Shire

Requirements

- Council authorises the CEO to withdraw CA07 at any time by notice to MRWA and the Operator in cases of non-compliance by haulage users.
- The Shire RAV Network will be reviewed annually inclusive of the provision of a condition report on the Network.

4.2 Infrastructure Policy-Asset Management

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
27/08/2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To:

- Ensure that the Shire's services and infrastructure are provided in a sustainable manner, taking into consideration the whole of life costs and ensure the appropriate levels of services are provided to customers in line with Shire's Community Strategic Plan and Corporate Plan.
- Safeguard Shire assets, including physical assets and employees, by implementing appropriate asset management strategies and allocating appropriate financial resources for those assets.
- Create an environment where all Shire employees take an integral part in overall management of Shire assets by creating a sustaining asset management awareness throughout the organisation.
- Meet legislative requirement for asset management.
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrate transparent and responsible asset management processes that align with demonstrated best practice.

This policy applies to all relevant infrastructure in the Shire's care and control.

POLICY

The purpose will be achieved by:

- Developing and implementing an Asset Management Strategy,
- Preparing and maintaining an Infrastructure Asset Management Plan,
- Preparing operations and maintenance plans for each infrastructure asset class,
- Maintaining up to date and validated Asset Management Systems; and processes that are aligned and integrated with the Shire's business practices

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

Roads assets comprising:	Buildings comprising:
Sealed and unsealed roads	Recreation

Bridges Culverts Railway Crossings Road signs/features Flood ways Kerbing Footpaths	Council/depot Public/Civic Housing
Other assets comprising:	
Public/Civic assets Recreation assets Council assets Airport	

1. 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:

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

2. Organisational Context

The Shire's most recent Community Strategic Plan (Plan for the Future) includes the following Strategic Goals and associated objectives which form the basis for the development for the Shire.

Goal 1 – Community Partnerships

Objective:

To promote a strong and cohesive community that has the capacity to co-ordinate its efforts and work in harmony for the benefit of the Shire as a whole.

Goal 2 – Infrastructure

Shire Roads Objective:

- To construct, maintain and improve the quality and useful economic life of the road infrastructure system in the most efficient manner possible, pursuant to the level of funding provided by Council each year.

Plant Replacement Objective:

- The timely purchase and replacement of vehicles, plant and equipment in accordance with predetermined acquisition and replacement programmes,
- Minimising vehicle replacement costs,
- Optimising the performance of the plant fleet.

Shire Buildings and Equipment Objective:

- To provide planned maintenance and upgrading of Shire owned buildings, including employees and other housing, administration centre and works depot,
- Obtain funding to assist with the development of additional housing.

Goal 3 – Community Facilities

Objective:

- To provide planned maintenance and upgrading of the Shire's recreational facilities including the swimming pool, sporting oval and pavilion, hard courts, community hall, parks, gardens and streetscape.

Goal 4 – Health Facilities

Objective:

- Continued maintenance and improvements to all facilities provided by Council for the provision of health professionals including the medical centre, dental surgery and other wellbeing facilities.

Goal 5 – Corporate Governance

Objective:

- To provide good strategic decision-making, governance, leadership and professional management.
- To plan for the increased level of resources that will be required for Council to achieve its strategic objectives and to monitor the implementation policies and planning for the future.

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 and objectives, particularly in relation to the infrastructure, community facilities and health facilities.

3. 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 employee of the Shire is either directly or indirectly involved in the management of Shires' assets.

This Policy supports the Shire's 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 Shire's 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, the Shire 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 and the Infrastructure 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 based on 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.

4. Roles and Responsibilities

Council:

- Adopt the Infrastructure Asset Management Policy,
- Adopt the Infrastructure Asset Management Strategy,
- Adopt the Infrastructure 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,

- Ensures alignment between the Infrastructure Asset Management Policy, Strategy and the Asset Management Plan with other policies and processes in the organisation,
- Ensures compliance with legislative requirements,
- Ensures infrastructure assets are managed in accordance with the Infrastructure Asset Management Policy, Strategy and Plan,
- Supports the use of asset management planning throughout the organisation,
- Facilitates best practice asset management.

5. Review of Policy

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

4.3 Crossovers, Crossings, Gates and Pipes Across Roads

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
17 June 2021	OCM	
28 August 2024	OCM	060/2024
27/08/2025	OCM	053/2025
No.	Title	
Legislative Reference		

PURPOSE

To provide guidance in relation to crossover, crossings, gates and pipes across road.
This Policy applies throughout the Shire of Three Springs.

POLICY

1. Crossings

Except in the case of a Government authority or department, where a proper work authority shall be enough, where the Shire agrees to undertake the construction of crossings it will require prepayment by the owner/occupier for their 50% contribution.

Crossings are to be constructed to the standard specifications as set out by Council. In the case of above standard crossings, prepayment of 75% of the additional cost estimate is required, with the balance being finalised on the completion of works. Council shall determine the number of crossovers it can cater for in any one year, dependent upon budgeting and works program restraints.

Council policy is to comply with requests for crossovers on a 'first come, first served' basis, within the budget constraints and consideration of Council's works program as determined by the CEO and/or Works.

Where a second crossover is to be installed by the Shire the total cost is to be met by the landowner.

This policy does not apply when crossovers are installed as part of the Shire's footpath installation program.

2. Pipes Across Roads

Conditions under which pipes will be allowed to be placed beneath roadways are as follows:

- Pipe shall be a minimum of 450 mm below the surface of a road, depending on pipe specifications,
- The applicant or subsequent owner to be responsible for the cost of repair or replacement when the pipe has been damaged during the carrying out of roadworks,
- The applicant or subsequent owner shall remove the pipe when directed to do so by the Council,
- Written application must be lodged with the Shire requesting authorisation and providing a map of where pipes will cross the road prior to any works beings commenced,
- Works shall be carried out in accordance with Shire's requirements and at the owners' costs,
- The road surface is to be reinstated to the Shire's satisfaction and at the owner's cost.

3. Gates

Conditions under which approval will be given to erect a gate upon a road are as follows:

- The structure is to be maintained in a condition satisfactory to the Council,
- The structure is to be removed by the applicant or subsequent owner when directed to do so by the Council,
- Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.

