



SHIRE OF JERRAMUNGUP

ATTACHMENTS

POLICY REVIEW

12.4.3 FINANCE POLICIES

12.4.4 ADMINISTRATION POLICIES

ORDINARY MEETING OF COUNCIL

27 May 2026



FP1 – ACCOUNTING FOR NON-CURRENT ASSETS POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

The purpose of this policy is to provide appropriate accounting guidelines for the capitalisation and depreciation of Council assets.

SCOPE

To provide a consistent standard for accounting for non-current assets. This policy aims to:

- a. Ensure compliance with legislation and Accounting Standards
- b. Identify asset classifications that will be adopted for financial accounting
- c. Specify financial accounting treatments of non-current asset transactions
- d. Advise of valuation methodologies used in valuing non-current assets for financial accounting purposes
- e. Prescribe the disclosure requirements for financial reporting

POLICY STATEMENT

To comply with accounting standards and legislative requirements for accounting and reporting of non-current assets. This policy is directly applicable to all custodians who have a role in delivering services related to non-current assets.

1. Non Current Asset Classification

Classifications used to group all non-current assets under The Shire's ownership and/or control is shown in Table 1.

Table 1 – Asset Classifications

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|------------------------------------|-------------------------|
| Infrastructure – Roads and Streets | Land |
| Infrastructure – Footpaths | Land Held for Resale |
| Infrastructure – Drainage | Furniture and Equipment |
| Infrastructure – Parks and Ovals | Plant and Equipment |
| Infrastructure – Sewerage | Buildings |
| Infrastructure – Aerodromes | |
| Infrastructure – Other | |
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Note: The Shire applies a minimum threshold of \$5,000 which is applicable for the purposes of Capitalisation and Revaluation.

2. Capitalisation Threshold

The minimum amount for recognition of any non-current asset is set at \$5,000. Items of low value are to be expensed through the statement of comprehensive income on the basis of materiality.

The minimum threshold is consistent with the *Local Government (Financial Management) Regulations 1996*.

3. Revaluation Threshold

Revaluation threshold provides for assets of greater than \$5,000 to require revaluation. While only a portion of the total asset class is comprehensively inspected and revalued, the entire asset class is deemed to be revalued at fair value because the final result is not materially incorrect.

The minimum threshold is consistent with the *Local Government (Financial Management) Regulations 1996*.

4. Asset Register

A record of all asset information is stored in a centralised asset register for completeness and accuracy within the Shire's Asset Management Information System. The asset register includes all financial and operating asset details and attribute information.

All other sources of asset data stored in a separate database is to be reconciled to the asset register at least on an annual basis.

5. Accounting for Non-Current Assets

(1) Recognition and Control

The recognition of initial and subsequent costs of a non-current asset should be consistent with requirements set out in applicable Australian Accounting Standards Board.

(2) Measurement at Recognition

An item of that qualifies for recognition as a non-current asset will be measured at its cost or fair value according to applicable Australian Accounting Standards Board.

Elements of cost and measurement of cost should be consistent with relevant standards.

(3) Measurement after Recognition

Subsequent Expenditure

Expenditure subsequent to initial acquisition is to either be expensed through the profit and loss account as maintenance or capitalised against the asset as capital expenditure.

Where expenditure meets the following criteria, costs are considered capital in nature and will be capitalised against the asset:

- Exceeds the capitalisation threshold
- Extends the useful life of the asset, by a period of greater than 12 months, and
- Provides additional economic benefits or service potential

Depreciation Method

The depreciable amounts of all non-current assets are to be depreciated on a systematic basis over their useful life using straight line depreciation. This shall reflect the pattern in which the value of the asset's future economic benefits is expected to be consumed by the Shire.

Consideration is required to ensure:

- Where the asset has a number of different components with varying patterns of consumption, each component is depreciated separately.
- Depreciation is to be calculated on a systematic basis over the asset's useful life.
- Where residual value has been determined, ensure the depreciation is allocated against the depreciable amount only

Annual Reviews (Including Impairment)

All non-current assets are subject to an annual review to ascertain whether there has been any material changes to its carrying amount. The following aspects are reviewed:

- Replacement Cost/Unit Rates
- Condition
- Useful life
- Residual value
- Recoverable amount (if there are indicators of Impairment)

Where the impact of changes in any of the key assumptions used to determine the fair value would result in a material difference between the carrying amount and the fair value the appropriate accounting treatment will be processed according to the relevant standards.

(4) Management of Work in Progress

Capital projects are regularly reviewed to ensure that capital costs are capitalised to appropriate assets (whether new or additions to existing assets) in a timely manner.

The timing that expenditure no longer belongs in Work In Progress is the point at which the asset is put into service or use.

(5) Assets Written Down to Nil but still in use

Where an asset is still in use but has been completely depreciated, The Shire will assess the asset for its remaining service potential. If it's deemed to be material in value the asset will be revalued in accordance with the relevant Australian Accounting Standards Board.

6. De-Recognition

Non-current assets are to be removed from the asset register on its disposal, trade-in, retirement, decommissioning, abandonment, confirmation of any theft or loss, or when it is withdrawn from use and no future economic benefits are expected from the asset.

All decisions to derecognise an asset must be authorised and supported by appropriate documentation.

The gain or loss on disposal will be treated in accordance with the relevant Australian Accounting Standards Board.

7. Revaluation of Non Current Assets

Regulation 17A of the *Local Government (Financial Management) Regulations 1996* requires local governments to revalue its assets:

- a. Whenever it is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount, and
- b. In any event, within a period of at least three years but no more than five years after the day on which the asset was last valued or revalued.

The Shire will be consistent with these requirements as set out in *Local Government (Financial Management) Regulations 1996*.

Fair Value Methods

Fair value methods selected and applied by the Shire will be consistent with one or more of the approaches listed in AASB 13 Fair Value Measurement.

8. Assets Held for Sale

At the time when it is resolved that a non-current asset will be sold and the disposal is likely to occur within 12 months, then that asset will be classified as a current asset as “Asset Held for Sale”. The value of this asset will be the carrying value in the asset register as at the date of the resolution. Any further costs incurred in the development of such asset will also be included as part of the value of the asset held for sale.

Items that are classified as assets held for sale are to be assessed on an annual basis at the end of the reporting period. If circumstances change and it is deemed that the asset will not be sold within the following 12 months then the asset is to be re-classified as a non-current asset and valued in accordance with the relevant valuation methodologies.

9. Leases

The recognition and treatment of leased assets should be consistent with requirements set out in International Financial Reporting Standard 16 whereby the lessee is required to recognise its leases on the Statement of Financial Position, This involves recognising:

- c. A right of use asset, and
- d. A lease liability

10. Financial Statement Disclosures

The financial statement disclosure requirements will be consistent with the Australian Accounting Standard Board and other prescribed requirements.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards Board</i> |
| Related Documents: | N/A |
| Related Local Law: | N/A |
| Related Policies: | FP9 – Portable and Attractive Items Policy FP10 – Asset Management Policy |
| Adopted: | 21 August 2013 OC130810 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |
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FP2 – DEBT RECOVERY POLICY

MANAGEMENT PRACTICE:

DELEGATION:

Delegation 1.2.2 – Agreement to Payment of Rates and Service Charges

Delegation 1.2.4 – Recovery of Rates or Service Charges

Delegation 1.2.5 – Recovery of Rates Debts – Require Lessee to Pay Rent

Delegation 1.2.6 – Recovery of Rates Debts – Actions to Take Possession of the Land

OBJECTIVE

The Shire of Jerramungup will actively pursue all outstanding rates and sundry debtors in accordance with the *Local Government Act 1995* and associated regulations.

The purpose of this policy is to provide Council staff with efficient and effective guidelines for the recovery of outstanding debts owed to Council while maintaining quality customer service.

SCOPE

This policy applies to all employees of the Shire and agents authorised to perform debt recovery services on behalf of the Shire of Jerramungup:

- To provide consistency and equal treatment in the collection of outstanding rates and sundry debtors.
- To provide the community with information on how Council staff are instructed to collect outstanding rates and sundry debtors.
- To formalise the process for entering into a payment arrangement for outstanding debts owing to Council.

DEFINITIONS

'The Act' means the *Local Government Act 1995*.

'The Regulation' means the *Local Government (Financial Management) Regulations 1996*.

'Debt' means an amount of money owed to the Shire by a debtor because of a transaction or rates and service charges (including emergency services levy) levied by the Shire.

'Debtor' means any individual, corporation, organisation or other entity owing money to the Shire.

'Risk' means the possibility of non-payment of a debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.

'Write Off' means the accounting procedure for cancelling a debt that is no longer collectible resulting in its removal by Council from the Shire's statement of financial position (balance sheet).

'Rates and Service Charges' are a charge on land imposed under the Act.

'Alternative Payment Arrangement' an agreement made between the ratepayer and the Shire to pay rates or service charges at a timing and frequency other than the prescribed instalment due dates. Alternate payments frequencies can only be weekly, fortnightly or monthly. Payment arrangement requests shall be made in writing directly to the local government.

'General Procedure Claim (GPC)' a GPC is issued through the Magistrates Court for debts up to an amount determined by the Chief Executive Officer (CEO).

'Property Sales and Seizure Order (PSSO)' a PSSO authorises a bailiff to seize and sell as much of the judgment debtor's real or personal property as necessary to satisfy the judgment debt wholly or partially.

'Real Property (Land)' assets that are fixed permanently in one location such as land and/or buildings.

'Personal Property (Goods)' assets that are movable and not fixed permanently in one location such as vehicles and other possessions.

POLICY STATEMENT

The Shire is committed to the collection of overdue debt in a fair, equitable and timely manner. The Shire will show due diligence in the application of administrative processes relating to payment arrangements and the selection of various actions for the effective recovery of overdue debts.

The following principles provide high-level direction for the ethical and effective management of the Shire's debt:

- Management is to establish and maintain appropriate controls in order to ensure the risk of financial loss is properly managed.
- Debts are to be pursued within the relevant statutory limitation periods to maximise recoverability.
- Debt collection process to ensure the Shire is reasonable, fair and utilises best practices in its approach to debt recovery.
- Debt collection activities against individual debtors should be in accord with the Australian Competition and Consumer Commission and Australian Securities and Investments Commission (ACCC-ASIC) Debt Collection Guideline for Collectors and Creditors.
- Debt is monitored regularly and necessary regular provisions made to recognise unrecoverable debt.
- Action for the writing off of bad debts (other than rates and services charges) should only take place where all avenues for recovery have been exhausted or it becomes unviable to keep pursuing the debt.

The Shire will implement all reasonable measures to ensure the objectives of this Policy are delivered with procedural fairness to those subject to debt collection processes.

Where a debtor is experiencing financial hardship, Policy FP8 – Financial Hardship applies.

Policy Principal Application

The Shire will apply the following fundamental guidelines in facilitating the appropriate establishment and management of its debt collection practices, including the conduct of officers and contracted agents in giving effect to this Policy.

Provision of information and payment terms

The Shire will promptly provide targeted and consistent information, payment terms and advice for the type of service being charged.

Payment options

Where practicable, the Shire will provide consistent payment options across its full range of services.

Information readily available

All information relating to the debt to be accurate and readily available.

Financial hardship

The Shire will recognise and assist those experiencing financial hardship, and provide appropriate assistance in a fair and equitable manner in accordance with Policy FP8 – Financial Hardship.

Debt dispute resolution

A clear and transparent dispute resolution process will be made available to those disputing any debt or charge owed the Shire.

Formal debt collection and legal action

The Shire will be firm but fair in applying best practice methods for the recovery of debt, including exhausting all reasonable avenues to prevent matters from proceeding to Court or other formal action.

Recovery of Outstanding Rates and Service Charges

Subject to Policy FP8 – Financial Hardship, should a debtor fail to pay within the initial 35 day period (or failure to choose to pay by instalments or enter into a negotiated payment arrangement) the following debt collection process is followed (for non-pensioner rates and service charges);

- a. Final notice – is forwarded via post and email (if appropriate) outlining payment within 7 days or debt collection/legal action may occur as well as additional costs.
- b. Attempts to contact the debtor are made through any other communication channels available (phone and email).
- c. Intention to Summons – Failure to contact the debtor then results in a letter of demand being issued (Intention to Summons) outlining that failure to make payment within 7 days will result in recovery action with additional costs and interest.
- d. General Procedure Claim (GPC) – failure to make any appropriate arrangements for payment will result in the processing of a GPC. This is a court document to initiate legal action for collection of the unpaid debt. If the property is rented, the option to collect landlord rent for rates as per the *Local Government Act 1995*, section 6.60 and 6.61 may be actioned.
- e. Procession, Seizure and Sales Order (PSSO) or Means Enquiry Summons (MES) - If the GPC has been served and no arrangement to pay or payment in full has been received, the rates department will explore options for collection through;
 - i. PSSO – This court document allows the Shire to seize goods and/or property/land for the collection of the outstanding debt
 - ii. MES – This court document allows the Shire to nominate a debtor to attend court and provide all financial records in order for the court to make a decision on their ability to pay.

Arrangements are then made for collection based on the outcome.

Property and Land sale – after three years, if all available collection options have been exhausted and rates/service charges remain in arrears the Shire may in accordance with section 6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and

- i. from time to time lease the land; or
- ii. sell the land; or
- iii. cause the land to be transferred to the Crown; or
- iv. cause the land to be transferred to itself.

Recovery of Outstanding Debt – All Other Sundry Debtors

Should a debtor fail to pay within the initial 14 day period the following debt collection process is followed;

- a. Debt outstanding – 30 days: A statement is forwarded to the debtor with a reminder and alerting them to their unpaid invoice.
- b. Debt outstanding – 60 days: A friendly reminder by way of email and phone calls.
- c. Debt outstanding – 90 days: An urgent action letter is sent (and emailed if appropriate) requesting immediate payment as well as a phone call. Assistance can also be requested from the relevant service area to communicate with the debtor.
- d. Debt outstanding – 90 + Days: A final notice is forwarded outlining payment within 7 days or debt collection action will occur.
- e. Non-payment within 7 days – case is forwarded to the Shire’s debt collection agency.
 - i. Ongoing communication occurs between the Shire and the debt collection agency relating to the collection.
 - ii. Continued failure to pay or respond to debt collection results in legal action (dependant on circumstances and cost benefit to the Shire).

