Policy Manual

Shire of Beverley

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1. Accounting & Finance

1.1 Depreciation

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**Depreciation**
Objective:	**To establish the depreciation method and rates for the Shire of Beverley.**

Policy

Depreciation - Method
All Property, Plant and Equipment to be depreciated using the straight line method.
From 1 July 1993, assets are to be depreciated from date of acquisition or, in the case of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation – Rates
All Property, Plant and Equipment, including freehold land, are depreciated as follows:

Land (freehold)	-	Nil
Buildings	-	25 to 50 years
Plant and Equipment	-	5 to 50 years
Furniture and Equipment	-	3 to 10 years
Sealed Roads and Streets – pavement	-	40 years
Sealed Roads and Streets – bituminous seals	-	15 years
Sealed Roads and Streets – asphalt surfaces	-	15 years
Gravel Roads – pavement	-	40 years
Footpaths – slab	-	48 years
Bridges	-	100 years
Water supply piping and drainage systems	-	54 years
Parks and Ovals	-	25 years

Policy Amended: 25 February 2026

1.2 Annual and Long Service Liability

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ANNUAL AND LONG SERVICE LIABILITY**
Objective:	**To establish annual and long service liabilities.**

Policy

Each year, the accrued liability for annual leave and long service for that year is calculated on the presumption that all employees remain in service.

Employees are to accrue no more than 40 days annual leave.

Council may allocate funds to the Leave Reserve to cover the liability if leave is not taken within the current financial year.

Policy Amended: 25 October 2016

1.3 Corporate Credit Card

Policy Type:	Finance and Accounting
Date Adopted:	September 2014

Policy No:	**AF003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CORPORATE CREDIT CARD**
Objective:	**To provide Council and Staff with consistent guidelines for the use of the Credit Card.**

Policy

Use of the Corporate Credit Card
The use of the Corporate Credit Card is only approved if there is a demonstrated need and advantage to the Shire. These include:

- Elimination or reducing time spent on paper based ordering and payments;
- Reduction of administrative costs;
- Reducing the number of payments per month;
- Provision of a useful resource in an emergency situation; and
- Reducing the need to carry cash on the premises.

Applications for a Corporate Credit Card and Approval
All applications for a Corporate Credit Card shall be approved by the Chief Executive Officer.

In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

Register
A register shall be maintained by the Deputy Chief Executive Officer of any Credit Cards issued. The register shall include:

- Date of approval by Chief Executive officer;
- Name of card holder;
- Conditions of use of the card; and
- A review date for continuing use of the card, not exceeding 24 months.

Issuing of Corporate Credit Cards to Elected Members
(1) The Local Government Act does not make provision for the issuing of credit cards to Elected Members. (A Local Government can only pay allowances or reimburse expenses to an Elected Member).

(2) Elected Members shall not be issued with a Corporate Credit Card as there are no provisions within the Act which allow an Elected Member to incur a debt.

Policies and Procedures Governing the Use of the Corporate Credit Card
The following shall be controlling the use of the Corporate Credit Card:

General:

- An agreement is to be signed by the cardholder, which sets out the cardholder's responsibilities and legal obligations when using the Credit Card;
- A register by the Deputy Executive Officer of all current cardholders should be kept which includes card numbers, expiry date of the Credit Card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders shall be provided with a copy of the policies relating to the use of Credit Cards;
- When an employee misplaces their Credit Card, they shall promptly report the matter to the Deputy Chief Executive Officer who shall immediately cancel the card;
- When on leave for 4 weeks or longer, the cardholder is to hand in their credit card to the Deputy Chief Executive Officer until their return;
- Credit Cards shall not be transferred to other users;
- Use of the reward schemes, such as Fly Buys, will not be permitted for personal gain;
- All surrendered Credit Cards shall be destroyed by the Deputy Chief Executive Officer in the presence of another employee;
- In the event that a cardholder fails to comply with the policy's requirements, the Chief Executive Officer shall withdraw the use of the Corporate Credit Card and take appropriate disciplinary action.
- All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities; and
- The use of Corporate Credit Cards for personal entertainment uses is prohibited.