4. <u>Salt drain/road reserve crossings</u>

General

When property owners, as financial ratepayers of the Shire of Three Springs, wish to construct deep drains through low-lying farmland in order to reduce, block or eliminate the effect of salt on their land within the Shire and as a result of such proposed drainage scheme, the construction of a culvert (or culverts) is required through designated road reserves. The Shire *may* assist in the funding of such culvert crossings providing certain criteria are met. Those criteria are:

- The request for approval and/or assistance must be before Council no later than April 30 of any financial year, so that due consideration may be given for possible inclusion in the next financial year's budget, if approved. Applications that do not meet the deadline *may* be considered by the Council only after all prior applications have been processed. The request must include a scaled locality map showing the position(s) of the drainage scheme, the proposed culvert crossing(s), flow direction and downstream properties that may be affected.
- The applicant must be prepared to pay all material costs involved in the construction of the culvert(s) including any equipment hire and freight costs and when a request has been approved by the Council for assistance. A pre-payment of the materials cost may be requested.
  Such pre-payment must be lodged with the CEO within two calendar months of notification of approval.
- The standard of culvert construction required will be as set by Council.
- Shire will only assist in the funding of culvert construction where the Shire's workforce is capable of doing the work within their normal allocated roadwork's program. Heavy demand for salt drain culvert construction during any financial year and/or impossible construction conditions, even for a scheduled construction time, may result in curtailment of Shire assistance without obligation except for possibly refunding materials costs.

5. <u>Shire's Contribution to Culvert Construction</u>

- The Shire will organise material requirements utilising its purchasing power.
- The adequate signing for traffic control and supervision of construction.
- Handling, laying, backfilling (including the mixing of cement stabilised material) and compaction.
- Road surface reinstatement.
- Supply and erection of guide posts (if required).
- Construction of aprons and headwalls where the depth between existing road level and the mean culvert invert level does *not* exceed 1.5 metres.
  Where the depth below the existing road level and the mean culvert invert level does exceed 1.5 metres, the proponent may be requested to either:
  - supply sufficient total pipe length and other materials and/or provide additional equipment (hire) to enable the actual culvert to span the full width of the road reserve so that culvert headwall and apron construction will be entirely the proponent's responsibility,

  - supply sufficient total pipe length and material and/or provide additional equipment (hire) to allow for a longer culvert to be constructed that will enable the surrounds of the culvert entry/exit to be simply battered with a minimum of cement stabilised material and without headwall and apron constructions

- Culvert maintenance only.
  The maximum value of the Shire's contribution towards salt drain culvert construction will be per culvert and/or per farming property unless Council considers otherwise and will be reviewed on an individual application basis.

6. <u>Procedure</u>

- All applications are to be received by the CEO complete with all supporting documentation,
- The application is referred to the Shire's Manager of Infrastructure for evaluation, and any recommendation in respect thereof is placed before the next available meeting of Council for determination,
- Council at that meeting will deal with the application and may grant approval or otherwise, including referring it for budget consideration.

Note: This policy may be altered by Council from time to time without notification or obligation.

4.4 Roadside Vegetation

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
Delegation		
No.	Title	
Legislative Reference		

PURPOSE

To provide guidance in roadside vegetation within the Shire.

This Policy applies throughout the Shire of Three Springs.

POLICY

This policy addresses the clearing of roadsides under the Environmental Protection Act.

Trees and scrub shall be removed as necessary for cuts, fills and general drainage works. However, every care shall be taken to preserve trees and scrub wherever possible.

Roadworks

- Trees and scrub shall be removed and kept clear to the top of the back slope of the table drain,
- Some selective clearing may be done on the inside of curves of restricted radii to improve visibility,
- Roadside burning shall be discouraged and only carried out in exceptional circumstances with permission of Council,
- Heavy wood growths on road shoulders may be slashed or treated with chemicals recommended by the Department of Agriculture and Food WA,
- Fire hazards resulting from heavy wood growth on natural treeless areas and where no wildflowers grow may be slashed if adjacent to cropped areas upon notification of Council,
- Town site streets and footpaths may be treated with chemicals recommended by the Department of Agriculture and Food WA.

General

- No firebreaks shall be constructed on road reserves. Provision of firebreaks is to be considered when fence is set back.
- Reinstatement of trees with introduced varieties may be considered for rural areas damaged during construction.
- In town site areas trees shall be planted on opposite side of the roadway to existing power lines. Trees growing to a maximum height of 4-5 metres are to be planted wherever possible.
- Chemicals shall be used on declared plants.

1. If a landowner is having problems with native vegetation growing through their fence, they are permitted to prune a branch or limb causing the problem but will not be entitled to clear a strip outside their boundary on the road reserve.

2. The Three Springs Shire Council agrees to make available, free of charge, the Shire plant and operator during normal working hours to any landowner who wishes to either clear a fence line or rip land in preparation for re-vegetation under the following conditions:

i) The road is considered by Council to be of such a narrow width that any future roadwork enhancements will result in the clearance of most of the vegetation from this road reserve.

ii) That the landowner is prepared to set his fence back a recommended minimum of 20 metres from the roads centre and re-vegetate this section of land: or If the fence is to remain where it is, the landowner is prepared to re-vegetate a corridor inside his fence line of a recommended minimum of 20 metres from the roads centre.

iii) Such work will be carried out at the Shire's convenience and where practicable be incorporated into the roadworks program for this location or when plant is within close proximity to the location in question.

iv) Such work will be carried out within Council budgeting constraints for roadworks during that particular financial year.

v) All land will remain in the ownership of the original landowner when a fence set-back procedure is undertaken unless otherwise negotiated by Council and the Landowner where there will be no change to existing land title. The original boundary fence line is to be delineated to ensure it can easily be identified where the Shire and landowner responsibilities are.

vi) The landholder shall not be entitled to remove any trees or scrub from the road reserve under either of these options.

- Maintenance of the road reserve trees, or scrub shall be the responsibility of the Shire.

Tree Planting

- No trees are to be planted on road reserves without Council approval.
- No tree planting will be permitted on twenty-metre-wide road reserves.
- No trees are to be planted within 9 metres of the outside of the road pavement.
- Trees should not be planted within five metres of the top of the back cut of the table drain.
- Trees planted on road reserves become the Shire's property and may be removed at any time at the Shire's discretion if the trees become a hazard or interfere with future road works.
- Where trees are planted on a private basis the planting, watering and maintenance of the trees is entirely the responsibility of the adjoining landholder who undertakes the planting.

The entire Road Verges Policy shall be administered at the discretion of the CEO.