Recovery of Outstanding Debt – Fines, Prosecutions and Infringements

Should a debtor fail to pay within the initial 28 day period the following debt collection process is followed;

- a. The debtor’s information is collected through Department of Transport and a reminder notice is issued allowing a further 28 days to pay.
- b. A final demand is issue along with an additional late fee. The Shire allows a further 28 days to pay.
- c. Failure to pay results in the infringement being forward to Fines Enforcement Registry (FER) for collection along with an additional collection fee.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Rates and Charges (Rebates and Deferments) Act 1992</i> |
| Related Documents: | |
| Related Local Law: | N/A |
| Related Policies: | FP8 – Financial Hardship Policy FP11 – Financial Hardship During Declared State of Emergency |
| Adopted: | 21 August 2013 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP3 – INVESTMENTS POLICY

MANAGEMENT PRACTICE:

DELEGATION: 1.2.8 – Power to Invest and Manage Investments

OBJECTIVE

This policy provides guidelines on how the Shire's excess funds are to be invested whilst complying with legislation and requiring its authorised officers to exercise the care, diligence and skill that a prudent person would exercise in investing the Council funds.

The objectives of the policy are:

1. Preservation of Capital

The primary objective of the Shire's investment is to ensure the safety and security of the investment made in relation to the credit risk of the borrowers and interest rate on offer.

2. Liquidity of Funds

The investment of the Shire's funds should ensure there is sufficient liquidity to meet the operational daily/weekly/monthly cash flow requirement as and when they fall due, without incurring additional cost to the Shire.

3. Return on Investment

The investment made should achieve a predetermined return on investment taking into account of the market condition and risk profile of the borrowers.

SCOPE

The policy applies to any investment of surplus funds other than bank deposits for operational purposes and applies to all officers involved in the investment of Council funds.

DEFINITIONS

Standard and Poor's Rating Guide

- **'AAA'** Extremely strong capacity to meet financial commitments. Highest rating
- **'AA'** Very strong capacity to meet financial commitments
- **'A'** Strong capacity to meet financial commitments, but somewhat susceptible to adverse economic conditions and changes in circumstances
- **'BBB'** Adequate capacity to meet financial commitments, but more subject to adverse economic conditions
- **'BBB-'** Considered lowest investment grade by market participants

Fitch Ratings

- **aaa:** Highest fundamental credit quality
- **'aaa'** ratings denote the best prospects for ongoing viability and lowest expectation of failure risk. They are assigned only to banks with extremely strong and stable fundamental characteristics, such that they are most unlikely to have to rely on extraordinary support to avoid default. This capacity is highly unlikely to be adversely affected by foreseeable events.
- **aa:** Very high fundamental credit quality

- ‘aa’ ratings denote very strong prospects for ongoing viability. Fundamental characteristics are very strong and stable; such that it is considered highly unlikely that the bank would have to rely on extraordinary support to avoid default. This capacity is not significantly vulnerable to foreseeable events.
- **A:** High fundamental credit quality
- ‘a’ ratings denote strong prospects for ongoing viability. Fundamental characteristics are strong and stable, such that it is unlikely that the bank would have to rely on extraordinary support to avoid default. This capacity may, nevertheless, be more vulnerable to adverse business or economic conditions than is the case for higher ratings.
- **BBB:** Good fundamental credit quality
- ‘bbb’ ratings denote good prospects for ongoing viability. The bank’s fundamentals are adequate, such that there is a low risk that it would have to rely on extraordinary support to avoid default. However, adverse business or economic conditions are more likely to impair this capacity.

POLICY STATEMENT

Authorised Investments

The only types of authorised investments under *Local Government Act 1995* – section 6.14(1), and *Local Government (Financial Management) Regulations 1996* – regulation 19C, are as follows;

- Deposits with an authorised institution and the term is to be no more than 36 months;
- Bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years; and
- Australian currency only.

Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
- Any investment that is not compliant with Section 19c of the *Local Government (Financial Management) Regulations 1996*.

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

Delegation of Authority

That, under section 6.10 of the *Local Government Act 1995*, and as prescribed in regulation 19 of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer be delegated to administer the Investments Policy.

The Chief Executive Officer has the authority to on- delegate the day to day investment activities to the Deputy Chief Executive Officer or other duly authorised Officers subject to regular reviews.

Prudent Person Standard

Investment of Council's funds will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio at a level where the stated objectives of this policy are achieved and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper management of Council's investment portfolio. Where there is a conflict of interest, it should be disclosed to the Chief Executive Officer as soon as possible.

Reporting

- i. A monthly report must be provided to Council detailing the investment portfolio in terms of overall performance, percentage exposure of total portfolio by investment institution, and in the case of managed investments, the changes in market value.
- ii. The report will also detail investment income earned against budget year to date.
- iii. For audit purposes, certificates of all investments must be made available from banks/financial institutions and fund managers confirming the amount of the investment held on Council's behalf at 30 June each year.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>The Trustees Act 1962</i> <i>Banking Act 1959 (Commonwealth)</i> <i>Western Australian Treasury Corporation Act 1986</i> |
| Related Documents: | Australian Accounting Standards |
| Related Local Law: | N/A |
| Related Policies: | |
| Adopted: | 21 August 2013 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP4 – CAPITAL SPORT AND RECREATION GRANTS

MANAGEMENT PRACTICE:

DELEGATION: N/A

OBJECTIVE

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of Grants in line with the Department of Local Government, Sporting and Cultural Industries (DLGSCI) CSRFF Grant Funding guidelines.
- Ensure all Capital Sport and Recreation Grant Fund applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Councils strategic objectives.
- Provide a framework for the allocation of the Capital Sport and Recreation Grant Fund to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Sport and Recreation Grant Fund should an applicant be unsuccessful in their application to DLGSCI Grant Funding programs.
- Establish an assessment process that may be used to assess other project funding requests.
- Limit the Shire of Jerramungup's contribution to grant eligible projects to 33% of the total project cost.

SCOPE

This policy provides a regular funding opportunity for sporting and community groups for the improvement of community infrastructure.

DEFINITIONS

'Health' the World Health Organisation defines health as 'a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.' Health and wellbeing take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.

'Organised Sport and Recreation' involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities which require the supervision or expertise of an instructor (e.g. aerobics).

'Sport Spaces' provide a setting for formal structured activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watch the game. Most sport spaces can be accessed by community members for informal sport and recreation.

'Recreation' an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social.

'Recreation Spaces' Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.

'Active Public Open Space' typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise.

'Incidental Activity' includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.

'Open Space Classification (from DLGSCI)' based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:

- Recreation spaces – provide a setting for informal play and physical activity, relaxation and social interaction.
- Sport spaces – provide a setting for formal structured sporting activities.

'Nature spaces' provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values.

'Co-Location' Locating/integrating two or more facilities on the same or adjacent sites.

'Facility Sharing' Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.

Categorisation of Projects:

- **Small Grant Projects:** Value of total projects up to \$300,000. Projects of this scale are usually local in scale, planning is generally simple and does not require a project/facility manager. The annual and forward planning grants are more complex, require greater planning and consideration through the annual budget process.
- **Annual Grants Projects:** Value of total project costs of between \$300,000 to \$500,000. Projects of this scale are usually of a district level, require significant planning and project management skills. Clubs engage more closely with local government authorities. Examples – Large floodlighting projects, clubroom upgrades, reticulation systems, and new playing services.
- **Forward Planning Category:** Are complex projects with total project costs over \$500,000. Example: Swimming pool, large synthetic fields, new clubrooms, and leisure/recreation centres.

POLICY STATEMENT

Policy

It is Council policy that a budget provision of 2.5% of the previous year's levied rates is provided for in the following years budget to be transferred to the Community Recreation Reserve. Funds from the Community Recreation Reserve are to be made available to community and sporting organisations upon application to Council.

The Shire of Jerramungup recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

The Shire of Jerramungup will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision of shared and multi-use community facilities.

The Shire of Jerramungup's Capital Sport and Recreation Grant Fund aligns with the DLGSCI CSRFF Grant Funding guidelines by:

- Developing basic infrastructure for sport and recreation.
- Supporting an increase in participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting joint provision and shared use of facilities.

Eligibility

Applicants for CSRFF Small Grant Funding programs must:

- Be either a Local Government Authority (LGA) or not for profit sport, recreation or community organisation.
- Be incorporated under the *Associations Incorporation Act 1987 (WA)*.
- Have an Australian Business Number (ABN).

Applicants for Capital Sport and Recreation Grant Funding must:

- Be a not for profit sport and recreation community organisation within the boundaries of the Shire of Jerramungup municipality.
- Be incorporated under the *Associations Incorporation Act 1987 (WA)*.
- Have an ABN.
- Be applying for the DLGSCI Grants Round.
- Have discussed their project with the Shire's Chief Executive Officer or Deputy Chief Executive Officer.

As per the CSRFF Guidelines the types of projects which will be strongly supported for Capital Sport and Recreation Grant Funds include:

- Upgrades and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.

Financial Contribution

Local government is not obliged to contribute to any successful CSRFF grant.

Request for the Capital Seed Fund may be considered with the following conditions:

- Capital Sport and Recreation Grant Funds will only be awarded in support of successful CSRFF applications.
- Capital Sport and Recreation Grant Funding of a maximum of one third of the total estimated project costs (excluding GST), may be awarded to unsuccessful applicants providing that the applicant is able to source the remaining two thirds of the total estimated project costs (excluding GST) to enable completion of the project.
- The Shire's contribution will not exceed a maximum of one third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.
- Applicants must make at least one attempt to leverage CSRFF funding, and demonstrate that other alternate funding opportunities have been explored.

Limitations

- i) Funds not to be used for equipment, trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or in community activities.
- ii) Community and Sporting Bodies must submit an application, where eligible to the CSRFF Grants round and comply with the funding criteria.
- iii) Council's general philosophy is to fund 1/3 of the total project cost. It is anticipated that the applicant group will contribute 1/3 and will obtain grant funding or some other kind of funding for the remaining 1/3. Voluntary labour and equipment may be included in the applicant's contribution.
- iv) Council Employees or Equipment may be used in lieu of a cash contribution from Council.
- v) On completion of projects, the Chief Executive Officer or his delegate shall carry out an inspection prior to closing the job file.
- vi) The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> |
| Related Documents: | |
| Related Local Law: | N/A |
| Related Policies: | |
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FP5 – TRANSACTION CARD

MANAGEMENT PRACTICE: TRANSACTION CARD ADMINISTRATION PROCEDURES

TRANSACTION CARD USER PROCEDURES

DELEGATION: N/A

OBJECTIVE

To provide the Chief Executive Officer with a framework of principles to guide the use and management of Transaction Card facilities and which:

1. Ensures efficient and effective procurement and payment operations.
2. Minimises the risk of misuse, fraudulent or corrupt use.
3. Defines allowable and prohibited uses.
4. Defines management and oversight obligations.
5. Defines Cardholder duty of care and responsible use obligations.

SCOPE

This policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling their statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to Transaction Cards.

DEFINITIONS

“**Cardholder**” means an employee who has been authorised by the CEO to incur expenditure by means of a Transaction Card.

“**Transaction Card**” means a card facility (which may include; credit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Jerramungup business activities only in accordance with relevant Shire of Jerramungup Policies.

POLICY STATEMENT

MANAGEMENT OVERSIGHT AND REPORTING

Legislation

1. Section 6.5(a) of the *Local Government Act 1995* prescribes the Chief Executive Officer’s (CEO) duty to ensure that proper accounts and records of the transactions and affairs of the Local Government are kept in accordance with regulations.
2. The *Local Government (Financial Management) Regulations 1996* prescribe:
 - a. Regulation 5, the Chief Executive Officer’s duties to ensure efficient systems and procedures are established for the proper authorisation of incurring of liabilities and the making of payments.
 - b. Regulation 11(1)(a) and (2) of the requires Local Government to develop procedures that ensure effective security for the authorisation and payment of accounts and for the authorised use of payment methods, including credit cards.

Determining When Transaction Card Facilities are Appropriate

1. Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Jerramungup operations by ensuring:
 - a. Goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire of Jerramungup;
 - b. Financial management and accounting standards are met; and
 - c. Purchasing and payment functions are secure, efficient and effective.
2. Transaction Card facility providers will only be acceptable where, in the opinion of the CEO, they:
 - a. Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire of Jerramungup to sufficiently administer the facility; and
 - b. Provide the Shire of Jerramungup with protection and indemnification from fraudulent unauthorised transactions.

Management Oversight

The Chief Executive Officer shall determine and implement systems and procedures adequate to ensure:

- a. Assessment and selection of Transaction Card facilities suitable to the efficient and effective operations of the Shire of Jerramungup;
- b. Authorisation and appointment of suitably eligible Cardholders;
- c. Cardholder duties and responsibilities are documented and Cardholders provided with training; and
- d. Monitoring and auditing of Transactional Card activities is planned and reported.

Reporting

The CEO will ensure that acquitted transaction statements for each Transaction Card facility are provided to Council as part of the monthly financial reporting regime.

Misuse, Misconduct and Fraudulent Use

Any alleged misuse of Transaction Cards will be investigated, and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from Transaction Card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the *Public Sector Management Act 1994* and the *Corruption, Crime and Misconduct Act 2003*.