Purchasing

- Credit Cards shall only be used for purchasing goods and services on behalf of the Shire;
- Personal expenditure is strictly prohibited;
- A Credit Card shall not be used for cash withdrawals;
- Maximum credit limit shall be based on the cardholder's need and approved by the Chief Executive Officer and Council. The following will be used as a guide: -

Maximum credit limit and transaction limit per card will be as follows:

Name	$ Credit Limit Per Month	$ Maximum Credit Limit per Transaction
Chief Executive Officer	10,000.00	5,000.00
Manager of Works	5,000.00	5,000.00
Avondale Museum	500.00	500.00

- Purchases made by email, telephone or over the internet to be authorised by the Chief Executive Officer and all paperwork is to be kept and payments verified;

Payments

- The cardholder shall provide appropriate and sufficient documentary evidence of all charges, as required, on a regular basis;
- Time frames for all payment of accounts shall be monitored by the Deputy Chief Executive Officer to ensure that credit charges are minimised and accounts are paid so as not to incur a penalty or interest;
- Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval – the Chief Executive Officer shall refer any such instances to the Deputy Chief Executive Officer.

- A separate itemised account will be presented to Council each month as part of the “Accounts Paid by Authority” Agenda item.

Policy Amended: 25 October 2016
Policy Amended: 26 September 2017
Policy Amended: 27 August 2019
Policy Amended: 25 August 2020
Policy Amended: 23 November 2021
Policy Amended: 25 February 2026

1.4 Investing Surplus Funds

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Financial Management Act 2006

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**INVESTING SURPLUS FUNDS**
Objective:	**To provide guidelines for investing surplus funds.**

Policy

1. The Deputy Chief Executive Officer reviews the cash position of the Council. During the review the Deputy Chief Executive Officer considers such things as the balance of sundry creditors and debtors, supply orders outstanding, normal operating expenses such as payroll and loan repayments and any other abnormal payments.

2. Any cash held, in excess of current requirements, is transferred to interest bearing term deposits for an appropriate period of time. The maximum periods are set as follows:

   Municipal Account 1 year
   Reserve Account 1 year

3. The nature, location and transactions relating to each investment are documented in an investment register (Financial Management Regulation 19 (2)). Investments are reconciled and recorded in the general ledger each month and are reported to Council.

Policy Amended: 19 December 2023

1.5 Bank Accounts and Payments

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF005**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Local Government Act 1995

Legal (Subsidiary):

1. LG (Financial Management) Regulations 1996

ADOPTED POLICY	
Title:	**BANK ACCOUNTS AND PAYMENTS**
Objective:	**To provide a signing policy for all bank accounts.**

Policy

1. That the Chief Executive Officer and the Deputy Chief Executive Officer are the authorised signatories to enable effective and efficient payment of accounts on behalf of the Shire of Beverley.

2. All payments including the Municipal Fund, the Trust Fund, Payroll and all Electronic Fund Transfers must have the signatures of **both** the Chief Executive Officer and the Deputy Chief Executive Officer.

3. Where either the Chief Executive Officer or the Deputy Chief Executive Officer are unavailable, the payment will be authorised by one Councillor and either the Chief Executive Officer or the Deputy Chief Executive Officer.

4. Where both the Chief Executive Officer and Deputy Chief Executive Officer are unavailable, the President or if the President is unavailable, the Deputy President and one Councillor may authorise payments.

5. Where the Chief Executive Officer or Deputy Chief Executive Officer are claimants for an expense reimbursement, they may authorise the payment and report it to Council in the Accounts Paid by Authority.