Standard Drawings:

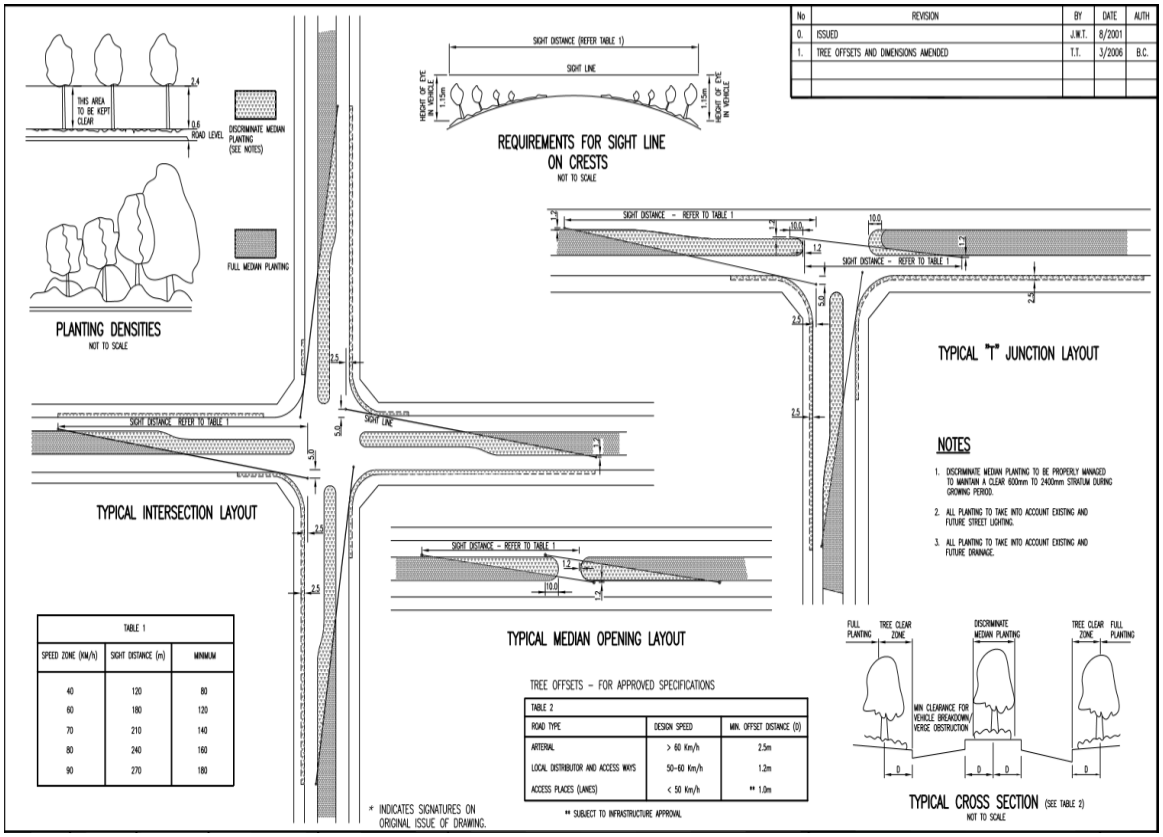

TABLE 1		
SPEED ZONE (KM/h)	SIGHT DISTANCE (m)	MINIMUM
40	120	80
60	180	120
70	210	140
80	240	160
90	270	180

TREE OFFSETS - FOR APPROVED SPECIFICATIONS

TABLE 2		
ROAD TYPE	DESIGN SPEED	MIN. OFFSET DISTANCE (D)
ARTERIAL	> 60 Km/h	2.5m
LOCAL DISTRIBUTOR AND ACCESS WAYS	50-60 Km/h	1.2m
ACCESS PLACES (LANES)	< 50 Km/h	** 1.0m

** SUBJECT TO INFRASTRUCTURE APPROVAL

4.5 Lighting Management Policy

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
Delegation		
No.	Title	
Legislative Reference		
Legislative Reference		

PURPOSE

The Shire of Three Springs ("the Shire") Lighting Management Policy outlines the commitment and objectives regarding management of current and proposed lighting within the Shire as it seeks to develop Astrotourism to diversify the regional economy, grow tourism and create jobs.

POLICY

This Policy will assist the Shire to consider the impacts of lighting associated with rural, urban or other development including roads, industry and buildings when considering replacing existing lighting infrastructure, installing new lighting infrastructure and planning new developments. The Shire may impose conditions in relations to the design of light fittings, shielding of light, the design and operation of development and hours of lighting operation to manage contribution to artificial skyglow.

It is the Shire's policy to implement the following good lighting design principles to maintain and improve the quality of the dark night sky in its efforts to develop Astrotourism within the region.

The principles can be applied to any situation where protecting and conserving the night sky is important. Application of the principles benefit not only Astrotourism, but also astronomy, heritage, human health, safety, energy, wildlife, environment and ecological values.

BACKGROUND

The inappropriate or excessive use of artificial light is known as light pollution. The International Dark Sky Association (IDA) states that components of light pollution include:

- Skyglow – brightening of the night sky over inhabited areas
- Glare – excessive brightness that causes visual discomfort
- Light trespass – light falling where it is not intended or needed
- Clutter – bright, confusing and excessive groupings of light sources

Skyglow impacts the view of the night sky. The International Astronomical Union describes that "wasteful light from artificial sources emitted upward (at horizontal angles and higher) is scattered by aerosols such as clouds and fog or small particulates like pollutants in the atmosphere. This scattering forms a diffuse glow that can be seen from very far away. Skyglow is the most commonly known form of light pollution."

Good lighting design principles are important considerations to manage skyglow to enable Astrotourism development. The Shire acknowledges Astrotourism activities can be of benefit economically and to the wider community. Astrotourism can:

- Increase visitor numbers, overnight stays and visitor spending;
- Diversify and increase employment;
- Increase regional economic development opportunities for Aboriginal Astronomy enterprise, tourism business and private investment in assets such as accommodation;
- Grow community capacity; and
- Raise the awareness within a community to apply for accreditation through the IDA International Dark Sky Places (IDSP) Program, founded in 2001.

The Shire also acknowledges that regional Western Australia has comparative international advantages for Astrotourism activities. These include:

- Low levels of artificial light pollution;
- Clear and dry skies
- Southern Hemisphere night sky location;
- International space science projects such as the $1.3B Square Kilometre Array radio telescope.

4.6 Standard Drawings

Adoption		
Date	Meeting	Council Decision
17 June 2020	OCM	034/2020
Review		
Date	Meeting	Council Decision
22 June 2022	OCM	048/2022
28 August 2024	OCM	060/2024
Delegation		
No.	Title	
Legislative Reference		
Legislative Reference		
Local Government Act 1995 s.5.41 (f), Rules of Conduct Reg 3(d), s.2.8(1)(d) of the Local Government Act 1995, s.2.8(1)(d) of the Local Government Act 1995, s.5.93 of the Local Government Act 1995		

PURPOSE:

The purpose of these documents is to ensure that construction within the Shire of Three Springs is built and maintained to a safe standard and ensuring consistency of design.

The standard drawings contain comprehensive technical information, installation procedures, permissible materials, guidelines and specifications.

POLICY

A document to ensure that construction within the Shire is built and maintained to a safe standard within the Shire's requirements.

1. Local government Guidelines for Subdivision Development October 2017.

The Local Government Guidelines for Subdivisional Development are for developers, planners, engineers, technical consultants and contractors involved in subdivisional design and construction.