PRINCIPLES FOR TRANSACTION CARD USAGE

Allowable Transactions

1. Transaction Card facilities may only be used where:
 - a. The expenditure is directly arising from a Shire of Jerramungup operational business activity for which there is an Annual Budget provision;
 - b. The expenditure is in accordance with legislation, the Shire of Jerramungup Procurement of Goods and Services Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
 - c. The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a Transaction Card;
 - d. Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.

- e. Hospitality expenditure may only occur when it is in accordance with any Shire of Jerramungup Policy or is undertaken with the express written permission of the CEO.
 - f. Official travel, accommodation and related expenses may only occur in accordance with Shire of Jerramungup policies and procedures;
 - g. Accounts payable payments are made under the direction of the Manager Finance;
 - h. A sufficient record of each transaction is obtained and retained in the local government record.
2. Allowable transaction modes include:
- a. In-person and over the counter retail purchases;
 - b. Telephone or facsimile purchasing;
 - c. Mail order purchasing and subscriptions;
 - d. Internet purchasing.

Prohibited Transactions

1. The Shire of Jerramungup prohibits the use of Transaction Card facilities for:
 - a. Cash advances;
 - b. Incurring expenses which are personal or private (i.e. any expenditure which is not an approved Local Government activity);
 - c. Making deposits onto the Card, whether to offset misuse or otherwise;
 - d. Incurring Capital expenditure;
 - e. Incurring expenditure for goods or services which are subject to a current supplier contract;
 - f. Incurring expenses which are not in accordance with legislation, the Shire of Jerramungup Procurement of Goods and Services Policy, the Annual Budget and/or the conditions or limitations relevant to the individual Cardholder;
 - g. Splitting expenditure to avoid compliance with the Procurement of Goods and Services Policy or to negate limits or conditions applicable to the Cardholder; and
 - h. Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).
2. For clarity, Elected Members are prohibited from using Shire of Jerramungup Transaction Cards as the *Local Government Act 1995* does not provide authority for an Elected Member to incur liabilities on behalf of the Local Government. The Act limits Local Governments to only paying Elected Member allowances and reimbursing Elected Member expenses.

Cardholder duty of care and responsible use obligations

1. A Cardholder is required to:
 - a. Keep the Transaction Card and access information in a safe manner; protected from improper use or loss.
 - b. Only use the Transaction Card for allowable purposes and not for prohibited purposes.
 - c. Obtain, create and retain Local Government records that evidence transactions.
 - d. Acquit the reconciliation of Transaction Card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
 - e. Return the Transaction Card to the Shire of Jerramungup before termination of employment, inclusive of reconciliation records.

- f. Reimburse the Shire of Jerramungup the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
2. Benefits obtained through use of a Transaction Card (i.e. membership or loyalty rewards) are the property of the Shire of Jerramungup and may only be used for Shire of Jerramungup business purposes. Such benefits must be relinquished by the Cardholder to the Shire of Jerramungup. Under no circumstances may such benefits be retained as a personal benefit.

Transaction evidence

1. A sufficient transaction record must include the following minimum information:
 - a. Invoice and/or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
 - b. Where an invoice and/or receipt cannot be obtained, the Cardholder must provide a Statutory Declaration, in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005*, detailing the nature of the expense and sufficient information to satisfy the requirements of subclause (a) above.
2. Where a Transaction Card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:
 - a. the number of persons entertained;
 - b. the names of any employees in that number; and
 - c. the purpose of providing the entertainment or hospitality.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> |
| Related Documents: | Shire of Jerramungup Employee Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services Policy AP11 – Misconduct, Fraud and Corruption Resilience Policy |
| Adopted: | 21 September 2016 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP6 – PROCUREMENT OF GOODS AND SERVICES POLICY

MANAGEMENT PRACTICE: PROCUREMENT OF GOODS AND SERVICES

DELEGATION: N/A

1. PURCHASING

The Shire of Jerramungup (the “Shire”) is committed to delivering the objectives, principles and practices outlined in this Policy, when purchasing goods, services or works to achieve the Shire’s strategic and operational objectives.

This policy complies with the *Local Government (Functions and General) Regulations 1996* (The Regulations).

1.1 OBJECTIVES

The Shire’s purchasing activities will achieve:

- The attainment of best value for money;
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
- Consistent, efficient and accountable processes and decision-making;
- Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;
- Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Compliance with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, as well as any relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Risks identified and managed within the Shire’s Risk Management framework;
- Records created and maintained to evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1.2 ETHICS AND INTEGRITY

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

1.3 VALUE FOR MONEY

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

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

1.3.1 Assessing Value for Money

Assessment of value for money will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, tenderers resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc;
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
- 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;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

1.4 PURCHASING THRESHOLDS AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

1.4.1 Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. Or
- Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of three years only where the supply category has a high risk of change that is to technology, specification, availability or the Shire's requirements (regulation 12).

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

1.4.2 Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

1.4.3 Table of Purchasing Thresholds and Practices

Supplier Order of Priority

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

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| <p>Priority 1:</p> | <p>Existing Prequalified Supplier Panel or other Contract</p> <p>Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire of Jerramungup's supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.</p> |
| <p>Priority 2:</p> | <p>Local Suppliers</p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire of Jerramungup 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.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p> |
| <p>Priority 3:</p> | <p>Tender Exempt – WALGA Preferred Supplier Arrangement (PSA)</p> <p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p> |
| <p>Priority 4:</p> | <p>Tender Exempt – WA State Government Common Use Arrangement (CUA)</p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>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, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&G Reg.11(2)]</i> arrangement may be used.</p> |
| <p>Priority 5:</p> | <p>Other Tender Exempt arrangement <i>[F&G Reg. 11(2)]</i></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire of Jerramungup will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever</p> |

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| | 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: | <p>Other Suppliers</p> <p>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.</p> |

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 of Jerramungup's purchasing activities.

| Purchase Value Threshold (exc GST) | Purchasing Practice Required |
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| Up to \$15,000 (exc GST) | <p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.3.</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.</p> |
| From \$15,001 and up to \$75,000 (exc GST) | <p>Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.3.</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • A brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.</p> |

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| <p>\$75,001 and up to \$250,000 (exc GST)</p> | <p>Seek 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 1.4.3.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works required; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p> |
| <p>Over \$250,000 (exc GST)</p> | <p>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).</p> <p>OR</p> <p>Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p> |
| <p>Emergency Purchases (<i>Within Budget</i>)</p> | <p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.3 Supplier Order of Priority will apply wherever practicable.</p> <p>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.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p> |

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| <p>Emergency Purchases <i>(Not Included in Budget)</i></p> | <p>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.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p> |
| <p>WALGA Services (excluding Preferred Supplier Program)</p> | <p>For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Recording is to be in accordance with the threshold levels outlined above. Confirmed via Purchase Order or Contract/Agreement.</p> |
| <p>LGIS Services Section 9.58(6)(b) <i>Local Government Act 1995</i></p> | <p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> 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-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p> |

1.4.4 Exemptions

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

- obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.
- from a pre-qualified supplier under a Panel established by the Shire;
- from a Regional Local Government or another Local Government;
- acquired from an Australian Disability Enterprise and represents Value for Money;
- the purchase is authorised under action by Council under delegated authority;
- within 6 months of no tender being accepted;
- where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- the purchase is covered by any of the other exclusions under regulation 11 of the Regulations.

1.4.5 Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

- Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and
- Any value for money benefits, timeliness, risks; and
- Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

1.4.6 Other Procurement Processes

Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

- Unable to be sufficiently scoped or specified;
- Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

1.4.7 Emergency Purchases

Emergency purchases are defined as the supply of goods and services associates 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.

1.4.8 Sole Source of Supply

A sole source of supply arrangement may only be approved where the:

- purchasing value is estimated to be over \$5,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

- market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

1.4.9 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, avoiding 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.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement, will not be adopted as this would place this local government in breach of the Regulations (regulation 12).

The Shire will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

2. SUSTAINABLE PROCUREMENT

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that *demonstrate* sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (that is operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (that is initiatives such as corporate philanthropy).

Requests for Quotation and Tenders may include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1 LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (that is servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

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

2.2 PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

2.3 PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

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

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. 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:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish 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:

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

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

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire 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. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. 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.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. PURCHASING POLICY NON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will 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:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*;
- misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.

5. RECORD KEEPING

All 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. This includes those with organisations involved in a tender or quotation process, including suppliers.

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|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Related Documents: | Management Practice – Procurement of Goods and Services Management Practice – Purchase Order Authorisations Shire of Jerramungup Code of Conduct Shire of Jerramungup Record Keeping Plan Brief Evaluation Report Evaluation Report WALGA's Guide to Sustainable Procurement |
| Related Local Law: | N/A |
| Related Policies: | FP1 – Capitalisation and Depreciation of Non-Current Assets FP5 – Corporate Credit Card FP9 – Portable and Attractive Items |
| Adopted: | 20 April 2016 OC160406 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP7 – CONCESSIONS ON FARMING PROPERTIES OCCUPIED BY PENSIONERS AND SENIORS POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To provide guidelines that will ensure a fair and equitable process for calculating rate concessions on farming properties where there is curtilage, or dual/common use occupied by seniors or pensioners.

SCOPE

This policy applies to all Shire of Jerramungup residential and small business ratepayers who are experiencing financial hardship.

DEFINITIONS

“Curtilage” In law, the curtilage of a house or dwelling is the land immediately surrounding it, including any closely associated buildings and structures, but excluding any associated “open fields beyond” and also excluding any closely associated buildings, structures, or divisions that contain separate intimate activities of their own respective occupants with those occupying residents being persons other than those residents of the house or dwelling of which the building is associated.

POLICY STATEMENT

Introduction

Section 28(2) of the *Rates and Charges (Rebates and Deferments) Act 1992* provides that:

“Where although land is used as the ordinary place of residence of an applicant or registered person it is not the sole use of that land, the administrative authority may apportion the prescribed charge, and any rebate allowable, according to —

- a. the extent to which the land is so used as a place of residence; and
- b. any other use,

on a basis proportionate to the respective uses.”

This provision enables an administrative authority (the Shire of Jerramungup) to allow a concession, in an equitable way, to the part of the rates levied relating to the residential use of a commercial property, if the circumstances warrant. For example, if a pensioner resides in a house that is on land also used for commercial farming practices.

This policy was created to identify the method that the Shire of Jerramungup will use to calculate the pensioner rebate on curtilage/dual use properties.

Principles

Concessional rebates are applied in a fair and equitable manner for all concessional ratepayers.

Provision of a Proportionate Rebate

A rebate shall only be applied if the resident has demonstrated they are entitled to such rebate by completing the appropriate application form, including provision of their concession details.

The Rates Officer is to verify the concession entitlement using the Centrelink Confirmation eServices for businesses, and the ratepayer's ownership of the property using a Landgate title search.

Method

Where an owner occupier of a rural property claims a pensioner concession, the applicable rebate will be based on applying the rebate (in accordance with the appropriate legislation) against the minimum charge for property rates and the Emergency Services Levy (ESL), irrespective of property size.

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|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Rates and Charges (Rates and Deferments) Act 1992</i> |
| Related Documents: | Pensioner Declaration Form |
| Related Local Law: | N/A |
| Related Policies: | FP2 – Debt Recovery Policy |
| Adopted: | 17 September 2014 OC140911 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP8 – FINANCIAL HARDSHIP POLICY

MANAGEMENT PRACTICE: ASSESSMENT OF FINANCIAL HARDSHIP APPLICATIONS

DELEGATION: N/A

OBJECTIVE

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

SCOPE

This policy applies to debt owed to the Shire of Jerramungup.

This policy is not intended to provide relief to persons who are not able to evidence financial hardship, and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

DEFINITIONS

'debtor' means any person who owes money to the Shire, including persons owing rates and service charges.

'Payment difficulties, or short term financial hardship' means where a change in a debtors circumstances result in an inability to pay a debt.

'financial hardship' occurs where:

- a. a natural person who is identified by themselves, by the Shire, or an accredited financial counsellor, or by a welfare agency as having the intention, but not the financial capability, to make required payments in accordance with the Shire's payment terms.
- b. a body corporate is experiencing financial hardship if it has:
 - i. a significant decline in revenue such that it is no longer profitable; and
 - ii. no reserves to draw upon such that payment to the Shire would require an increase in the businesses debt.

'residential ratepayer' means a person who is liable to pay a rate or service charge to the Shire on the basis that the land is used for residential purposes.

'small business' has the meaning given in the *Small Business Development Corporation Act 1983*.

'small business ratepayer' means a person who is liable to pay a rate or service charge to the Shire on land used by the person for the purpose of carrying out a small business owned or operated by the person.

POLICY STATEMENT

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

Financial Hardship Examples

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying with our statutory responsibilities.

Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A repayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

Debt Recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2020/21 must be fully repaid by 30 June 2022.

Payment Arrangements

Payment arrangements facilitated in accordance with section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the Shire of Jerramungup of any change in circumstance that affects the agreed payment schedule; and
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Communication and Confidentiality

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Review

The Shire will advise ratepayers or debtors of all decisions made under this policy and advise them of their right to see a review by the full Council.

Conflict of Interest

Where the ratepayer or debtor has a close relationship with any staff member, or Councillor, that staff member or Councillor must remove themselves from any decision-making process.

| | |
|------------------------------|---|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> |
| Related Documents: | N/A |
| Related Local Law: | N/A |
| Related Policies: | FP2 – Debt Collection Policy |
| Adopted: | 19 March 2014 OC140309 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP9 – PORTABLE AND ATTRACTIVE ITEMS POLICY

MANAGEMENT PRACTICE: PORTABLE AND ATTRACTIVE ITEMS

DELEGATION: N/A

OBJECTIVE

The objective of this policy is to clearly set out guidelines in identifying, recording and tracking items that are portable and attractive within the Shire of Jerramungup.

All items of capital nature are capitalised based on the threshold as determined by the *Local Government (Financial Management) Regulations 1996 – 17A(5)*. Items that are not capitalised and are considered by management to be of a portable and attractive nature, is recorded in separate Portable and Attractive Items Register.