Policy Amended: March 2015
Policy Amended: May 2015
Policy Amended: 27 August 2019
Policy Amended: 25 February 2026

1.6 Rates Recovery

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF006**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RATES RECOVERY**
Objective:	**To collect all rates, annual charges and user charges due to Council in an efficient and effective manner. This policy is also to ensure that ratepayers who do not meet their obligations to Council will be treated in a fair and consistent manner by providing firm guidelines for the Rates Officer to follow.**

Policy

Council authorises the Chief Executive Officer to make arrangements with ratepayers to clear debts and further Council authorises the Chief Executive Officer to take appropriate action to recover overdue Rates and Charges, ensuring the most cost effective method is used.

There will be no general distinction made for pensioners or any class of ratepayer, with each case being individually dealt with according to the circumstances. Council is aware that at different times ratepayers may experience genuine hardship in meeting rate payments and upon application suitable arrangements for the payment of rates will be considered.

The Shire of Beverley levies rates on an annual basis, with some exceptions. In accordance with legislation the ratepayer is given a minimum of 35 days, from the date of issue, to pay their rates. After this date, if an instalment option has not been chosen, rates are considered overdue and in arrears. Arrears are subject to a penalty interest, calculated daily.

- Where rates remain outstanding 14 days after the due date shown on the Rate Notice and the ratepayer has NOT elected to pay by the 4-instalment option, an Overdue Notice shall be issued requesting full payment within 7 days.

- Where rates still remain outstanding after the 7 days, a Final Notice shall be issued requesting immediate payment.

- Rates remaining unpaid after the expiry date on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons.

- Where a payment still remains outstanding, despite the issue of a Notice of Summons, and the ratepayer has not entered into a payment arrangement a Claim (Summons) will be issued for recovery, provided the debt is greater than $1,000.

- Where a Claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by a Collection agency to secure payment of the debt.

- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.

- Payments by Special Arrangement' instalments will be calculated so that the minimum repayment will clear, or substantially reduce, the balance owing by the end of the current financial year, with a minimum repayment of $50/week. A new arrangement must be entered into each financial year.

- Failure to adhere to a payment arrangement that has been put in place will result in legal action for recovery of unpaid rates and charges.

- Legal proceedings will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order (PSSO) against goods and land if necessary.

- If a Property Seizure and Sale Order (PSSO) against land is proposed, to collect outstanding rates due, on a property where the **owner resides**, approval of Council shall be obtained before the PSSO is lodged.

- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.

- In cases where the owner of a leased or rented property, on which rates are outstanding, cannot be located, or refuses to settle rates owed, notice will be served on the lessee or tenant under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee or tenant to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

- Where the owner is registered for a pensioner rebate on rates and ESL (where the deferment option may be available) or where the owner is registered for a seniors rebate (25% & no deferment option); debt recovery may proceed for the collection of unpaid charges which are not subject to a rebate or deferment (eg: rubbish collection charges).

- Where a Rates and Charges debt remains outstanding for 3 years and legal proceedings have not been successful, Council will, under section 6.64 of the *Local Government Act 1995*:

  - Take possession of the land;
  - Lease the Land;
  - Transfer the land to the Crown; or
  - Sell the land.

Policy Amended: 23 November 2021

1.7 Purchasing and Procurement

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF007**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1. Local Government Regulations 1996

ADOPTED POLICY	
Title:	**PURCHASING AND PROCUREMENT**
Objective:	**To ensure consistency for all purchasing activities that occur within all the Shire of Beverley operational areas and to provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.**

Policy

INTENT

The intent of this policy is to provide clear direction to staff when carrying out purchasing of goods and services for the Shire of Beverley and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner that provides transparency and accountability of the procurement process. This policy:

- Provides the Shire of Beverley with an effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Beverley receives value for money in its purchasing.
- Provides for the Shire of Beverley to consider the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Beverley is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Apply purchasing practices that withstands probity.

ETHICS AND INTEGRITY

All officers and employees of the Shire of Beverley shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the good standing of the Shire of Beverley.

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

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Beverley policies and code of conduct;

- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire of Beverley by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

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

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

- All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and
- Competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be demonstrable benefits over and above the lowest total priced, conforming offer.