They can be interpreted as setting out the minimum requirements that should be accepted by a Local Government in granting clearance of the engineering conditions imposed on a subdivision by the Western Australian Planning Commission (WAPC). The Commission is the subdivision approval authority in Western Australia acting under the Planning and Development Act 2005.

The Guidelines provide best practice engineering design and construction standards for important community infrastructure such as roads, drainage, parks, footpaths and tree planting.

The Guidelines encompass current legislation and best practice minimum engineering standards. They are intended to guide Local Government and the development industry through engineering specification, construction and post-construction subdivision approval.

2. The Shire of Three Springs practices the City of Wanneroo Infrastructure Standard Drawing

ENGINEERING

4.7 Shire of Three Springs Outbuildings - Local Planning Policy

Adoption		
Date	Meeting	Council Decision
18/09/2019	OCM	040/2022
Review		
Date	Meeting	Council Decision
25/02/2022	OCM	040/2022
12/06/2025	OCM	029/2025 – Amended Policy
Delegation		
No.	Title	
Legislative Reference		

PURPOSE

Local Planning Policies assist the local government in making decisions under the Scheme.

It is not intended that a policy be applied rigidly, but each planning application be examined on its merits, with the objectives and intent of the policy the key for assessment. However, it should not be assumed that the local government, in exercising its planning discretion, will be limited to the policy provisions and that mere compliance will result in an approval.

The Shire encourages applicants to produce innovative ways of achieving the stated objectives and acknowledges that these may sit outside the more traditional planning and architectural approaches. In these instances, the local government is open to considering (and encourages) well-presented cases, during pre-application consultation, having due regard to the outcome of any public consultation undertaken and the orderly and proper planning of the locality.

SCOPE

A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination. The Scheme prevails should there be any conflict between this Policy and the Scheme.

OBJECTIVES

1. To provide development standards for outbuildings specific to the Shire of Three Springs, as appropriate.
2. To provide a clear definition of what constitutes an “outbuilding”.
3. To ensure that outbuildings are not used for habitation, commercial or industrial purposes by controlling building size and location.
4. To limit the visual impact of outbuildings.
5. To encourage the use of outbuilding materials and colours that complement the landscape and amenity of the surrounding areas.
6. To ensure that the outbuilding remains an ancillary use to the main dwelling or the principle land use on the property.
7. To alter the deemed to comply provisions of the R-Codes for Outbuildings.

DEFINITIONS

'Outbuilding' means an enclosed non-habitable structure that is detached from any dwelling. For the purpose of this policy an open sided, roofed patio completely detached from the dwelling is also considered an outbuilding. For the purpose of this policy a non-enclosed addition to an existing outbuilding (e.g. veranda, patio, lean-to or carport etc.) shall constitute an extension to that outbuilding.

'Front Building Line' means the closest point of a house to the front boundary, drawn parallel to that boundary. In the case of a corner lot, the front building line applies to both streets.

POLICY PROVISIONS

General

1. Pre-fabricated garden sheds, "cubby houses", kennels and other animal enclosures (such as aviaries, stables) less than 9m^2 in total aggregate area and less than 2.5m in height (measured from natural ground level) are exempt from this policy provided they are located to the rear of the house, and of a design and colour considered in keeping with the amenity of the area by the local government.
2. Other than for general storage and/or agricultural purposes an outbuilding shall not be used for any commercial or industrial use without prior approval from the local government.
3. The storage of accumulated personal items and any items in connection with a commercial or industrial operation (e.g. building materials, earthmoving equipment etc.) is considered contrary to the objectives of this policy and is therefore not considered sufficient justification for an increase in the maximum standards prescribed.
4. Development approval for an outbuilding is not required within the 'Rural' zone where the Scheme development standards and requirements for the zone are satisfied, and the development is not located in a place that is -
   (a) a heritage-protected place; or
   (b) designated as a bushfire prone area by the Fire and Emergency Services Commissioner.

Height, Size and Setbacks

Outbuildings within the Residential and Rural Townsite zones shall;

(a) be single storey;
(b) be located behind any dwelling on site;
(c) meet all setback requirements set out in the Local Planning Scheme and this policy; not be approved by the local government on a lot not containing a dwelling;
(d) not be approved by the local government on a lot not containing a dwelling;

The following maximum standards apply to outbuildings:

Table 1 - Site Layout Requirements

The following maximum standards apply to outbuildings:

Table 1 – Site Layout Requirements

Zone	Maximum area	Maximum wall height*	Maximum roof height*
Rural	Exempt from the area and height requirements of this policy		
Rural Residential	240m2	4.5m	5.5m
Residential & Rural Townsite	120m2	4m	5m

Shire of Three Springs Outbuildings Local Planning Policy

(Heights to be measured at natural ground level)*

Consultation

Should the application not be considered to meet the requirements of the policy or in the opinion of Shire staff require further consideration, the matter may be advertised inviting comment in accordance with Clause 64 of the Deemed Provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Applications seeking variation to any part of this policy are required to be accompanied by relevant detailed plans (site plan, floor plan, elevations displaying finished floor level relevant to natural ground level and schedule of materials and colours) and supporting information outlining the reasons for seeking the variation and demonstrating how the development will not result in any adverse effect on the amenity or the aesthetics of the area within which it is proposed.

The advertising of a received application that proposes variation to any part of the policy is undertaken to make the proposal available for inspection in order to provide opportunity for public comment and it should not be construed that final approval will be granted.

The local government in determining the application will take into account the submissions received but is not obliged to support those views.

The requirements of this policy have been formulated with regard for the preservation of the amenity of the surrounding area and as a general principle variation to these requirements will not be supported.

The Shire will only consider variations to the maximum standards in exceptional circumstances and the accumulation of personal items or vehicles is not considered an exceptional circumstance.

ADMINISTRATION

References

Shire of Three Springs Local Planning Scheme No.3 State Planning Policy 7.3 Residential Design Codes Planning and Development Act 2005Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Three Springs Outbuildings *Local Planning Policy*

Adoption

Version	Status	Date	Reference
Draft V1	Prepared for advertising	17/7/19	Minute Ref: 190706
Final	Adopted by Council	18/9/19	Minute Ref: 190902
Amendment	Adopted by Council	25/5/22	Minute Ref: 040/2022
Amendment 2	Adopted by Council	28/5/25	Minute Ref: 029/2025

Review

Review timeframe: Annually
Review responsibility: Chief Executive Officer

Appendix 1 – 05 Procurement Policy. Quote/tender Assessment Templates

Evaluation Reports

RECOMMENDATION REPORT-VERBAL or WRITTEN QUOTATION

QUOTATION NUMBER:

TITLE OF QUOTATION:

ESTIMATED CONTRACT VALUE

DATE:

FILE REF No:

SECTION A: OUTLINE THE REQUIREMENT

SECTION B: SUPPLIERS INVITED TO QUOTE		
Supplier Name and ABN	**Contact Details (name, phone, email, address etc.)**	**Date Quotation Issued**

SECTION C: NUMBER OF QUOTATIONS RECEIVED

Refer to purchasing policy for number of quotations required to be obtained

Respondent Name	Quotation Price $	**Date Quotation Received**	**Records System Ref for Quotes**

SECTION D: EVALUATION METHODOLOGY

To be completed if qualitative criteria were included in the Quote

Selection Criteria / Respondent's Name	Methodology / Delivery	Experience of Key Personnel	Previous company experience	Selection Criteria 4	Selection Criteria 5	Total Weighted Score	Ranking
Respondent A	XX%	XX%	XX%	XX%	XX%	XX%	X
Respondent B							
Respondent C							
Respondent D							
Respondent E							

Evaluation By (Name):	Title

SECTION E: BASIS OF RECOMMENDATION

Justification – Include why a respondent was successful and why others were not.

Recommendation			
Requesting Officer's Name:		Signature:	
Position:		Date:	
Approval (in accordance with delegated authority)			

Approving Officer's Name:		Signature:	
Position:		Date:	

TENDER EVALUATION REPORT

Template notes – delete prior to finalising this document	
Blue Text	Must be completed, amended or deleted, as required.
Red Text	Is guidance / example / instructional information only and must be deleted prior to finalising the document

Prepared by Name of Evaluation Chair and Evaluation Process Facilitator

Date: <insert>

Contents

1.0 Executive Summary .....

2.0 Background 43

2.1 Contract Overview 46

2.2 Procurement Plan 46

2.3 Contract Term 46

2.4 Rebate Model 46

2.5 Anticipated Contract Value 46

3.0 RFT Process 46

3.1 Overview 46

3.2 Pre Tender Notification 46

3.3 Advertisement 46

3.4 RFT Open Period 46

3.5 RFT Closing Date 46

3.6 Tenders Received 46

4.0 Evaluation Details 47

4.1 Participants 47

4.2 Evaluation Material 47

4.3 Evaluation Process 47

4.4 Evaluation Criteria 47

5.0 Evaluation Summary 48

5.1 Supply Regions 48

5.2 Referee Reports 49

5.3 Financial Report/Adverse Risk Report 49

5.4 Assessment Summary 50

6.0 Category Assessment 50

Category 50

Appendix A - Pre-Tender Notification 55

Appendix B – Received Tenders 55

Appendix C - Evaluation Criteria 73

Appendix D – Supply Regions 76

Appendix E - Referee Reports 82

Appendix F - Financial Check Reports .....**Error! Bookmark not defined.**84

1. Executive Summary

The Shire of Three Springs undertake an open public tender process to appoint a suitable Contractor/s for the supply of <insert description of goods, services and/or works required>.

The scope of this tender included:

- Insert major items

Very briefly discuss the background to this contract being developed (are there previous contracts, how has this contract come into being, what is different from previously or why is there a need for a new contract?). You may wish to mention, regulatory or environmental changes, technological advances, convergent technology etc.

Discuss the anticipated through put ($value) of contract spend.

The length of contract (in number of years) – both initial and any proposed extensions (eg 2 x 2 years).

Highlight process to date – eg: EOI then RFT; public tender.

Are there any categories in this contract – and if so what are they?

< Number> of Tenders were received by the deadline of the Request for Tender. The Tender submissions were reviewed by an evaluation panel consisting of <details of evaluation panel, including names and titles, and organisations>.

Of the companies not appointed, the tender process identified insufficient technical capacity or resources. *Also list any other reasons eg financial due diligence undertaken.*

The company < company name> are recommended for appointment to the new [Subject], subject to contracting and satisfaction of outstanding clarifications and minor variations.

Recommendation

That this report be approved and that the tenderer recommended for appointment be offered a Contract for [Subject]**subject to contracting and satisfaction of minor variations.**

It is further recommended that the CEO be given delegated authority to award the Contract subject to the above conditions being met, or if required, to enter into negotiations with the second preferred respondent.

Recommended by (evaluation panel members):

{{Sig_es_:signer1:signature}}

<name>
<title & organisation>

{{Sig_es_:signer2:signature}}

<name>
<title & organisation>

{{Sig_es_:signer3:signature}}

<name>
<title & organisation>

Endorsed by:

{{Sig_es_:signer4:signature}}

<name>
<title & organisation> according to procurement delegations schedule

Approved by:

{{Sig_es_:signer4:signature}}

<name>
<title & organisation> according to procurement delegations schedule

1.0 Background

Title

The Shire of Three Springs issued an RFT for [name of contract] as an open/closed/restricted tender.

1.1 Contract Overview

Provide a brief overview of the Contract.

The scope incorporates: <scope>

1.1 Contract Term

The new Preferred Supplier contract will be for an Initial Period of <contract term> year initial term, plus extension options for a maximum period of <number of extensions> each for <number> of years. These are exercisable in any increment at the absolute discretion of the Principal. The commencement date is intended to be <date>.

RFT Process

1.3 Overview

Describe the RFT process.

1.1 Planning Process

A Procurement Business Case was approved by < person, title, position> on < date> and a Procurement Plan was approved by < person, title, position> on <date>.

1.5 Pre-Tender Estimate

The estimated contract value (ECV) is $xx per year, with an aggregate of $xx across the xx year/term of the contract.

1.6 Pre Tender Notification

Pre Tender notification was provided to potential suppliers (provided in Appendix A) who had previously registered their interest.

OR

A pre-tender notification was not issued.

1.7 Advertisement

The Request for Tender was advertised in the West Australian < date>, the Shire of Three Springs website on < date> and Tendering Portal (e.g. Tenderlink at www.tenderlink.com/walga) on <date>.

Include copy of the advert here.

1.8 RFT Open Period

<xx> addenda were issued during the RFT Open Period and a number of clarifications were provided. The RFT close date was extended by <xx> hours/days due to <reason>.

1.9 RFT Closing Date

The RFT closing date was <date> at <time> WST.

1.10 Tenders Received

<xx> submissions were received. A list of the Tenders received is provided in Appendix B, including a breakdown/matrix of categories.

Formal requests for acceptance of late tenders were received from:

- list companies

In accordance with the RFT process, the Shire of Three Springs declined to accept the late submissions for consideration.

OR

There were no formal requests for late tenders to be accepted.

2. Evaluation Details

1.5 Participants

The evaluation panel members are listed in the table below. The panel assessed all categories.

OR

The evaluation panel members are listed in the table below, together with information on the categories they evaluated.

If using the latter, then insert a column into the table below and list the categories each evaluation panel member was involved in.