SCOPE

This policy applies to all items –

- a. that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
 - i. portable – that is, the item can be easily moved between locations by one person; and
 - ii. attractive – by its nature (size, utility, marketability) is susceptible to theft or loss; and
 - iii. valued at, or within the Shire’s portable and attractive asset recognition thresholds.
- b. items defined as a portable and attractive asset –
 - i. purchased by the Shire, irrespective of the funding source; and
 - ii. includes items gifted or donated to the Shire.

This policy relates to all employees of Council (whether full-time, part-time or casual) and temporary staff as well as Elected Members and the policy does not form part of any contract of employment with the Shire of Jerramungup, nor does it form part of any contract for service with the Shire of Jerramungup.

POLICY STATEMENT

Statement

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- be safeguarded against theft, fire and loss,
- enable the physical control of high risk, low value acquisitions,
- ensure that losses resulting from such items are minimised; and
- ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

Exclusion

Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.

Items as determined by the CEO in Executive Instruction that are –

- i. to be fixed to vehicles, buildings etc (eg: two way radios), or
- ii. otherwise determined.

Recording

To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Deputy Chief Executive Officer.

Where possible, each item will be uniquely identified and an individual custodian who, due to their ability to directly exercise control over the item, will be responsible for the safe custody of the item.

Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.

Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen. The Portable and Attractive Items Register is to be regularly maintained and should contain the following information as a minimum:

- a. a description of the asset
- b. the location of the asset
- c. the serial number (where available)
- d. asset value
- e. custodian and manager details
- f. date of stock take

Stocktake

Each Manager, in consultation with the Deputy Chief Executive Officer, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at least every three years.

In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Deputy Chief Executive Officer or their delegate, to ensure that adequate control over these items has been maintained.

Audits may take the following form –

- i. in conjunction with tag and testing
- ii. recognition of existence through regular servicing/maintenance schedules
- iii. include a condition rating

Outcomes of the stocktake will be reported to the Deputy Chief Executive Officer, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the relevant Manager.

Reporting

A report will be produced at least every three years for each Manager –

- a. outlining the staff who are noted as custodians of portable and attractive items,
- b. the last time the item was part of a stocktake and where applicable, and
- c. the condition of the item.

Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with Delegation 1.1.3 Disposing of Property.

| | |
|------------------------------|---|
| Relevant Legislation: | <i>Local Government (Financial Management) Regulations 1996</i> |
| Related Documents: | Management Practice – Portable and Attractive Items |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services |
| Adopted: | 17 April 2019 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP10 – ASSET MANAGEMENT POLICY

MANAGEMENT PRACTICE: ASSET MANAGEMENT

DELEGATION: N/A

OBJECTIVE

To provide clear direction in the provision and management of all Council's assets that ensures sustainable outcomes and appropriate levels of service, for present and future stakeholders including residents, visitors and the environment.

SCOPE

This policy applies to all infrastructure related services such as buildings, coastal infrastructure, footpaths, miscellaneous infrastructure, public open space, roads and stormwater drainage.

PRINCIPLES

Asset management is viewed as a major corporate function of the Shire of Jerramungup and Council is committed to supporting the function accordingly. The Asset Management Policy is based on the following principles to guide sustainable management of infrastructure assets.

- Take a lifecycle approach – apply a whole of life methodology for managing infrastructure assets including planning, acquisition, operation, maintenance, renewal and disposal;
- Best value – balance financial, environmental and social aspects to achieve the best value;
- Long-term financial plans – asset practices, plans and systems will enable the development of long-term financial plans for asset classes;
- Decision support systems – core systems will include up to date infrastructure asset information to inform decisions;
- Sharing of asset data through digital platforms;
- Service levels – infrastructure asset service levels will be clearly defined;
- Manage risks associated with infrastructure assets; and
- Continuous improvement of asset management practices.

DEFINITIONS

'Asset' A physical item of value that is owned by the Shire of Jerramungup and provides or contributes to the provision of services to the community (in this context excluding financial, intellectual, and non-tangible assets).

'Asset Consumption Ratio' Is the value of infrastructure assets divided by gross current replacement cost of infrastructure assets, expressed as a percentage.

'Asset Renewal Funding Ratio' Indicates whether the local government has the financial capacity to fund asset renewal as required and continue to provide existing levels of service in the future, without:

- Additional operating income; or
- Reductions in operating expenses; or
- An increase in net financial liabilities above currently projected.

‘Asset Management’ The combination of management, financial, economic, engineering, risk and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner to meet Council’s priorities for service delivery.

‘Asset Management Plan’ A Plan developed for each Asset Class to outline the management activities to meet defined levels of service with available resources. These are long term plans that investigate future demand and forecast lifecycle costs for existing assets.

‘Asset Sustainability Ratio’ Provides a measure as to whether Councils asset base is being adequately maintained. It expresses as a percentage the proportion of the total asset value consumed (depreciated) compared to the amount spent in preserving the asset (capital replacement/renewal).

‘Infrastructure Assets’ Are fixed network assets that support the delivery of services to the community. These include Transport Assets (roads, footpaths, kerbing, drainage etc.), Buildings, Park and recreation infrastructure, coastal infrastructure and miscellaneous assets.

POLICY STATEMENT

Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council’s priorities for service delivery.

The Shire of Jerramungup will undertake to provide the required level of service of the assets and services it is responsible for, in a whole-of-life and economically sustainable manner. Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost effective manner.

Asset management is crucial to the delivery of local government services and the process of asset management must complement the Shire’s financial and service planning processes including the Long Term Financial Plan.

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| Relevant Legislation: | <i>Local Government Act 1995</i> |
| Related Documents: | Department of Local Government’s Integrated Planning and Reporting Framework and Guidelines 2010 Shire of Jerramungup Asset Management Plan Strategic Community Plan Corporate Business Plan Long Term Financial Plan Workforce Plan Five Year Roads Strategy |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services |
| Adopted: | 17 April 2019 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP11 – FINANCIAL HARDSHIP DURING A DECLARED STATE OF EMERGENCY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVES

- To give effect to the Shire's commitment to support the whole community to meet the unprecedented challenges arising from declared State of Emergencies, the Shire of Jerramungup recognises that these challenges may result in financial hardship for ratepayers or debtors of the Shire.
- This Policy is intended to ensure that the Shire offers fair, equitable, consistent and dignified support to ratepayers or debtors suffering hardship, while treating all members of the community with respect and understanding at these difficult times.

SCOPE

This policy applies to:

1. Outstanding rates, debtors and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied during any period where a declared State of Emergency is in force.

It is a reasonable community expectation, as the Shire deals with the effects of any declared State of Emergency, that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide relief to ratepayers or debtors who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

POLICY STATEMENT

1. Payment Difficulties, Hardship and Vulnerability

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Jerramungup recognises the likelihood that a declared State of Emergency will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers or debtors experiencing financial hardship.

2. Financial Hardship Criteria

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

- Recent unemployment or under-employment.
- Sickness or recovery from sickness.
- Loss of primary source of income.
- Unanticipated circumstances such as caring for and supporting extended family.

Ratepayers or debtors are encouraged to provide as much information as possible to support their individual circumstances, which will be taken into consideration during the assessment process. Preference will be for ratepayers or debtors to enter into a reasonable payment proposal. The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying statutory responsibilities.

3. Payment Arrangements

Payment arrangements facilitated in accordance with Clause 2 of this Policy, and section 6.49 of the *Local Government Act 1995* are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer or debtor will be responsible for informing the Shire of Jerramungup of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, the Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

4. Interest Charges

A ratepayer or debtor that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

6. Debt Recovery

Debt recovery processes will be suspended whilst negotiating a suitable payment arrangement with a ratepayer or debtor. Where a ratepayer or debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire, and makes an alternative plan before defaulting on the 3rd due payment, then the Shire will continue to suspend debt recovery processes.

Where a ratepayer or debtor has not reasonably adhered to an agreed payment plan, then for any Rates, debtors and service charges that remain outstanding on 1 July of any financial year, the Shire will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year.

Rates, debtors and service charges that remain outstanding at the end of the said financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*, and Council Policy FP2 – Rates and Accounts Collection.

7. Review

The Shire will advise ratepayers or debtors of all decisions made under this policy, and advise them of their right to seek a review by the full Council.

8. Communication and Confidentiality

The Shire will maintain confidential communications at all times and undertakes to communicate with a nominated support person or other third party at the ratepayer's or debtor's request.

The Shire recognises that applicants during the times of a declared State of Emergency are experiencing additional stressors, and may have complex needs, and will provide additional time to respond to communication and will communicate in alternative formats where appropriate. All communication with applicants is to be clear and respectful.

9. Conflict of Interest

Where the ratepayer or debtor has a close relationship with any staff member, or Councillor, that staff member or Council must remove themselves from any decision-making process.

10. Record Keeping

All 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.

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|------------------------------|---|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> |
| Related Documents: | Shire of Jerramungup Record Keeping Plan |
| Related Local Law: | N/A |
| Related Policies: | FP2 – Rates and Accounts Collection FP8 – Financial Hardship |
| Adopted: | 15 April 2020 |
| Last Reviewed: | 26 April 2023 OCM230414 27 May 2026 |
| Next Review Date: | 2027 |



FP12 – CONTRACT MANAGEMENT POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

PURPOSE

To support the Shire's Procurement Policy.

POLICY OBJECTIVE

This policy provides guidance on the review of the Shire's contracts and the performance review of the Shire's contractors, including prior to any extension or renewal action, to ensure that contract outcomes are achieved.

The objective of this policy is to govern the execution and management of contracts entered into by the Shire and minimise the exposure to financial and reputational risk. This Policy is to be read in conjunction with the Shire's Procurement Policy and other relevant Management Guidelines.

POLICY SCOPE

This policy applies to procurement-related activities including recording of contracts and managing contractor relationships including assessing contractor's financial capacity for completing major projects and measuring of performance against the Shire's requirements.

DEFINITIONS

Contracts: A contract is a legally binding agreement that sets out the rights and duties of the parties involved. Typical contracts entered into by the Shire include the provision of building maintenance, construction of civil works, supply of goods and materials and consultancy services on issues such as engineering design, industrial relations, town planning, local enforcement and community engagement.

POLICY STATEMENT

1. Council supports an active and ongoing contractor management system which:
 - seeks opportunities for improvements in service delivery;
 - is based on contemporary risk management principles; and
 - promotes positive working relationships between contractors and the Shire.
2. To achieve these outcomes, the Shire will ensure that performance reviews of contracts are conducted no less than at annually, and performance reviews will also be conducted prior to any extension or renewal action.
3. As a business rule, all Shire contracts above the value of \$25,000.00 that address the requirements for contract variations and exercising of extension options will be recorded and centrally registered within the Shire's contract management database. The contract value shall be determined inclusive of any extension options or variation provisions.
4. The Deputy Chief Executive Officer will ensure that information in the Shire's Contract Management database will be maintained to ensure that it remains current.

- 5. All Shire contracts nearing expiry will undergo a final review and renewal in a timely manner (no less than three months prior to the contract expiry). Reviews should be consultative and clearly communicated with contractors. The outcomes of such reviews shall be recorded in the Shire’s record keeping system and used to inform corrective actions and guide future contracting decisions.
- 6. Financial capacity to complete major new projects will be a consideration when appointing contractors.
- 7. The Policy does not apply to employment contracts, non-binding Memorandums of Understanding or partnering agreements with other agencies.

RESPONSIBILITIES

Chief Executive Officer (CEO)

- The CEO is accountable to Council for the development and implementation of appropriate systems to achieve accountability and integrity.
- The CEO is responsible for reviewing and updating this Policy every two years or as required.

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|------------------------------|---|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> <i>State Records Act 2000</i> |
| Related Documents: | Register of Delegations Codes of Conduct |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services Policy |
| Adopted: | 30 April 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP1 – EQUAL OPPORTUNITY POLICY
MANAGEMENT PRACTICE: EQUAL OPPORTUNITY
DELEGATION: N/A

OBJECTIVE

To outline the Shire of Jerramungup's commitment to Equal Opportunity as an employer and as a service provider to the community by:

- a) Eliminating, so far as is possible, discrimination against persons on the grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment, age, publication of relevant details on the Fines Enforcement Registrar's website or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services and the activities of clubs;
- b) Eliminating, so far as is possible, sexual harassment and racial harassment in the workplace and in educational institutions and sexual harassment and racial harassment related to accommodation;
- c) Promoting recognition and acceptance within the community of the equality of men and women; and
- d) Promoting recognition and acceptance within the community of the equality of persons of all races and of all persons regardless of their sexual orientation, religious or political convictions or their impairments or ages.

POLICY

Equal employment opportunity principles apply equally to Councillors and employees.

The Shire of Jerramungup recognises its legal obligations under the *Equal Employment Act 1984* and will actively promote the principles of equity and diversity in the workplace. This means that the Shire aims to provide a work environment that fosters good working relationships where Councillors, employees, contractors and volunteers are treated fairly and equally and that unlawful discrimination does not take place. Treating people fairly has a positive impact on staff and customers and enhances our reputation as an employer of choice.

All employment training with the Shire of Jerramungup will be directed towards providing equal opportunity to all employees provided their relevant experience; skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with the Shire of Jerramungup will be directed towards providing equal opportunity to all employees provided their relevant experience; skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire of Jerramungup will be directed towards providing equal opportunity to prospective employees provided their relevant experience; skills and ability meet the minimum requirements for engagement.

The Shire of Jerramungup will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of the Shire of Jerramungup are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Council will exercise the conditions and requirements of its Equal Opportunity Management Plan 2024 - 2029.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Equal Opportunity Act 1984</i> |
| Related Documents: | Management Practice – Equal Employment Opportunity Shire of Jerramungup Equal Opportunity Management Plan 2024 - 2029 |
| Related Local Law: | N/A |
| Related Policies: | OSHP4 – Workplace Bullying Policy OSHP5 – Sexual Harassment Policy |
| Adopted: | 20 April 2016 OC160406 |
| Last Reviewed: | 19 June 2024 27 May 2026 |
| Next Review Date: | 2027 |



AP2 – PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD (GRATUITIES) POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To provide guidelines for the payment of gratuities for Council funded gifts at the conclusion of an employee's service with the Shire of Jerramungup.