SUSTAINABLE PROCUREMENT

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

The Shire of Beverley is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with any Shire of Beverley sustainability objectives.

PURCHASING THRESHOLD

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Requirements
Up to $5,000	Direct purchase from supplier at purchaser(s) discretion.
$5,001 - $29,999	One written quote.
$30,000 - $49,999	Obtain at least two written quotations.
$50,000 - $249,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
$250,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than

$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

The Chief Executive Officer may, where it is not possible to obtain the minimum quotations or in any other justifiable circumstances, waive the need to seek the required number of quotations prior to undertaking a purchase.

All parties providing quotations are to be notified if they are unsuccessful (note successful parties will be notified formally by issue of a purchase order).

The Shire of Beverley will compile and maintain a preferred list of suppliers if the Chief Executive Officer believes it is warranted. Only one quote, unless considered prudent to seek more, is required for prospective purchases made from a supplier listed on the Shire's preferred list of suppliers.

Up to $5,000

Where the value of procurement of goods or services does not exceed $5,000, direct purchase from the supplier may be made. However, it is recommended to use discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

$5,001 to $29,999

This category is for the procurement of goods or services where the value of such procurement ranges between $5,001 and $29,999.

A (one) written quotation is required.

The general principles for obtaining written quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Beverley employee seeking the quotations;
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;

Record keeping requirements must be maintained in accordance with record keeping policies.

$30,000 to $49,999

For the procurement of goods or services where the value exceeds $30,000 but is less than or equal to $49,999, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

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

Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then value for money and all evaluations documented.
- Respondents should be advised as soon as possible after the final determination is made and approved.

$50,000 to $249,999

For the procurement of goods or services where the value exceeds $50,000 but is less than or equal to $249,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

For this procurement range, the selection should not be based on price alone, and it is recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

REGULATORY COMPLIANCE

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Beverley shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $250,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Beverley shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;

detailed information shall include:

- detailed specifications of the goods or services required;
- the criteria for deciding which (if any) tender should be accepted;and
- how tenders are to be submitted: by hand, post or other electronic means

Issuing Tender Documentation
Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information.

Tender Deadline
A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders
No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

At least two Shire of Beverley Officers should be present at the opening of physical tenders. WALGA E-Quotes are an exception and can be opened by one officer.

No Tenders Received
Where the Shire of Beverley has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between $50,000 and $249,999 (listed above);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation
Tenders that have not been rejected shall be assessed by the Shire of Beverley by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender
If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Beverley may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation
If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Beverley and tenderer have entered into a Contract, a minor variation may be made by the Shire of Beverley.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome
Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer.

- The total value of consideration of the winning offer.

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management
All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

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

For a direct purchasing process this includes:

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

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Beverley internal records management policy.

OFFICERS AUTHORITY TO PURCHASE

1. No person shall acquire any goods and/or services without first having issued an order form to the relevant provider.

   (In the case where multiple purchases are made from local businesses, order forms shall be given to the supplier at least every month.)

2. Only those persons authorised to sign purchase orders shall be permitted to acquire goods and/or services.

3. The following persons are authorised to sign purchases orders:

CEO …….....	**GENERAL AUTHORITY**
DEPUTY CEO ……	**GENERAL AUTHORITY**
MANAGER OF WORKS ……..	**GENERAL AUTHORITY**
BUILDING SURVEYOR ……	**$3,000 MAX**
BUILDING MAINTENANCE OFFICER……..	**$3,000 MAX**
COMMUNITY EMERGENCY SERVICES MANAGER……..	**$5,000 MAX**
TOWN PLANNER ……	**$3,000 MAX**
LEADING HAND……	**$2,000 MAX***
MOTOR MECHANIC…..……..	**$4,500 MAX**
LEADING HAND GARDENER……	**$2,000 MAX**
ENVIRONMENTAL HEALTH OFFICER……..	**$3,000 MAX**

* EXEMPTION is granted for purchase of fuel stocks.
All acquisitions should be in accordance with budget provisions or to a maximum specified cost.