Name	Title & Organisation	Role
		Voting/non-Voting
		Voting/non-Voting
		Voting/non-Voting
		Voting/non-Voting
		Technical Consultant

Declarations were collected from all evaluators for confidentiality and procedural fairness including conflict of interest.

1.6 Evaluation Material

After signing the declaration and prior to the evaluation, each panel member was provided with a list of respondents and reconfirmed there was no conflict of interest. They were then provided with:

(a) a copy of each tender submission; and

(b) an overview of the scoring matrix and process; .

The responses were assessed using < methodology e.g. online environment or paper based methodology>.

Please discuss in this section:

If an evaluation panel member discovered, on receiving the list of respondents, that there was a conflict of interest or potential conflict of interest – how was this resolved?

1.7 Evaluation Process

The Tender responses were evaluated as follows:

Section(s)	Evaluators
Compliance and Disclosure Criteria (non-weighted)	
Qualitative Criteria - Demonstrated Experience	
Qualitative Criteria – Technical Capacity	
Qualitative Criteria – Corporate Social Responsibility	
Pricing	

The evaluation process consisted of:

(a) each panel member individually read and assessed each tender. The assessment was based on the member allocating a score against the selection criterion resulting in an overall score determining their ability to provide the services.

(b) discussion with any technical consultants to the panel *(please clearly identify what category were they involved in and what they did)*.

(c) the panel discussed the tenders and reviewed the technical consultant's advice, and then reached a consensus on the shortlisted *(if a two (2) stage approach is adopted)* or preferred Tenderers *(if a single stage approach is adopted)*;

(d) Reference checks and financial due diligence on short listed *(if a two (2) stage approach is adopted)* or preferred Tenderer(s) *(if a single stage approach is adopted)* was undertaken;

(e) a recommendation was drafted;

(f) The evaluation report was endorsed by the Evaluation panel; and

(g) The recommendation was finalised for CEO/Council endorsement and approval.

1.8 Evaluation Criteria

The selection criterion utilised in this Request for Tender consisted of Compliance and Disclosure, Qualitative and a non-weighted pricing assessment.

The Compliance and Disclosure criteria were not point scored and were assessed on a Yes/No basis as to whether the criterion is satisfactorily met. A 'No' statement by the Tenderer does not automatically disqualify the Tenderer's response from proceeding through to assessment of the qualitative criteria.

A scoring system was used as part of the assessment of the weighted qualitative criteria. The Evaluation Criteria and scoring system is outlined at Appendix C.

2 Evaluation Summary

2.1 Assessment Summary

A summary statement for each Tenderer follows. The summaries have been prepared for the purpose of providing feedback to Tenderers and as a brief overview of the principal issues used by the Evaluation Panel to reach a decision on the preferred Tenderers. The summaries are not meant to cover all criteria and issues discussed by the Evaluation Panel. A full outline of the evaluation for each tenderer is contained within Appendix D.

All submissions were processed through to the qualitative/price evaluation on the basis that all compliance criteria had been met for the purposes of assessment.

OR

The following respondents did not pass through to the qualitative/price evaluation part of the process. The summary statements include the reasons why this occurred.

Insert list respondents that did not meet compliance criteria:

Minor issues associated with compliance criteria were identified through assessment to be further addressed through resulting shortlisting and contracting. These are detailed in the summary of submissions.

Tenderer		
Summary	Summary of response.	
Compliances	Summary of compliances.	
Criteria	**Score %**	**Summary of Evaluation Panel Findings**
Organisational Structure		
Service Delivery		
Corporate Social Responsibility		
Total Overall Score		
Consultant's report	Insert summary of Technical Consultant's report (if relevant). If not relevant, then delete this row.	
Price Offer	Summarise findings on pricing offered by this Tenderer. If there are different pricing mechanisms for each category, then pricing also needs to appear in the category assessment section.	
Recommendation	It is recommended/not recommended that Tenderer be appointed to the [Subject].	

Repeat above table for each respondent.
If there are several categories for the contract, then seek advice from procurementservices@walga.asn.au as we can provide a template.

7.2 Referee Reports

As part of the evaluation process, referees were contacted for the shortlisted or preferred Tenderer(s). At least one reference was obtained for each shortlisted or preferred Tenderer. Two referee checks were obtained where an issue was highlighted.

No issues were raised by referees that were of concern to the panel.

Or

Referees raised concerns regarding the following Tenderer(s):

Insert name or organisation and list of concerns.

An overview of the referee reports and the questions asked is contained in Appendix E. Reference details are contained on file and accessible if required.

2.3 Financial Report/Adverse Risk Report

As part of the evaluation process an independent financial check/adverse risk report was undertaken on the preferred Tenderer(s). These reports were supplied by <insert name of organisation> and are contained on file and accessible if required.

No issues were raised during this part of the process.

Or

The following Tenderer(s) were found to be of concern:

- *Insert organisation name and reason.*

An overview of the financial check/adverse risk report reports is contained in Appendix F.

8. Recommended Respondent/s

The Evaluation Panel recommends that < preferred tenderer's name> be accepted as having presented the most advantageous Offer and best value for money to the Shire of Three Springs. This is subject to any satisfactory contract negotiations and resultant amendments.

It is further recommended that the CEO be given delegated authority to award the Contract subject to the above conditions being met, or if required, to enter into negotiations with the second preferred Tenderer.

Appendix A - Pre-Tender Notification

The following Suppliers were identified as parties of interest in this Request for Tender process and were provided with a Pre Tender notification.

- *List suppliers*

OR

Not Applicable

Appendix B - Received Tenders

The following table show what Tender responses were received.

Tenderer	Submission Date

Appendix C - Evaluation Criteria and Scoring System.

The following Non Weighted Criteria was used for this RFT.

Copy here from the Procurement Plan.

The following Weighted Criteria was used for this RFT:

Copy here from the Procurement Plan.