POLICY

Pursuant to the provisions of section 5.50 of the *Local Government Act 1995*, Council has adopted the following guidelines with respect to the payment of gratuities to staff who are leaving the organisation.

Council will provide a gift to the value stipulated in the table below to all departing permanent employees* who have served a continuous period of employment with the organisation.

| Length of Continuous Service | Value of Gratuity Gift |
|------------------------------|------------------------|
| Less than 3 years | Nil |
| 3-5 years | \$300 |
| 5-8 years | \$400 |
| 8+ years | \$500 |

- A gratuity gift or payment will not be provided to an employee who has been dismissed for any reason other than redundancy.
- A gratuity gift or payment will not be provided to a casual or other non-permanent employee.

* For the purposes of this policy continuous service shall deem to include:

- Any period of absence from duty by annual leave, long service leave and/or bereavement leave.
- Any period of authorised paid absence from duty necessitated by sickness of or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum of one year.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> |
| Related Documents: | N/A |
| Related Local Law: | N/A |
| Related Policies: | AP7 – Human Resources – Remuneration and Subsidies |
| Adopted: | 20 April 2016 OC160406 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP3 – REGIONAL PRICE PREFERENCE POLICY

MANAGEMENT PRACTICE: PROCUREMENT OF GOODS AND SERVICES

DELEGATION: N/A

OBJECTIVE

To stimulate sustainable economic activity in the Shire by maximising the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the Shire of Jerramungup.

POLICY

A price preference will apply to all quotations of \$10,000 value or greater and all tenders invited by the Shire of Jerramungup for the supply of goods and services and construction (building) services, unless Council resolves that this policy does not apply to a particular tender or quotation.

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

- a) Goods or services up to a maximum price reduction of \$50,000:
10% to businesses located within the Shire of Jerramungup.
- b) Construction (building) services up to a maximum price reduction of \$50,000:
5% to businesses located within the Shire of Jerramungup.
- c) Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000, 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 Shire of Jerramungup.

The levels of preference outlined above, will only apply to businesses that have been located within the Shire of Jerramungup for at least six (6) months prior to the closing date of the tender or quotation.

Price is only one factor to be considered when the Shire assesses tender or quotation submissions. Value for money principles will be used to achieve the best possible outcome for funds spent by the Shire as outlined in Council Finance Policy FP6 – Procurement of Goods and Services.

The Regional Price Preference Policy may not apply in the event of an emergency.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> |
| Related Documents: | Management Practice – Procurement of Goods and Services |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services |
| Adopted: | 20 April 2016 OC160406 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP4 – RECORDS MANAGEMENT POLICY

MANAGEMENT PRACTICE: RECORD KEEPING

DELEGATION: N/A

OBJECTIVE

To ensure that the Shire of Jerramungup meets the statutory requirements of the *State Records Act 2000*.

SCOPE

To provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Jerramungup.

This policy and related recordkeeping procedures/guidelines are the framework for ensuring records are created and retained appropriately to meet accountability requirements, legislative compliance and adherence to best practice standards.

POLICY STATEMENT

Records are recognised as an important information resource within the Shire of Jerramungup, and it is accepted that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

The effective management of records will also:

- Protect the interests of the Shire of Jerramungup and the rights of its employees, customers and stakeholders.
- Support informed decision making.
- Provide evidence of achievements.
- Increase efficiency in administration and service delivery across the organisation.

Ownership

All records created or received during the course of business belong to the Shire of Jerramungup not to the individuals who created them.

All contractual arrangements will ensure the Shire's ownership of records.

Creation of Records

All employees, contractors and elected members will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire's recordkeeping system.

Capture and Control of Records

All records created and received in the course of Shire business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.

Records created when using social media applications will also be captured in the Shire of Jerramungup's recordkeeping system.

Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Box, Google Drive), as these lack the necessary functionality to protect business information and records over time.

Security and Protection of Records

Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.

Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

Access to Records

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

Access to the Shire's records by the general public will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.

Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention and Disposal of Records

All records kept by the Shire of Jerramungup will be disposed of in accordance with the General Disposal Authority for Local Government Records, published by the State Records Commission of Western Australia.

Staff and Elected Members must not personally undertake destruction of any records.

Records identified for destruction will be subject to review and approval by the Records Manager, and the Chief Executive Officer.

Copies/duplicates may be disposed of after use by staff and Elected Members ensuring any such records that contain personally identifiable information or information that is not publicly available are placed into confidential destruction bins or given to the Records Officer to dispose of.

Roles and Responsibilities

1. Elected Members

Elected Members will create and keep records of communications or transactions which convey information relating to the Shire's business or functions. These records will be forwarded to the Chief Executive Officer's Executive Assistant for capture into the Shire's recordkeeping system. Refer to the Elected Members Recordkeeping Guidelines for detailed procedures.

2. Chief Executive Officer

The Chief Executive Officer will ensure there is a system for the capture and management of records that is compliant with the *State Records Act 2000* and best practice standards.

3. Executive and Managers

Executive and managers will ensure that all staff (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Jerramungup's Recordkeeping Plan.

4. All Staff

All staff (including contractors) will create and receive records relating to the business activities they perform and are required to:

- a. Make records to document and support business activities.
- b. Ensure that records are captured and registered into the recordkeeping system or appropriate business system
- c. Ensure that records are secure at all times.

Refer to the Record Keeping Management Practice for detailed procedures.

Legislation and Standards

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

State Records Act 2000

Corruption and Crime Commission Act 2003

Criminal Code Act Compilation Act 1913

Electronic Transactions Act 2011

Evidence Act 1906

Freedom of Information Act 1992

Interpretation Act 1984

Local Government Act 1995

State Records Commission: Principles and Standards

Australian Standard on Records Management: AS ISO 15489

Definitions

1. Record (*State Records Act 2000*)

For the purposes of this document, a record is defined as meaning “any record of information however recorded” and includes –

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

2. Significant Records

Contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

3. Vital Records

Are records that are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire and are essential or the Shire's reconstruction in the event of a disaster. Examples of vital records include core computer system records, Council and Committee Minutes and Agendas, Financial and Budget records, Title Deeds, Policy and Procedure Manuals, Registers, Contracts/Tenders, Licences, Historical documents, Delegation of Authority, Insurance Policies, Town Planning Scheme deeds/information and any document detailing approvals of some kind.

4. Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire of Jerramungup, with little or no ongoing administrative, legal, fiscal, evidential or historical value. They may include insignificant drafts and rough notes, or records of routine enquiries.

5. Third Party or Public Records (Non-Records)

Are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third-party Roles and Responsibilities.

6. Recordkeeping Plan

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

7. General Disposal Authority (GDA)

The General Disposal Authority for Local Government records (the schedule) is designed to provide consistency throughout Local Government in disposal activities and decisions. It is a continuing authority for the disposal and archival of records which document a Local Government's operations.

8. Personally Identifiable Information (PII)

PII refers to information, or an opinion, that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Evidence Act 1906</i> <i>Freedom of Information 1992</i> <i>Local Government Act 1995</i> <i>Criminal Code 1913 (section 85)</i> <i>Electronic Transactions Act 2011</i> <i>State Records Act 2000</i> <i>General Disposal Authority for Local Government Records</i> |
| Related Documents: | Management Practice – Record Keeping Shire of Jerramungup Record Keeping Plan |
| Related Local Law: | N/A |
| Related Policies: | N/A |
| Adopted: | 26 May 2021 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP5 – DONATIONS POLICY

MANAGEMENT PRACTICE: COMMUNITY FUNDING GUIDELINES

DELEGATION: N/A

OBJECTIVE

Council recognises the valuable input that community groups and charitable organisations deliver to the residents of the Shire of Jerramungup. A wide range of organisations and community groups make requests to Council for contributions and donations which they use to fulfil their objectives and carry out their roles within the community.

This policy coordinates Council's response to community requests for financial support. It ensures that the Shire funding resources are allocated in a way that are transparent, legal and equitable and that funded projects further the aims and objectives of the Shire and represent responsible use of public monies.

POLICY

The aims of the Shire of Jerramungup's Community Funding Scheme are:

1. To encourage the development of services, facilities and events that meet identified community needs;
2. To promote active participation of local residents in community initiatives and the development of skills, knowledge and opportunities;
3. To provide assistance to the community to develop initiatives and services that support the Shire of Jerramungup's own objectives; and
4. To enhance the image of the Shire of Jerramungup within the community.

The following considerations will be undertaken when evaluating an application for a donation from Council:

- a) All applications will first be assessed by the CEO with regards to the assessment criteria for donations.
- b) The CEO will then refer applications that meet the assessment criteria to Council.
- c) Donations will be made at the absolute discretion of Council and may use the assessment criteria when considering an application.
- d) Applicants are to submit their request on the application form provided by Council.

Assessment Criteria

Donations will not be considered where:

- The applicant is a private and/or for-profit organisation or association.
- The applicant is an individual person.
- The application relates to general fundraising.
- The application seeks funding for conventions or conferences.

Priority will be given to:

- Applicants who are a registered not-for-profit organisation and have a visible presence within the Shire of Jerramungup.
- The applicant is a community group based within the Shire of Jerramungup or has significant impact on the residents of the Shire.
- The funds are required for a new initiative or once off event or project.
- The applicant has not received a donation from Council in the past two financial years.
- Where the application is submitted for inclusion in the coming year's budget deliberations.

It should be noted that not all applications will be successful. Funding will be dependent upon Council's budget, whether the application meets the requirements of this Policy and whether Council sees the project as a high priority. Council may partially fund an application.

| | |
|------------------------------|--|
| Relevant Legislation: | N/A |
| Related Documents: | Management Practice – Community Funding Guidelines Shire of Jerramungup Donation Application Form |
| Related Local Law: | N/A |
| Related Policies: | FP4 – Sport and Recreation Grants |
| Adopted: | 20 April 2010 OC041012 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP6 – COUNCIL HOUSING AND STAFF ACCOMMODATION POLICY

MANAGEMENT PRACTICE: STAFF HOUSING

DELEGATION: N/A

OBJECTIVE

To provide adequate subsidised housing to assist in the recruitment and retention of necessary and professional staff.

To provide a framework for the decision making process for the allocation of Council owned housing that is open and equitable.

To provide guidelines for the tenancy of a Council owned residence.

To encourage employees to invest in their own housing within the Shire of Jerramungup.

POLICY

The allocation of Council owned housing to staff will be carried out as a part of corporate services responsibilities. The allocation of staff housing will be carried out to ensure that staff are housed in the most appropriate residence for their current situation with regard to houses which are subject to contractual arrangements.

Allocation of Housing:

It is generally accepted that single applicant's will be offered a 2 bedroom unit and couples or families will be offered a 3 bedroom house where available.

Where a residence is not required by Council staff in the medium to long term arrangements for private rental on a monthly basis to suitable applicants may be arranged. The amount of rent shall be paid at the full market rent for any private occupants.

Housing subject to Contractual Agreements:

The following houses will form part of contractual agreements and are to be allocated to specific positions within the organisation as a part of salary packaging arrangements:

- 18 Lancaster Road – Chief Executive Officer
- 37 McGlade Close Bremer Bay – Deputy Chief Executive Officer
- 20 Coral Sea Road – Manager of Works
- 4 Kokoda Road – Manager of Development
- 28 Derrick Street – Works Supervisor

On occasions where there is a medium-long term vacancy in any of the above positions the residence may be leased on a monthly basis at the market rate of rent.

| | |
|------------------------------|---|
| Relevant Legislation: | <i>Residential Tenancy Act 1987</i> <i>Local Government Act 1995</i> |
| Related Documents: | Management Practice – Staff Housing |
| Related Local Law: | N/A |
| Related Policies: | AP7 – Human Resources – Remuneration and Subsidies |
| Adopted: | 20 April 2016 OC160406 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP8 – COMPLAINT HANDLING POLICY

MANAGEMENT PRACTICE: COMPLAINT HANDLING PROCESS

DELEGATION: N/A

OBJECTIVE

A complaint handling system is an organized way of responding to, recording, reporting and using complaints to improve service delivery to the community.

- The objectives of this Policy are to:
- Develop a structured systematic approach to dealing with complaints received by the Shire of Jerramungup from external persons.
- Assure the community that complaints may be made without fear of recrimination and that all complaints will be promptly dealt with and a (written if required) response will be given setting out the answer to the complaint providing reasons, where appropriate.
- Have complaints dealt with efficiently by an appropriate employee with minimal referral.
- Use complaints statistics to improve the effectiveness and efficiency of Council's operations.

POLICY

The Shire of Jerramungup recognises the right of its customers to make complaints about services or service delivery, and will make it a priority to address those complaints and rectify unsatisfactory consequences.

A complaint is defined as being an expression of dissatisfaction about the standard of service, actions or lack of action by the Council or its staff, affecting an individual customer or group of customers. This process applies in the case of a review of a bill or charge at the customer's request.

Anonymous complaints are not considered under this policy.

It is intended that complaints are resolved within 15 business days from the date the complaint is received.

In cases where the customer does not accept the outcome achieved by the Shire of Jerramungup by way of its complaints procedures, the complainant is to be advised of the alternatives available to have the matter reviewed/amended by another body such as the Ombudsman, Energy and Water Ombudsman, Crime and Corruption Commission, Department of Local Government, Sport and Cultural Industries etc.