Policy Amended: 26 May 2020
Policy Amended: 28 July 2020
Policy Amended: 23 November 2021
Policy Amended: 19 December 2023
Policy Amended: 25 September 2024
Policy Amended: 25 February 2026

1.8 Petty Cash

Policy Type:	Accounting and Finance
Date Adopted:	September 2014

Policy No:	**AF008**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**PETTY CASH POLICY**
Objective:	**To provide direction in the appropriate use of petty cash and associated reconciliation.**

Policy

Petty Cash on hand is to be to a maximum of $700 and is to be securely stored in a locked cash box in the Administration Office safe.

Use of petty cash is restricted to the purchase of incidental items when cash is required and may include Transport Licencing transactions, such as number plate changes, and impromptu donations to charity.

The Senior Finance Officer is to monitor petty cash and reconcile quarterly, with any balancing funds to be drawn from Council's Municipal account by way of cheque requisition.

Appropriate tax invoice or other evidence of petty cash use is to be given to the Senior Administration Officer so that petty cash balance can be reconciled.

Use of petty cash for any purpose is to be authorised by the Chief Executive Officer or in their absence, the Deputy Chief Executive Officer.

Policy Amended: 25 February 2026

1.9 Rates – Special Payment Agreements

Policy Type:	Accounting and Finance
Date Adopted:	February 2015

Policy No:	**AF009**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**SPECIAL PAYMENT AGREEMENTS**
Objective:	**To Achieve Timely Payment of Rates**

Policy

Where a ratepayer cannot pay their Rates account in full and, for whatever reason, is not able to pay by instalments, they may request to pay by a Special Payment Agreement.

Any Special Payment Agreement is to be authorised by the Chief Executive Officer, who may use their discretion when determining payment amounts and frequency.

However, all payments under a Special Payment Agreement are to be finalised by 30 June in the same rating year.

Any variance to the agreed Special Payment Agreement may lead to the agreement being void.

The Chief Executive Officer may use their discretion in voiding Special Payment Agreements.

Only Current year rates are to be paid by Special Payment Agreement.

Special Payment Agreement payments are to be by direct debit only.

All Rates in arrears are to be cleared before a Special Payment Agreement can be entered into.

Penalty interest at the current interest rate will still be applied to any outstanding amounts.

An Administration Fee of $30 is to be applied to each Special Payment Agreement.

The Chief Executive Officer to report Special Payment Agreements to Council via the Information Bulletin.

1.10 Asset Capitalisation

Policy Type:	Accounting and Finance
Date Adopted:	24 March 2015

Policy No:	**AF010**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Local Government Act 1995

Legal (Subsidiary):

1. Local Government (Financial Management) Regulations 1996

ADOPTED POLICY	
Title:	**ASSET CAPITALISATION**
Objective:	**To establish the method to record Assets**

Policy

Assets are required to be capitalised and recorded on Council's Asset Register

1. Fixed assets less than $5,000.00 in value (individual or grouped), are to be fully expensed at the time of purchase.

2. Where appropriate, fixed assets of a value less than $5,000.00 (individual or grouped), are to be recorded in a Small Plant and Equipment Inventory.

3. Fixed assets over $5,000.00 in value (individual or grouped), are to be classified, recorded in the Asset Register, and depreciated as set out in the Depreciation Policy (AF001).

Policy Amended: 21 February 2017
Policy Amended: 28 August 2018

1.11 Related Party Disclosure

Policy Type:	Accounting and Finance
Date Adopted:	22 August 2017

Policy No:	**AF011**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. AASB 124

Legal (Subsidiary):

1. Local Government Act 1995
2. Local Government (Financial Management) Regulations 1996.

ADOPTED POLICY	
Title:	**RELATED PARTY DISCLOSURE**
Objective:	The objective of the Policy is to ensure that the existence of certain related party relationships, related party transactions and information about the transactions, necessary for users to understand the potential effects on the Financial Statements are properly identified, recorded in Council's systems, and disclosed in Council's Annual Financial Report in compliance with AASB 124

Policy

BACKGROUND
The relevant standard for the purpose of this Policy is *AASB 124 Related Party Disclosures*, July 2015 (AASB 124).