The following scoring criteria was used for evaluating this RFT:

Score	Description
0	**The Tenderer** failed to respond **to the criterion, therefore the Evaluation Panel is** not confident **that the Tenderer would be able to meet the requirements of the Request.**
1	**The Tenderer provided an** inadequate **response to the criterion. The Evaluation Panel is** not confident **that the tenderer would be able to meet the requirements of the Request to the required standard.**
2	**The Tenderer provided an** inadequate **response to the criterion. The Evaluation Panel has** critical reservations **that the tenderer would be able to meet the requirements of the Request to the required standard**
3	**The Tenderer provided a** sub-standard **response to the criterion. The Evaluation Panel has** major reservations **that the tenderer would be able to meet the requirements of the Request to the required standard**
4	**The Tenderer provided a** poor **response to the criterion. The Evaluation Panel has** minor reservations **that the tenderer would be able to meet the requirements of the Request to the required standard**
5	**The Tenderer provided a** reasonable **response to the criterion. The Evaluation Panel was** reasonably confident **that the tenderer would be able to meet the requirements of the Request to the required standard**
6	**The Tenderer provided a** good **response to the criterion. The Evaluation Panel was** reasonably confident **that the tenderer would be able to meet the requirements of the Request to the required standard**
7	**The Tenderer provided a** very good **response to the criterion. The Evaluation Panel was** reasonably confident **that the tenderer would be able to meet the requirements of the Request to a very good standard.**
8	**The Tenderer provided a** superior **response to the criterion. The Evaluation Panel was** highly confident **that the tenderer would be able to meet the requirements of the Request to a high standard.**
9	**The Tenderer provided an** excellent **response to the criterion. The Evaluation Panel was** very confident **that the tenderer would be able to meet the requirements of the Request to a high standard.**
10	**The Tenderer provided an** excellent **response to the criterion. The Evaluation Panel was** extremely confident **that the tenderer would be able to meet the requirements of the Request to a very high standard.**

Appendix D – Full details of evaluation

Insert the complete set of evaluation scores into this section, including each criterion within each category (if applicable).

Appendix E - Referee Reports

Insert a copy of the referee questions asked.

The following table summarises the feedback received from referee checks for each of the Tenderers. Full details are available in a separate document.

Tenderer	Name of Referee, Position and Organisation	Feedback Summary

Appendix F - Financial Check Reports

The following table summarises the results of the financial check performed on the Tenderers.

Tenderer	Financial Check Result

TENDER EVALUATION HAND BOOK

Prepared by:
Date:

BACKGROUND

Title

The Shire of Three Springs issued a Request for Tender for project ……

Scope

Use of This Workbook

The purpose of this evaluation handbook is to assist members of the Evaluation Panel (the Panel) assess the tender submissions. The evaluation handbook provides information in relation to:

(a) the evaluation process and timetable of events;

(b) scoring tender submissions and procedural fairness; and

(c) scoring sheets and a declaration of confidentiality and interest form to be completed by each panel member.

EVALUATION PANEL

Key Objectives

The key objectives of the evaluation panel are to:

(a) make a recommendation, to the CEO, as to the Tenderer that best represents value for money;
(b) ensure the assessment of tender submissions is undertaken fairly according to a predetermined weighting schedule;
(c) ensure adherence to Local Government policies and legislation; and
(d) ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The CEO makes the final decision and awards the contract.

Evaluation Panel Members

The members of this evaluation panel are:

Name	Organisation	Job Title	Voting/Non-Voting Member

THE EVALUATION PROCESS

Summary

The proposed evaluation process is as follows:

(a) Following the closing of tenders, panel members will receive a copy of each tender submission and this evaluation handbook;
(b) The handbook will contain an evaluation scoring sheet and comparative price schedule for each of the Tenderers;
(c) Panel members will individually score each tender submission using the 0 – 5 rating scale provided in this handbook;
(d) The panel will then meet and reach a consensus score for each tender submission;
(e) The panel shall reach a consensus as to the recommended Tenderer or Tenderers to be short-listed for further clarification;
(f) A draft evaluation report will then be written which summarises the evaluation process;
(g) Panel members, once satisfied with the content of the evaluation report, shall sign off on the evaluation report;
(h) The evaluation report will then be considered for endorsement by the Principal, and depending on the contract value, may need to be submitted to the State Tenders Committee for endorsement;
(i) Upon endorsement and finalisation of any outstanding issues, an acceptance letter will be issued to the successful Tenderer to commence negotiations.

TIMETABLE OF EVENTS

Timetable

For this Request, the proposed timetable of events is as follows:

Task	Date
Tender Opening and Registration:	
First pass tender evaluation & preliminary shortlisting	
Handout of shortlisted tender submissions and evaluation handbooks:	
Evaluation panel members individually qualitatively assess tender submissions:	
Evaluation panel consensus meeting to discuss tender submissions:	
Clarification/shortlisting process (if required):	
Evaluation report draft prepared by:	
Evaluation report finalised and signed off by each panel member by:	

Tender Submissions Received

The following organisations have made a submission:

(a)

(b)

PROCEDURAL FAIRNESS

Definition

Procedural fairness is defined as the duty to act fairly and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case. Officers evaluating tenders have a legal obligation to act fairly.

The Requirements of Procedural Fairness

Knowledge

Before commencing the tender selection process, panel members must have an understanding of the contents of each tender submission; the selection criteria against which tenders will be rated; and the process by which each tender will be rated.

Relevant Considerations

Panel members must consider all relevant considerations related to each tender. This would include the Tenderer's responses to the selection criteria, and all other information Tenderers were required to supply.

Irrelevant Considerations

The tender selection process must not be based on irrelevant considerations, that is, anything outside the selection criteria or information requested in the tender.

Bias

The tender selection process must be free of bias, and any perception of bias. Any connections between a panel member and a Tenderer must be disclosed to the panel chairperson. Any possible issue of bias should be discussed with the panel chairperson as soon as it arises.

Probative Evidence

Tender ratings and selections must be made on the basis of the material requested and included in the tender submissions rather than mere speculation or suspicion.

Confidentiality

The contents of each tender should not be disclosed to any outside party. Each tender should be viewed as commercially confidential information.

Commenting during the Tender Selection Process

The panel chairperson is the only person permitted to comment to outside parties about the tender selection process and outcome.

SCORING THE TENDER SUBMISSIONS

Summary

In this section information will be provided as to:

(a) the concept of value for money and the Regional Price Preference;

(b) assessing the different components of the tender submission; and

(c) the scoring rating scales.

Value for Money

Value for money focuses on the best outcome for the Local Government as a whole considering price, economic, environmental and social benefits. Value for money also requires consideration of Government policy, and specifically values such as open competition, efficiency, ethics and accountability.

When price is not weighted a value-for-money evaluation must be conducted where the final qualitative criteria score is weighed up against the price. A Relative Value for Money Index shall be calculated where a value for money decision is not immediately apparent.

Regional Price Preference

A Local Government located outside the metropolitan area may give a regional price preference to a regional Tenderer by reducing the bid price by:

(a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of $50 000;
(b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of $50 000; or
(c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $500 000, if the local government is 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 Local Government.

If a regional price preference is to be given it is to be evaluated in accordance with the Local Government Policy created in accordance with Regulation 24E.

Assessing the Tender Submissions

There are 4 stages:

- **Compliance Criteria**

The purpose of this initial examination and assessment is to ensure that the bids are legal and compliant. The compliance criteria are not point scored. Rather an assessment is made on a Yes/No basis. In making this assessment, a Tenderer may not need to comply with every detail of every requirement. Tenderers should be given an opportunity to make good gross non-conformances non-material to the solution or price tendered if the processes used ensures fairness and probity.
Non-compliant tenders may be set aside from further consideration at the chairman's discretion.