Once the matter has been completed the CEO will review the circumstances of the complaint and make any relevant changes to the Shire's operations to lessen the probability of further complaints.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> |
| Related Documents: | Management Practice – Complaint Handling Process |
| Related Local Law: | N/A |
| Related Policies: | AP9 – Risk Management Governance Framework |
| Adopted: | 20 May 2015 OC150508 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP9 – RISK MANAGEMENT POLICY

MANAGEMENT PRACTICE: RISK MANAGEMENT FRAMEWORK

DELEGATION: N/A

OBJECTIVES

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

POLICY STATEMENT

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management – Guidelines), in the management of all risks that may affect the Shire meeting its objectives.

Risk management functions will be resourced appropriately to match the size and scale of the Shire's operations and will form part of the Strategic, Operational, and Project responsibilities and be incorporated within the Shire's Integrated Planning Framework.

This policy applies to Council Members, Executive Management and all employees and contractors involved in any Shire operations.

POLICY DETAILS

The following points provide detail on the objective specifics:

1. Aligns with and assists the implementation of all Shire policies.
2. Optimises the achievement of the Shire's vision, mission, strategies, goals and objectives.
3. Provides transparent and formal oversight of the risk and control environment enabling effective decision-making.
4. Enhances risk versus return within the Shire's risk appetite.
5. Embeds appropriate and effective controls to mitigate risk.
6. Achieves effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
7. Enhances organisational resilience.
8. Identifies and provides for the continuity of critical operations.

KEY POLICY DEFINITION

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.

ROLES AND RESPONSIBILITIES

The CEO is responsible for the:

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

The Shire’s Risk Management Framework outlines in detail all roles and responsibilities associated with managing risks within the Shire.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

The Shire quantified its broad risk appetite through the development and endorsement of the Shire’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Framework and as a component of this policy.

All organisational risks are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow 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.

MONITOR AND REVIEW

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

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

| Shire of Jerramungup Measures of Consequence | | | | | | | | | |
|--|-------------------------------------|-----------------------|---|--|---|--|---|---|-------------------------------|
| Rating (Level) | Health | Financial Impact | Service Interruption | Compliance | Reputational | Property | Environment | Project TIME | Project COST |
| Insignificant (1) | Near miss. Minor first aid injuries | Less than \$10,000 | No material service interruption | No noticeable regulatory or statutory impact | Unsubstantiated, low impact, low profile or 'no news' item | Inconsequential damage | Contained, reversible impact managed by on site response | Exceeds deadline by 10% of project timeline | Exceeds project budget by 10% |
| Minor (2) | Medical type injuries | \$10,001 – \$50,000 | Short term temporary interruption – backlog cleared < 1 day | Some temporary non compliances | Substantiated, low impact, low news item | Localised damage rectified by routine internal procedures | Contained, reversible impact managed by internal response | Exceeds deadline by 15% of project timeline | Exceeds project budget by 15% |
| Moderate (3) | Lost time injury <30 days | \$50,001 – \$200,000 | Medium term temporary interruption – backlog cleared by additional resources < 1 week | Short term non-compliance but with significant regulatory requirements imposed | Substantiated, public embarrassment, moderate impact, moderate news profile | Localised damage requiring external resources to rectify | Contained, reversible impact managed by external agencies | Exceeds deadline by 20% of project timeline | Exceeds project budget by 20% |
| Major (4) | Lost time injury >30 days | \$200,001 – \$600,000 | Prolonged interruption of services – additional resources; performance affected < 1 month | Non-compliance results in termination of services or imposed penalties | Substantiated, public embarrassment, high impact, high news profile, third party actions | Significant damage requiring internal & external resources to rectify | Uncontained, reversible impact managed by a coordinated response from external agencies | Exceeds deadline by 25% of project timeline | Exceeds project budget by 25% |
| Catastrophic (5) | Fatality, permanent disability | More than \$600,000 | Indeterminate prolonged interruption of services – non-performance > 1 month | Non-compliance results in litigation, criminal charges or significant damages or penalties | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions | Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building | Uncontained, irreversible impact | Exceeds deadline by 30% of project timeline | Exceeds project budget by 30% |

| Measures of Likelihood | | | |
|------------------------|----------------|---|----------------------------|
| Level | Rating | Description | Frequency |
| 5 | Almost Certain | The event is expected to occur in most circumstances | More than once per year |
| 4 | Likely | The event will probably occur in most circumstances | At least once per year |
| 3 | Possible | The event should occur at some time | At least once in 3 years |
| 2 | Unlikely | The event could occur at some time | At least once in 10 years |
| 1 | Rare | The event may only occur in exceptional circumstances | Less than once in 15 years |

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

| Risk Acceptance Criteria | | | |
|--------------------------|---------------------------|--|-------------------------|
| Risk Rank | Description | Criteria | Responsibility |
| LOW | Acceptable | Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring | Operational Manager |
| MODERATE | Monitor | Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | Operational Manager |
| HIGH | Urgent Attention Required | Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring | Executive Manager / CEO |
| EXTREME | Unacceptable | Risk only acceptable with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring | CEO / Council |

| Existing Control Ratings | | |
|--------------------------|---|--|
| Rating | Foreseeable | Description |
| Effective | There is <u>little</u> scope for improvement. | Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly. |
| Adequate | There is <u>some</u> scope for improvement. | Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly. |
| Inadequate | There is a <u>need</u> for improvement or action. | Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time. |

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> |
| Related Documents: | AS/NZS ISO 31000:2018 Risk Management – Guidelines Shire of Jerramungup Risk Management Framework |
| Related Local Law: | N/A |
| Related Policies: | N/A |
| Adopted: | 17 September 2014 OC150909 |
| Last Reviewed: | 17 April 2019 27 May 2026 |
| Next Review Date: | 2027 |



AP10 – GRIEVANCE POLICY

MANAGEMENT PRACTICE: GRIEVANCE MANAGEMENT

DELEGATION: N/A

OBJECTIVE

To ensure that all staff members have a safe, harmonious, supportive and productive environment – free from unfair treatment, discrimination, harassment, vilification, bullying and conflict.

All employees have the right to express any genuine grievances or complaints through an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Jerramungup in any capacity.

POLICY

The Shire of Jerramungup supports and is committed to the equitable and timely resolution of grievances. A grievance should be resolved promptly and in an atmosphere of mutual respect and cooperation.

All employees have a right to have a complaint, disagreement or claim heard without fear of unfair treatment or victimisation. If the complainant(s) does/do not believe the issue is being resolved, recourse will be available to increasing levels of authority to promote a resolution.

This policy exists to safeguard employee rights, to ensure a safe working environment and a positive relationship between staff, to promote job satisfaction and to improve the efficiency and effectiveness of service delivery.

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|------------------------------|---|
| Relevant Legislation: | <p><i>Fair Work Act 2009</i></p> <p><i>WA Equal Employment Opportunity Act 1984</i></p> <p><i>Local Government Act 1995</i></p> <p><i>State Records Act 2000</i></p> <p><i>Privacy Act 1988</i></p> <p><i>Freedom of Information Act 1992</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Occupational Health and Safety Act 1984</i></p> <p><i>Sex Discrimination Act 1984</i></p> <p><i>Racial Discrimination Act 1975</i></p> <p><i>Disability Discrimination Act 1992</i></p> <p><i>Age Discrimination Act 2004</i></p> |
| Related Documents: | Management Practice – Grievance Management |
| Related Local Law: | N/A |
| Related Policies: | <p>AP1 – Equal Opportunity Policy</p> <p>AP8 – Complaint Handling Policy</p> <p>OSHP1 – Occupational Safety and Health Policy</p> <p>OSHP3 – Workplace Bullying Policy</p> <p>OSHP4 – Sexual Harassment Policy</p> |
| Adopted: | 17 April 2019 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP11 – MISCONDUCT, FRAUD AND CORRUPTION RESILIENCE POLICY

MANAGEMENT PRACTICE: MISCONDUCT, FRAUD AND CORRUPTION

DELEGATION: N/A

OBJECTIVE

To reinforce the Shire's commitment to an organisational culture that is free of misconduct, fraud, bribery and corruption in line with the Shire's values of quality, trust, respect, unity and aspire and to build resilience through the identification and implementation of strategies to prevent, detect and respond to fraud and misconduct.

POLICY

All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.

The Shire expects its Elected Members and employees to act in compliance with the Code of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire of Jerramungup.

All suspected instances of fraudulent or corrupt conduct will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

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|------------------------------|--|
| Relevant Legislation: | <i>Local Government (Financial Management) Regulations 1996</i> <i>Corruption Crime and Misconduct Act 2001</i> <i>Criminal Code Act Compilation Act 1913</i> <i>Fair Work Regulations 2009</i> |
| Related Documents: | Shire of Jerramungup Code of Conduct Management Practice – Misconduct, Fraud and Corruption Management Practice – Complaint Handling Shire of Jerramungup Risk Management Framework Public Sector Commission Guidelines Corruption and Crime Commission Guidelines Department of Local Government Fraud and Corruption Control Framework |
| Related Local Law: | N/A |
| Related Policies: | |
| Adopted: | 17 April 2019 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP12 – RELATED PARTY DISCLOSURE POLICY

MANAGEMENT PRACTICE: RELATED PARTY DISCLOSURE

DELEGATION: N/A

OBJECTIVE

To provide guidance to Elected Members and identified Key Management Personnel to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required.

POLICY

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

The Shire of Jerramungup is committed to producing financial information with high standards, in delivering high standard financial information the Shire is committed to comply with the principles of transparency and good governance and compliance with the Accounting Standards prescribed by the Australia Accounting Standards Board (AASB), *Local Government Act 1995*, and *Local Government (Financial Management) Regulations 1996*.

The Related Party Disclosure Policy aims to assist the Shire in complying with disclosure requirements concerning key management personnel (KMP), their close family members and entities controlled or jointly controlled by any of them stipulated under the Australian Accounting Standard AASB 124 – Related Party Disclosures.

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|------------------------------|--|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standard AASB124 – Related Party Disclosures</i> |
| Related Documents: | Management Practice – Related Party Disclosures Related Party Disclosures – Declaration Form |
| Related Local Law: | N/A |
| Related Policies: | FP6 – Procurement of Goods and Services |
| Adopted: | 17 April 2019 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP13 – CITIZENSHIP CEREMONIES DRESS CODE POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To ensure the Citizenship Ceremonies Dress Code outlines the Shire of Jerramungup's expectations for conferees and guests attending Shire of Jerramungup Citizenship Ceremonies to reflect the significance of the occasion.

SCOPE

This policy applies to all conferees and guests attending a Shire of Jerramungup Citizenship Ceremony.

POLICY

Citizenship Ceremonies are an important event where people make a commitment to Australia, therefore the attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

The Shire of Jerramungup encourages Citizenship Ceremony attendees to wear, as a minimum, smart casual attire. Attendees are also welcomed to wear their own national/traditional/cultural dress as an acceptable standard.

Ceremonies can be held at a range of venues throughout the year. Attendees should also ensure they dress appropriately for the venue and season in which the ceremony is being held.

The following attire is not considered appropriate and should not be worn to ceremonies:

- Beach wear
- Rubber thongs
- Bare feet
- Slippers/Ugg boots
- Offensive shirts
- Sports training apparel
- Hi-Vis clothing

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|------------------------------|---|
| Relevant Legislation: | <i>Australian Citizenship Act 2007</i> |
| Related Documents: | Australian Citizenship Ceremonies Code 2019 |
| Related Local Law: | N/A |
| Related Policies: | N/A |
| Adopted: | 20 May 2020 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP14 – CHILD SAFE AWARENESS POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

POLICY SCOPE

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Jerramungup, regardless of their work related to children or young people. It applies to occupants of the Shire of Jerramungup facilities and venues, including visitors, contractors and suppliers.

DEFINITIONS

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

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

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions;
- places emphasis on genuine engagement with and valuing of children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

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

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

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

POLICY STATEMENT

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

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

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that The Shire of Jerramungup is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Jerramungup will promote the safety and wellbeing of children across the community.

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

POLICY PRINCIPLES

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

POLICY FUNCTIONS

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

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

RESPONSIBILITIES

The Shire of Jerramungup has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

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

The Shire of Jerramungup Chief Executive Officer will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness Policy.

| | |
|------------------------------|---|
| Relevant Legislation: | <i>Child Care Services Act 2007</i> <i>Children and Community Services Act 2004</i> <i>Civil Liability Act 2002</i> <i>Corruption, Crime and Misconduct Act 2003</i> <i>Equal Opportunity Act 1984</i> <i>Freedom of Information Act 1997</i> <i>Local Government Act 1995</i> National Principles for Child Safety Organisations <i>Parliamentary Commissioner Act 1971</i> <i>Public Interest Disclosure Act 2003r</i> <i>Public Sector Management Act 1994</i> United Nations Convention on the Rights of the Child (CRC) <i>Work Health and Safety Act 2020</i> <i>Working with Children (Criminal Record Checking) Act 2004</i> |
| Related Documents: | Strategic Community Plan Record Keeping Plan Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | AP4 – Records Management Policy AP8 – Complaint Handling Policy AP10 – Grievance Policy WHS04 – Workplace Bullying Harassment and Discrimination Policy WHS05 – Sexual Harassment Policy |
| Adopted: | 28 June 2023 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 This Policy will be reviewed every two years or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people. |



AP15 – WHISTLEBLOWER (PUBLIC INTEREST DISCLOSURE) POLICY

MANAGEMENT PRACTICE: PID Procedures

DELEGATION: N/A

PURPOSE

The Shire of Jerramungup is committed to fostering a culture of ethical conduct, integrity, accountability and good governance. This policy provides a framework for employees, contractors, and members of the public to report improper conduct, corruption, fraud, or any other serious misconduct in relation to the operations of the Shire, without fear of retaliation.

POLICY OBJECTIVE

To encourage employees, Elected Members, contractors and consultants to report unlawful, unethical or undesirable conduct (Misconduct) that they genuinely believe has been committed by a person or persons in breach of the Shire of Jerramungup's Code of Conduct, policies or the law.