POLICY STATEMENT
Council in complying with disclosure requirements in AASB 124, will;

(1) identify related party relationships, related party transactions and ordinary citizen transactions;

(2) identify information about the related party transactions for disclosure;

(3) establish a procedure to capture and record the related party transactions and information about those transactions;

(4) identify the circumstances in which disclosure is required; and

(5) determine the disclosures to be made about those items in the Annual Financial Report for the purpose of complying with AASB 124.

Refer to Shire of Beverley Related Party Disclosure Procedure Guidelines.

Policy Amended: 27 August 2019

1.12 Rates – Rates Exemption (Non-Rateable Land)

Policy Type:	Accounting and Finance
Date Adopted:	26 June 2018

Policy No:	**AF012**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RATES EXEMPTION (NON-RATEABLE LAND)**
Objective:	**To Apply Rates Exemptions for Non-Rateable Land**

Policy

This policy aims to provide guidance to Council and Council Staff when determining if rate exemption status applies to 'non-rateable land'.

Legislation
All land in an area is rateable unless it is exempt from rating. Rate exemptions may apply under specific circumstances for entities such as public benevolent institutions and public charities.

Rate Exemptions are legislative, and must be compliant. In accordance with the Local Government Act 1995 – 6.26. Rateable Land; (2) The following land is not rateable land -; (g) land used exclusively for charitable purposes.

Definition – Charitable Purpose
A charitable purpose is defined at common law, as it is not currently defined in the Local Government Act 1995.
trusts for the relief of poverty; trusts for the advancement of education; trusts for the advancement of religion; or trusts for other purposes beneficial to the community.

Statement – The Shire of Beverley is committed in assisting Charitable Organisations based within the Shire who provide assistance to members of the public.
Organisations are required to evidence their right to an exemption, and demonstrate the land is used exclusively for charitable purposes.

Application of the Policy
General rules for application will include the following considerations.
Criteria –
An application for Charitable Rate Exemption status must be made in writing by completing a Request for Charitable Rate Exemption Form (Appendix A) and provide any supporting documentation according to the checklist on the application form.
The applicant applying for more than one property must submit a separate application for each property. This supports the principle that it is 'land use', not the applicant that is being assessed.
If the property is leased, a copy of the lease is required with the application.

Determination
Applicants will be notified in writing of the Council's decision, with correspondence to include details of:
The date the exemption applies from, the section of the LG Act applicable to the exemption, the review period (ie. 2 years); and the amount of general rates reversed.
Where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service charges (eg Rubbish collection charges, etc).

Objection
An objection should be made by the person named in the rate record as the owner of land or by the agent or attorney of the person. Where the property is leased, it should be by the leasee or by the agent or attorney of that person. Where the application is refused, the applicant may object under s. 6.76 of the Local Government Act 1995, on the basis that the land or part of the land was not rateable land. The applicant has the right to appeal a decision made under s. 6.76 to the State Administrative Tribunal (SAT).

Reviews
All properties holding rate exemption status from rates will be subject to reviews at least every 2 years to ensure continued rating exemption.

Delegation of Authority
All properties holding rate exemption status applies. Council delegates authority to Chief Executive Officer to approve applications that meet all the eligibility criteria.

Roles and Responsibilities
The Chief Executive Officer shall be responsible for the application of delegations of authority in regards to the policy.
The Deputy Chief Executive Officer shall be responsible for referring matters to Council in regards to this policy.
The Finance Officer, shall be responsible for the review and monitoring of the operation of the policy and be responsible for the day to day operations of the policy.