- **Qualitative Criteria**

For those tenders that are compliant, an evaluation is then made of each Tenderer's response to the qualitative criteria. A rating scale of 0 – 5 is used to evaluate each tender submission. A copy of the rating scale is shown in this section.
In considering the score to be given to a Tenderer for each criterion, evaluation panel members should consider:

(a) has the Tenderer understood the requirements of the criterion;
(b) what is the Tenderer's capability in relation to the requirements of the criterion; and
(c) the confidence that the Tenderer would be able to meet the requirements of the criteria

- **Price**

Including within this Handbook is a price schedule which provides information in relation to the prices submitted by Tenderers. Once the consensus is complete on the non-priced component, the Evaluation Panel will examine the price schedule with a view to making a value-for-money judgement and a short-list of Tenderers. Any Tender clarifications required will be issued at this stage.

- **Verification of Claims**

The final stage of evaluation is to verify claims and assurances provided by the Tenderer. This will include (delete as applicable):

- Sighting of insurance certificates of currency and professional qualifications
- Referee checks
- Visual inspection of past work performed
- Plant/workshop inspection
- Site visit/inspection
- Site Visit/Assessment of staff morale
- Presentation by the supplier

Reference checks will be completed by the Evaluation Panel members on the short-listed Tenderers only.

Evaluation Rating Scale

- A rating scale of 0 – 10 (as shown below) will be used for evaluating each tender submission response to the qualitative criteria.
- The **Rating Scale** below shall be used to score each qualitative criterion.
- Half points are not acceptable.

Rating Scale

Score	Description
0	The Tenderer **failed to respond** to the criterion, therefore the Evaluation Panel is **not confident** that the Tenderer would be able to meet the requirements of the Request.
1	The Tenderer provided an **inadequate** response to the criterion. The Evaluation Panel is **not confident** that the tenderer would be able to meet the requirements of the Request to the required standard.
2	The Tenderer provided an **inadequate** response to the criterion. The Evaluation Panel has **critical reservations** that the tenderer would be able to meet the requirements of the Request to the required standard
3	The Tenderer provided a **sub-standard** response to the criterion. The Evaluation Panel has **major reservations** that the tenderer would be able to meet the requirements of the Request to the required standard
4	The Tenderer provided a **poor** response to the criterion. The Evaluation Panel has **minor reservations** that the tenderer would be able to meet the requirements of the Request to the required standard
5	The Tenderer provided a **reasonable** response to the criterion. The Evaluation Panel was **reasonably confident** that the tenderer would be able to meet the requirements of the Request to the required standard

Score	Description
6	The Tenderer provided a **good** response to the criterion. The Evaluation Panel was **reasonably confident** that the tenderer would be able to meet the requirements of the Request to the required standard
7	The Tenderer provided a **very good** response to the criterion. The Evaluation Panel was **reasonably confident** that the tenderer would be able to meet the requirements of the Request to a very good standard.
8	The Tenderer provided a **superior** response to the criterion. The Evaluation Panel was **highly confident** that the tenderer would be able to meet the requirements of the Request to a high standard.
9	The Tenderer provided an **excellent** response to the criterion. The Evaluation Panel was **very confident** that the tenderer would be able to meet the requirements of the Request to a high standard.
10	The Tenderer provided an **excellent** response to the criterion. The Evaluation Panel was **extremely confident** that the tenderer would be able to meet the requirements of the Request to a very high standard.

CHECKLIST

To ensure that the evaluation process is completed in the most efficient and effective manner, panel members should ensure, prior to the consensus meeting that they have:

- ☐ received a copy of each tender submission;
- ☐ scored each tender submission (using the scoring sheets provided) and taken sufficient notes to explain the scores;
- ☐ have completed the declaration of confidentiality and interest form; and
- ☐ brought copies of the tender submissions and scoring sheets to the consensus panel meeting.

EVALUATION SCORE SHEETS

- The evaluation sheets are shown on the following page.
- One evaluation sheet needs to be completed for each Tenderer.
- Any questions in relation to the scoring sheets or scoring process should be directed to the contact person listed on the cover of this Handbook.

Scorer's Name: _____

1. COMPLIANCE CRITERIA. The Tenderer has complied with the following compliance criteria:

Criteria	Tenderers							
	1	2	3	4	5	6	7	8
Has the Form of Tender been signed?								
Is the Price Schedule completed?								
Did the Tender acknowledge each individual Tender Addendum?								
Is a clear legal entity identified? Check for validity. (ASIC check of ABN)								
Is it an alternate tender?								
If so does it accompany a conforming tender?								
Acceptance of terms and conditions of contract and scopes.								
Are there any qualifications to the tender conditions?								
Do they comply with the Conditions of Tendering?								
ER Management Plan included								
HSEC Management Plan included								
Three Referees provided								
Have the insurance details been completed? Is proof attached?								
Evidence of licensing required by Act or Regulation								
Company background/financial provided								

Tenderer Name	Comments on Compliance Criteria

2. QUALITATIVE CRITERIA

Scorer's Name:

Criteria						
	Score	Comment	Score	Comment	Score	Comment
Relevant Experience						
Key Personal Skills and Experience						
Tenders Resources						
Demonstrated Understanding						

3. PRICE

Comments about the Tenderer's price submission:

The price schedule was compliant.

_____

_____

_____

4. OVERALL COMMENTS

COMPARATIVE PRICE SCHEDULE

The below table provides a comparative price schedule for each of the Tenderers *(insert as appropriate in accordance with the tender in question)*

Tenderer	*Price $ Ex GST*	*Regional Price Preference*	*Total*

DECLARATION OF CONFIDENTIALITY & INTEREST

Each evaluation panel member is required to complete the following declaration of confidentiality and interest form. Once completed, please provide to the contact person listed on the front cover of this handbook.

Request Number:
Request Title:

I _____ (please print your name) hereby declare that:

a) I have no pecuniary interest in any of the Tenderers that have submitted a bid for the above named Tender, and that should that situation change; I shall inform the Tender Panel chairperson immediately in writing.
b) I have no conflict in this Tender evaluation. Should any of the Tenderers be personally known to me I shall declare such knowledge to the other members of the Tender Evaluation Panel prior to the evaluation process.
c) I agree to keep all information relating to the Tender evaluation process confidential. Under no circumstances will the details of other Tenders be discussed, disclosed or allowed to be discussed to other Tenderers.
d) I shall keep the results of the Tender evaluation process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be disclosed without written approval with any party.
e) I have received copies of the Tender submissions
f) I shall return all Tenders and Tender documents at the completion of the Tender evaluation process.

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

If you have any queries in relation to this document please contact the responsible contact person, shown on the cover page, <u>prior</u> to the Tender Evaluation Panel Meeting