POLICY SCOPE

This policy applies to all employees, contractors, volunteers, and Elected Members of the Shire of Jerramungup. It provides mechanisms for confidential reporting and protection against detrimental action.

DEFINITIONS

Whistleblower: A person who reports misconduct in good faith.

Misconduct: Any illegal, unethical, or improper behaviour, including fraud, corruption, and abuse of power.

Retaliation: Any adverse action taken against a whistleblower in reprisal for reporting misconduct.

POLICY STATEMENT

The Shire of Jerramungup ("the Shire") is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of employees and others to enhance administrative and management practices, and strongly supports disclosures being made as to alleged Misconduct.

The Shire will not tolerate Misconduct and has developed its Whistleblower Policy and PID Procedures to assist Elected Members, employees, contractors, consultants and members of the public to raise concerns through a constructive and safe process.

The Shire will achieve this through the creation of an open working environment in which Elected Members, employees (whether they are full-time, part-time or casual), contractors and consultants, as well as members of the public, are able to raise concerns regarding actual or suspected Misconduct.

The Shire recognises that any genuine commitment to detecting and preventing Misconduct must include a mechanism whereby employees and others can report their concerns freely and without fear of reprisal or intimidation. The Whistleblower Policy and PID Procedure provides such a mechanism, and encourages the reporting of such conduct.

The Shire will endeavour to provide protection to “Whistleblowers” from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire’s Code of Conduct (“the Code”) requires Elected Members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As Elected Members and employees and representatives of the Shire, everyone has a responsibility to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations.

All information, documents, records and reports relating to the investigation of reported Misconduct will be confidentially stored and retained in an appropriate and secure manner, in accordance with the *Public Disclosure Act 2003*.

POLICY PROCESS

Reporting Misconduct

Whistleblowers can report misconduct through designated channels, including in writing, via email, or in-person to a designated officer which may either be the Shire President in the case the report is against the Chief Executive Officer, the Chief Executive Officer or the department Executive Manager.

This report is to be treated as confidential.

Investigation

All reports will be promptly and thoroughly investigated by an independent person or representative.

Investigations will be conducted fairly and impartially.

Outcomes of investigations will be reported to the relevant authorities where required.

Protection

Whistleblowers will be protected from retaliation.

Any person found to have engaged in detrimental action against a whistleblower will be subject to disciplinary action.

Support, including access to counselling services, will be provided to whistleblowers.

Confidentiality

The identity of the whistleblower and the details of the report will be kept confidential to the extent possible.

Outcome

The findings of the investigation will be communicated to the whistleblower, and appropriate actions will be taken based on the findings.

RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing this Policy. Elected Members, staff, contractors and consultants are required to adhere to all aspects of this Policy.

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|------------------------------|---|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Public Interest Disclosure Act 2003</i> <i>State Records Act 2000</i> <i>Corruption, Crime and Misconduct Act 2003</i> |
| Related Documents: | Strategic Community Plan Record Keeping Plan Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | AP4 – Records Management Policy |
| Adopted: | 26 March 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP16 – LEGISLATIVE COMPLIANCE POLICY

MANAGEMENT PRACTICE: Legislative Compliance Procedure

DELEGATION: N/A

POLICY OBJECTIVE

The primary objective of this Policy is to ensure that the Shire of Jerramungup (the Shire) complies with its legislative and regulatory requirements. A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.

The Shire will maintain the highest standards of diligence in all areas of public accountability, through its policies and processes, to meet its legal obligations.

POLICY SCOPE

This Policy, and the principles set out in this Policy, aim to:

- a) Outline the Shire's commitment to legislative compliance;
- b) Prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation;
- c) Promote a culture of compliance within the organisation; and
- d) Assist the Council in achieving the highest standards of governance.

DEFINITIONS

Compliance Culture: Values, ethics, beliefs and conduct that exist through the Codes of Conduct of the Shire and interact with the Shire's structures and control systems to produce behavioural norms that are conducive to compliance.

Compliance Risks: Likelihood of occurrence and the consequences of noncompliance with the Shire's compliance obligations.

Conduct: Behaviours and practices that impact outcomes for customers, workers, suppliers, markets and communities.

Interested Parties: Person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.

Non-Compliance: Non-fulfilment of compliance obligations.

POLICY STATEMENT

Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council. These processes and structures will aim to:

- a) Develop and maintain a system for identifying the legislation that applies to Council's activities.
- b) Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented in Council.

- c) Provide training for relevant staff, elected members, volunteers and other relevant people in the legislative requirements that affect them.
- d) Provide people with the resources to identify and remain up-to-date with new legislation.
- e) Conduct audits to ensure there is compliance.
- f) Establish a mechanism for reporting non-compliance.
- g) Review accidents, incidents and other situations where there may have been non-compliance.
- h) Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

General Principles

Council has adopted the following principles based on the Australian Standards AS ISO 19600:2015 Compliance Management Systems – Guidelines.

- a) Commit to achieving compliance in all areas of its operations.
- b) Maintain a Legislative Compliance Policy that sets out its commitment to compliance with applicable laws and regulations.
- c) Provide sufficient resources to ensure that this legislative compliance program can be implemented, maintained and improved.
- d) Ensure that all managers, supervisors and staff generally understand, promote and be responsible for compliance with relevant laws, regulations, codes and standards that apply to activities within their day-to-day responsibilities.
- e) Use its established risk management practices to accurately identify, rate and treat compliance risks.
- f) Ensure that compliance requirements are integrated into day-to-day operating procedures as appropriate.
- g) Maintain an effective complaints management system, including the coverage of compliance failures.
- h) Council will maintain a Statute and Regulation Register and all identified legislation imposing compliance and impacting on Council will be included on the Register.
- i) Use the Annual Compliance Return as the register to record any non-compliance matters.
- j) Will investigate, rectify and report all compliance failures.
- k) Appropriate practical education and training of staff will be provided in order for them to meet their compliance obligations.
- l) Actively promote the importance of compliance to staff, contractors and other relevant third parties.

POLICY PROCESS

As part of its Legislative Compliance Management System, Council will have in place a Legislative Compliance Procedure to ensure that staff utilise the latest version of legislation and when legislation changes, steps are taken to ensure that staff are aware of amendments to legislation. The Legislative Compliance Procedure is a Management Practice attached to this Policy.

RESPONSIBILITIES

Elected Members and Committee Members

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

Senior Management Team (Executive Managers)

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

Employees

- Comply with relevant legislative obligations within the scope of their roles and their delegated authority.
- Follow relevant procedures, guidelines and checklists as far as practicable and implement this Policy.
- Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation.
- Employees shall report through their supervisors to senior management any areas of noncompliance that they become aware of.

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Work Health and Safety Act 2020</i> <i>Work (Health and Safety) General Regulations 2022</i> |
| Related Documents: | Strategic Community Plan Record Keeping Plan Register of Delegations Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | AP4 – Records Management Policy AP9 – Risk Management Governance Framework Policy |
| Adopted: | 26 March 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP17 – INTERNAL CONTROL POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

INTRODUCTION

This policy serves as a framework for the Shire's commitment to effective internal controls, encompassing financial and non-financial matters, to ensure efficient management and safeguarding of resources.

The implementation and maintenance of systems and processes are crucial for ongoing assessment and improvement of internal controls in alignment with ISO31000 and the Shire's Risk Management Framework.

Internal control is not limited to financial matters. An effective internal control environment provides the means by which the Shire can successfully address and mitigate any risks.

POLICY OBJECTIVE

To ensure the implementation and maintenance of robust internal controls that:

1. Fulfil statutory obligations under relevant legislation;
2. Ensure efficient, compliant, transparent, and risk-aware operations; and
3. Safeguard the Shire's assets from fraud and mismanagement.

POLICY SCOPE

This Policy, and the principles set out in this Policy, aim to:

- a) Outline the Shire's commitment to legislative compliance;
- b) Prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation;
- c) Promote a culture of compliance within the organisation; and
- d) Assist the Council in achieving the highest standards of governance.

This policy applies to all Elected Members, Executive Managers, and Employees, providing guidance for effective management and resource utilisation.

DEFINITIONS

Detective Controls: An accounting term that refers to a type of internal control intended to find problems within the Shire's processes.

Internal Control: A comprehensive process supported by policies, procedures, and practices, ensuring objectives related to operations, financial data, and compliance are achieved.

ISP documents: Integrated Strategic Planning documents comprising of the Council Plan and other plans that guide the Shire's operations.

Preventative Action: A system to eliminate any cause(s) that would create a potential hazard or undesirable situation. Changes can be made or implemented to address an issue, hazard, or weakness in a system. Preventive action can also include ways to improve an organisation's workflow or situation.

Preventative Controls: Attempt to prevent or deter undesirable acts from occurring. They are proactive controls, designed to prevent a loss, error, or omission.

POLICY STATEMENT

The purpose of internal control is to provide assurance that the internal risks faced by the Shire are minimised or contained to acceptable levels in accordance with the Risk Tables contained within the Shire's Risk Management Policy. Council ensures that the CEO is delegated responsibility for the day to-day operation and financial management of the Shire. The CEO ensures that appropriate and efficient internal controls are in place covering:

- a) Staffing and segregation of duties.
- b) Information technology.
- c) Documented procedures and processes covering the recording, reporting and authorisation of transactions.
- d) Monitoring performance and adherence; and
- e) Legislative activities.

Key Focus Areas

A comprehensive and appropriate system of internal control will include policies and procedures that provide a framework that ensures:

- Strategic Plan objectives are monitored and reported in an efficient and orderly manner.
- Reporting information is accurate and reliable to facilitate sound decision making.
- Policies and procedures are followed.
- Compliance with the relevant legislation and regulations applicable to Local Government.
- Assets are secured and protected from unauthorised use.
- Records are complete, accurate, secure and reliable; and
- Risks are identified, assessed and mitigated where possible.

Internal Control

Effective Internal Control is achieved through the following steps:

1. Establishing an Appropriate Control Environment

It is the responsibility of all Elected Members and Employees to comply with the Internal Control Policy, practices and procedures.

Elected Members and Employees will value and be aware of the importance of internal control practices and organisational structure through:

- The existence and compliance with the Codes of Conduct.
- Adherence to the Values documented in the Strategic Community Plan.
- Elected Members and Employees being appropriately trained to effectively perform their role; and
- Defined use of information technology as detailed in contracts, induction manuals, and/or the Code of Conduct.

2. Assessment of Risks

The Shire shall follow a pro-active risk management approach that includes regular review and identification of the risks that exist within the Shire's activities in accordance with the Shire's Risk Management policy.

3. Implementation of Control activities

Control activities may include:

- a) Preventative control measures such as training programs, improvement of and thorough review of contract conditions; regular review of policies and procedures, and security to avoid undesirable events from occurring.
- b) Detective control measures such as audits, review, and reconciliation processes to detect and subsequently correct undesirable events that have already occurred.
- c) Directive processes such as Business Continuity Plans, Disaster Recovery Plans, insurance, education, and disciplinary procedures to encourage continuity and mitigation of risk.

4. Monitoring and Review Activities

Management systems and internal activities need to be monitored to assess the quality of their performance over time. This may include:

- An internal audit program that reviews and monitors the Shire's activities;
- A Risk Register that is monitored with risks having a rating of catastrophic or major being reviewed on a regular basis to ensure that relevant treatment plans are implemented and work effectively;
- Regular monitoring of the objectives and activities contained within the Shire's ISP documents, to ensure desired outcomes are being achieved;
- Risk Management reviews undertaken annually by LGIS; and
- Completion of an annual Compliance Audit Return.

5. Outcomes

The following measures can be used as indicators to determine if the operating internal control environment is functioning successfully:

- Equitable, efficient and effective use of resources (people, equipment and funds);
- Minimise discrepancies, anomalies and irregularities, or prompt detection and correction if they occur;
- Assets are used only for authorised purposes and are not subject to improper removal or sale;
- All financial and non-financial data, records, databases and other material are complete and accurate, protected from loss or damage and capable of being readily accessed to continue the smooth operation of the Shire's business; and
- The nature and impact of inherent and residual risks have been identified, assessed and contained to an acceptable level.

RESPONSIBILITIES

Elected Members and Committee Members

- Council is responsible for overseeing the Internal Control Policy.

Chief Executive Officer (CEO)

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

Employees

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

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| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Financial Management Act 2006</i> <i>State Records Act 2000</i> <i>Local Government (Miscellaneous Provisions) Act 1960</i> <i>Planning and Development Act 2005</i> |
| Related Documents: | Strategic Community Plan Register of Delegations Codes of Conduct |
| Related Local Law: | N/A |
| Related Policies: | AP4 – Records Management Policy AP9 – Risk Management Governance Framework Policy |
| Adopted: | 30 April 2025 |
| Last Reviewed: | 26 May 2026 |
| Next Review Date: | 2027 |



AP18 – EMPLOYEE HOUSING ALLOWANCE POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup (Shire) personnel.

To maintain a competitive position in the labour market place.

To provide a comfortable, safe, and attractive working environment for Shire personnel.

The following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel. This policy applies to permanent, part-time and casual employees employed by the Shire of Jerramungup.

POLICY

1. All permanent Shire employees, whether full-time or part-time (excludes casual staff), not living in a Shire provided residence, shall be paid a weekly allowance, as approved by the Council in the Annual Budget.

| Employee Category | Eligibility | Conditional on |
|---|-------------|-------------------------------|
| Chief Executive Officer | Yes | Residence is within the Shire |
| Contract Staff – Deputy Chief Executive Officer, Manager of Development, Manager of Works, Works Supervisor | Yes | Residence is within the Shire |
| Administration Staff | Yes | Residence is within the Shire |
| Works Staff employed under the Industrial Agreement | Yes | Residence is within the Shire |
| Trainees – Works or Administration | Yes | Residence is within the Shire |
| Casual Staff | No | |

2. This allowance is to be paid:
 - Through the payroll system every fortnight.
 - Prorated according to full time equivalent (FTE).
 - Employees remain eligible while on paid leave as determined under the *Fair Work Act 2009* or during periods of workers' compensation.
 - In relation to workers' compensation pending claims the Shire will pay "Without Prejudice and Without Admission of Liability" up to two weeks (10 days) housing allowance whilst the workers' compensation claim is being assessed. If the claim is still pending no allowance will be paid past ten (10) days until the claim has been accepted.