Relevant Documents

Local Government Act 1995 – Section 6.26
Rates & Charitable Land Use Exemption Applications – WALGA Best Practise Guidelines
Request for Charitable Rate Exemption Form (Appendix A)

Appendix A

Application for Rates Exemption – Non Rateable Land

Property Details
Assessment # _____

Property Address - _____

Property Owner Details
Applicant Name - _____

Owner Name (if different from above) - _____

Postal Address - _____

E-mail Address - _____

Contact Phone Number - _____

Applicant Details
Contact Person_____Position_____

Postal Address - _____

E-mail Address - _____

Contact Phone Number - _____

Current Use of Property
Please quote which sub-section of the Local Government Act 1995 are you claiming the rates exemption under (see over) - _____
What is the Property Used For - _____

Signature _____Date _____

Office Use Only
Title Checked -_____
Organisation Incorporated - _____

Approved/Denied _____ Date_____

Non Rateable Land

Council can apply rates and charges to all land, with the following exceptions as per section 6.26, sub-sections s6.26(2) to s6.26(6) of the Local Government Act 1995.

6.26 (2) The following land is not rateable land –

(a) land which is the property of the Crown and –

(i) is being used or held for a public purpose; or

(ii) is unoccupied, except –

(1) Where any person is, under paragraph (e) of the definition of Owners in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or

(2) Where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land; and

(b) land in the district of a local government while it is owned by the local government and is used for the purposes of the local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

(c) land in a district while it is owned by a regional local government and is used for the purposes of the regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and

(e) land used exclusively by a religious body as a school for the religious instruction of children; and

(f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and

(g) land used exclusively for charitable purposes; and

(h) land vested in trustees for agricultural or horticultural show purposes; and

(i) land owned by Co-operative Bulk Handling Limited or lease from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that company and used solely for the storage of grain where that company has agreed in writing to make a contribution to the local government; and

(j) land which is exempt from rates under any other written law; and

(k) land which is declared by the Minister to be exempt from rates.

(3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2) (i) either that company or the local government may refer the matter to the Minister for determination of the term of the agreement and the decision of the Minister is final.

(4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.

(5) Notice of any declaration made under subsection (4) is to be published in the Gazette.

(6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.

1.13 Emergency Hardship Policy – Policy Suspended

Policy Type:	Accounting and Finance
Date Adopted:	28 April 2020

Policy No:	**AF013**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**EMERGENCY FINANCIAL HARDSHIP POLICY (POLICY SUSPENDED)**
Objective:	**To ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect during a community emergency event (not personal emergency).**

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from a community wide emergency, the Shire of Beverley recognises that these challenges will result in financial hardship for some.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Scope

This policy applies to:

1. Rates and service charges levied.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers 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.

Statement

Payment difficulties, hardship and vulnerability***

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

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 Beverley recognises the likelihood that an emergency will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to an Emergency

We recognise that many ratepayers are already experiencing financial hardship due to an emergency. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations arising from an emergency situation.

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers 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. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

The Chief Executive Officer will have delegated authority (and in consultation with the Rates Officer) to determine whether a hardship case exists or not based on the supporting documents and evidence provided by the applicant.

Supporting documents include:

2 months of payslips showing decrease in hours/pay due to the emergency;

Letter from previous employer stating employment termination due to the emergency;

Statutory Declaration from a person who is being cared for as a result of the emergency;

Medical Certificate noting inability to work/reduction in work ability due to the emergency.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer 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 will be responsible for informing the Shire of Beverley of any change in circumstance that jeopardises the agreed payment schedule.

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

Interest Charges

A ratepayer 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.

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.

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 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the financial year.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995.*

Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we 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.