3. Employees are not eligible in the following instances:
 - The residence is not within the Shire of Jerramungup.
 - Where two employees are living in one non-Shire residence, only one payment is permitted.
 - The employee has been suspended from employment.
 - The employee is on unpaid maternity leave.
 - The employee is on **leave without pay** for more than one working day.
4. That the amount shall be set a maximum of \$100 per week (or pro-rata for part-time employees), payable to employees living in their own home or renting accommodation, with the allowance amount not to exceed the rental paid.
5. The allowance shall be reviewed annually during the budget preparation period.

| | |
|------------------------------|---|
| Relevant Legislation: | N/A |
| Related Documents: | Strategic Community Plan Code of Conduct Key Worker & Community Housing Strategic Plan (2024) |
| Related Local Law: | N/A |
| Related Policies: | |
| Adopted: | 30 July 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP19 – EMPLOYER SUPERANNUATION CONTRIBUTIONS POLICY

MANAGEMENT PRACTICE: N/A

DELEGATION: N/A

OBJECTIVE

To outline the Shire of Jerramungup’s commitment to providing enhanced superannuation contributions for eligible employees.

POLICY

The Shire of Jerramungup is committed to supporting the financial wellbeing of its employees through enhanced superannuation contributions. Effective 31 July 2025, the Shire will contribute 15% of an employee’s ordinary time earnings to their nominated superannuation fund. This represents a 3% increase above the current Superannuation Guarantee (SG) rate of 12%.

SCOPE

This policy applies to all permanent and fixed-term employees of the Shire of Jerramungup.

Casual employees employed under the Local Government Officers’ (Western Australia) Award 2021 and Shire Contractors are excluded from this policy and will receive superannuation contributions in accordance with the minimum requirements set out in the *Superannuation Guarantee (Administration) Act 1992*.

CONDITIONS

Contributions will be made in accordance with the relevant provisions of the *Superannuation Guarantee (Administration) Act 1992* and the *Superannuation Guarantee Charge Act 1992*.

Employees are not required to make additional voluntary contributions to receive the enhanced employer contribution.

The Shire reserves the right to review this policy in line with changes to legislation or organisational priorities.

The Chief Executive Officer will ensure employees are informed of this policy and that payroll systems are updated accordingly.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Superannuation Guarantee Administration Act 1992</i> <i>Superannuation Guarantee Charge Act 1992</i> <i>Equal Opportunity Act 1984</i> <i>Local Government Act 1995</i> <i>Local Government Industry Award 2010</i> |
| Related Documents: | Works and Services Industrial Agreement 2024 Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | |
| Adopted: | 30 July 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP20 – USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

MANAGEMENT PRACTICE: YES

DELEGATION: N/A

OBJECTIVE

To outline the acceptable use of Artificial Intelligence (AI) software tools by the Shire of Jerramungup.

POLICY

This policy establishes a framework for the responsible, ethical, and transparent use of Artificial Intelligence (AI) technologies within the Shire of Jerramungup. It aligns with the WA Government's AI Policy and Assurance Framework and the Australian Government's principles for safe and responsible AI use in the public sector.

SCOPE

This policy applies to all Shire employees, contractors, and third-party providers involved in the procurement, development, deployment, or use of AI systems, including generative AI and automated decision-making tools.

DEFINITIONS

- Artificial Intelligence (AI): Technologies that enable machines to simulate human intelligence, including learning, reasoning, and self-correction.
- AI Accountable Officer: A designated executive responsible for overseeing AI use and ensuring compliance with this policy.
- AI Assurance Framework: A structured process for assessing the risks, benefits, and controls of AI projects.

GUIDING PRINCIPLES

- Transparency: AI systems must be explainable and their decisions understandable to stakeholders.
- Accountability: Clear responsibility must be assigned for AI decisions and outcomes.
- Privacy and Security: AI systems must comply with privacy laws and protect sensitive data.
- Fairness and Non-Discrimination: AI must be free from bias and promote equitable outcomes.
- Human Oversight: AI must support, not replace, human decision-making in critical functions.

IMPLEMENTATION AND RISK MANAGEMENT

AI systems must be evaluated for:

- Privacy, security, and ethical risks.
- Potential impacts on community trust and service delivery.
- Compliance with relevant legislation and standards.

Risk mitigation strategies must be documented and reviewed regularly.

TRAINING AND CAPACITY BUILDING

Staff involved in AI projects must receive training on:

- Ethical AI use.
- Data governance and privacy.
- Bias detection and mitigation.

The Chief Executive Officer will ensure employees are informed of this policy.

| | |
|------------------------------|---|
| Relevant Legislation: | <i>Local Government Act 1995</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i> |
| Related Documents: | WA Government – Artificial Intelligence Policy Shire of Jerramungup Code of Conduct |
| Related Local Law: | N/A |
| Related Policies: | |
| Adopted: | 27 August 2025 |
| Last Reviewed: | 27 May 2026 |
| Next Review Date: | 2027 |



AP21 – PRIVACY AND RESPONSIBLE INFORMATION SHARING POLICY

MANAGEMENT PRACTICE: CYBER SECURITY AND DATA BREACH RESPONSE PLAN

DELEGATION: N/A

POLICY OBJECTIVE

To provide clear guidelines for the responsible management of data, ensuring the Shire of Jerramungup (Shire) handles personal information lawfully and ethically. It aligns with privacy laws and supports public administration while protecting individual privacy.

The policy also outlines how information is collected, stored, and managed, as well as providing guidance for responding to and preventing breaches, supporting responsible information sharing to enhance services and community outcomes.

POLICY SCOPE

This policy applies to all Council members, employees, external partners, contracted service providers, and volunteers who have access to, and are responsible, for the management of information on behalf of the Shire.

DEFINITIONS

| Term | Meaning |
|----------------------|---|
| Policy | This the Shire of Jerramungup policy titled “Privacy and Responsible Information Sharing” |
| Personal Information | Refers to both Personal Information and Sensitive Information as defined below; Personal Information Any information or opinion about an identifiable individual, regardless of its truth or format. Sensitive Information: A subset of Personal Information, including details about an individual’s: (a) Racial or ethnic origin (b) Political opinions or affiliations (c) Religious or philosophical beliefs (d) Membership in associations or unions (e) Sexual orientation or practices (f) Criminal record (g) Health, genetic, or biometric information (e.g., biometric templates or data used for verification). |

| | |
|---------------------------|---|
| Cookies | A small data file stored on a device's browser. Its purpose is to help a website keep track of the user's visits and activity. |
| Unique Identifiers | Numbers, codes, or data used to identify and track an individual, entity, or object within a system, such as: <ul style="list-style-type: none"> • Personal Identifiers (Tax File Number, Driver's License Number, Passport Number); • Digital Identifiers (IP Address, MAC Address) • Organisational Identifiers (Employee ID, Customer ID) • Object and Asset Identifiers (Barcode, QR Code, VIN (Vehicle Identification Number)) • Health Identifiers (Medicare Number, Health Record Number) |
| Automated Decision-Making | The process where systems or algorithms make decisions based on data and predefined criteria, without human involvement, often used to improve efficiency and service delivery. |
| De-identification | The process of removing personal details or replacing them with alpha-numerical codes, allowing data to be used for analysis while protecting privacy. |

POLICY STATEMENT

Information and Data Collection

The Shire collects information to deliver services and meet operational needs, including:

- Contact details (name, email, phone, addresses)
- Physical details (signature, image, voice)
- Identification details (birth certificates, passports, Medicare and concession information)
- Electronic details (bank information, TFNs, police clearance and workplace medicals)
- Vehicle and licensing data (as an agent of Department of Transport)

Information is gathered in different formats when engaging with the Shire for business purposes, including:

- Information provided in forms, applications, surveys and feedback channels
- Data on customer interactions with the Shire's website and online services
- Audio and visual content including phone calls, voicemails, CCTV, recorded meetings and transcripts

Information is only collected when necessary, with legal justification. The Shire notifies individuals when providing information is voluntary, and withholding non-essential data does not affect service access.

System-generated Information

The Shire's website uses cookies to collect anonymous traffic data to improve user experience. By using the website, individuals consent to receiving electronic messages at their provided contact address.

The Shire may review collected data and statistics to assess server activity, access to individual pages, and applications, with the aim of improving the delivery of information to its visitors. No effort is made to identify users or trace their online behaviour, except in the rare case of an investigation or to address issues related to a security breach or inappropriate activity.

The Shire's website may also include links to external sites that may be owned and controlled by third parties. Links to these sites do not indicate affiliation or endorsement by the Shire. Accessing third-party sites may be subject to terms and conditions that differ from those of the Shire, and using these links is at each individual user's own risk.

Information collected when interacting with the Shire-managed social media accounts, may be used to compile statistics that help focus communications. Users should be aware that these platforms handle personal information according to their own privacy policies, and are encouraged to familiarise themselves with these policies.

Use and Disclosure

The Shire uses personal information exclusively for the purpose it was collected, or for purposes that can be lawfully anticipated, including:

- Managing assessment records (rates) and other local government documentation
- Providing and sharing information about the Shire's current and future services and facilities
- Overseeing processes such as approval submissions, animal registration, financial administration, land use evaluations, and compliance with local laws and regulations

The Shire may disclose customer and stakeholder information to third parties under specific circumstances including legal requirements, consent, or public interest. Disclosure may occur for law enforcement, research, service improvement, or to fulfil the intended purpose of the information. Information may also be shared to prevent serious threats to individuals or public safety, address family violence, or comply with child protection obligations.

The Shire takes reasonable steps to ensure that any third party receiving personal information adheres to privacy and confidentiality requirements.

The Shire uses personal information in automated decision-making to improve services, operations, or provide targeted content within the community, ensuring these processes are transparent, fair, and compliant with legal requirements.

Unique Identifiers

The Shire manages unique identifiers securely and only collects them when necessary to perform its functions or meet legal requirements with access limited to authorised personnel.

When the Shire generates unique identifiers, it uses them exclusively for internal purposes and ensures they are neither shared nor applied beyond the systems where they are created.

When identifiers are no longer required, the Shire de-identifies personal information by removing or replacing details with codes or general data. This ensures privacy while allowing the data to be used for analysis or other purposes.

Data Storage and Protection

The Shire is committed to securely storing and protecting personal information, ensuring it is accessed only for approved purposes. The Shire actively works to safeguard against misuse, loss, unauthorised access, and disclosure, with storage and protection methods complying with the *WA State Records Act 2000* and relevant standards.

When personal information is no longer needed, the Shire takes appropriate steps to securely destroy or de-identify it, unless required by law to retain it. Personal information is kept only as long as necessary to fulfil its purpose and legal requirements, after which it is securely destroyed or anonymised.

If personal information is transferred or stored outside Australia, the Shire ensures it is protected using secure methods such as encryption and compliance with relevant data protection laws. Any third parties involved are also required to adhere to strict privacy standards to safeguard the information and prevent unauthorised access.

Safeguarding Transactions

Security measures employed by the Shire include encryption, multi-factor authentication, and risk assessments, put in place to protect information.

The Shire website may contain links to third-party websites which are outside of the Shire's control and are therefore not covered by these conditions. The Shire accepts no responsibility for the security, content accuracy, or privacy practices of external sites.

Whilst the Shire takes all reasonable steps to protect details held, as with all information transmitted over the internet, complete security is not guaranteed.

Accessing Personal Information

To manage access to personal information, the Shire implements strict controls, ensuring only authorised personnel can view or handle the data. Access is granted based on roles and responsibilities, with regular reviews to ensure compliance with privacy policies. Security measures such as encryption and secure login protocols are also in place to protect personal information.

The Shire, in line with Australian privacy law, allows individuals to request amendments to their personal information if it is deemed inaccurate, outdated, incomplete, irrelevant, or misleading. This includes updating superseded details or rectifying inaccuracies, deficiencies, or false information. Individuals can also request annotations to clarify or challenge their records.

All requests are to be submitted in writing and may require formal identification before changes are made. Requests and applications can be directed to the Freedom of Information Officer (FOI):

- By email: council@jerramungup.wa.gov.au
- By post: PO Box 92 Jerramungup WA 6337, or
- In person: 8 Vasey Street, Jerramungup WA 6337

Further information can be obtained from the Shire's Freedom of Information Statement.

Complaints and Breaches

The Shire addresses complaints promptly, following established procedures to resolve them, and ensures privacy law compliance if personal information is involved. The designated FOI Officer manages and records complaints, committed to responding promptly once all necessary information is received. Any unavoidable delays should be communicated to the complainant.

The Chief Executive Officer oversees compliance with privacy obligations and ensures the Shire meets statutory requirements, reinforcing the commitment to privacy protection and transparent responses.

The Shire acts swiftly to minimise harm and protect affected individuals during a data breach, notifying them immediately and investigating the cause. The Shire strengthens data protection measures and ensures compliance with relevant laws to prevent future breaches.

A privacy interference may lead to a notifiable breach, including unauthorised access, disclosure, or loss of information. Individuals can escalate concerns to the Information Commissioner of Western Australia, who assists in submitting privacy complaints.

| | |
|------------------------------|--|
| Relevant Legislation: | <i>Privacy and Responsible Information Sharing Act 2024 (PRIS Act)</i> |
| Related Documents: | Freedom of Information Statement Management Practice – Cyber Security and Data Breach Response Plan |
| Related Local Law: | N/A |
| Related Policies: | N/A |
| Adopted: | 25 February 2026 |
| Last Reviewed: | 27 May 2026 |
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