Summary

In summary Council delegate the Chief Executive Officer authorisation to:

1. consider offering, upon request, a waiving of interest on outstanding rates between emergency dates, where rates payment will be delayed for those businesses directly affected by Commonwealth and State Government's control measures;
2. consider offering, upon request, a waiving of interest on outstanding rates between emergency dates for those individuals that can demonstrate hardship due to the emergency;

Policy Suspended: 23 November 2021
Policy Changed: 25 October 2022

1.14 Regional Price Preference

Policy Type:	Accounting and Finance
Date Adopted:	28 July 2020

Policy No:	**AF014**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Local Government Act 1995 – Sections 3.57, 5.41
2. State Records Act 2000

Legal (Subsidiary):

1. Local Government (Functions and General) Regulations 1996 – Part 4A Regional price Preference.

ADOPTED POLICY	
Title:	**REGIONAL PRICE PREFERENCE**
Objective:	**To promote and support local businesses and the community by giving preferential consideration to Regional Businesses and Regional Content when considering the provision of goods and services via tender and quotation.**

Policy

Regional Business Preference
This preference enables businesses within the Prescribed Area to claim a price preference for their whole bid.

The preference will apply to all quotations of $10,000 or greater, and all tenders invited by the Shire of Beverley.

To qualify as a Regional Business, a business must meet the following conditions:

1. A permanent office in the Prescribed Area for at least six (6) months prior to the closing date of tenders/quotations.
2. Permanent Staff based in the prescribed area.
3. The Regional Business is required to provide written evidence within the quotation/tender submission which demonstrates compliance with condition 1 and 2.

Regional Content Preference
This preference enables businesses not located within the Prescribed Area to claim a price preference for the goods and/or services purchased from within the Prescribed Area.

Note: Travel and accommodation costs associated with sending Staff/Sub Contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the “Regional Content Preference”.

The preference will apply to all quotations of a collective value of $10,000 or greater, and all tenders invited by the Shire of Beverley. Businesses wishing to claim the Regional Content Preference are required to provide written evidence as described within the request for quotation/tender documentation. Businesses outside the Prescribed Area, who claim that they will use Regional Content in the delivery of the contract outcomes, will be required, as part of the contract conditions, to demonstrate that they have actually used them.

Price Preference
Preference will be given to a regional business by assessing their submission as if the price bids were reduced by:

(a) 10% (up to a maximum price reduction of $50,000) for goods and services; or
(b) 5% (up to a maximum price reduction of $50,000) for construction (building) services ; or
(c) 10% (up to a maximum of $500,000) for goods or services including construction (building), if 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 Council.

Value for Money
Whilst price is a competitive consideration in the provision of goods and services via quotation and/or tender, it is only one aspect of the evaluation process. Value for Money principles, as described within AF007 Purchasing and Procurement will be employed by assessing the price component in conjunction with the quotation/tender selection criteria and requirements.

Prescribed Area
The Prescribed area is the Wheatbelt.

Responsibilities
The Shire of Beverley, where practicable will:

1. Ensure that the application of a local price preference is clearly identified within the quote or tender documentation to which the preference is to be applied.
2. Operate this policy in conjunction with the Shire of Beverley Purchasing and Procurement Policy AF007 for tenders and quotations when evaluating and awarding contracts.

Legislation
Local Government (Function and General) Regulations 1996 Part 4A were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Tender to accept. A price preference can only be applied if a local government authority has advertised and adopted a regional price preference policy.

Policy Amended: 25 February 2026

2. Administration

2.1 Policy Manual

Policy Type:	Administration
Date Adopted:	September 2014

Policy No:	**A001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**POLICY MANUAL**
Objective:	**To effectively review the Policy Manual.**

Policy

Council shall maintain a manual and up to date recording of the various policies of Council.

1. Additions, deletions and amendments to Council policy shall only be effected by an absolute majority of Council.

2. A review of the Policy Manual shall be conducted annually, and as and when a policy is varied by Council.

3. The Policy Manual shall be available for public inspection and comment free of charge at the Shire Administration Office. Copies will be made available for sale at a cost set by the Shire of Beverley's current fees and charges.

Policy Updated: 25 October 2016

2.2 Legal Advice

Policy Type:	Administration
Date Adopted:	September 2014

Policy No:	**A002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**LEGAL ADVICE**
Objective:	**To allow the Chief Executive Officer to seek legal advice.**

Policy

The Chief Executive Officer is authorised to obtain or grant officers permission to obtain from solicitors or barristers such legal advice and opinion as is deemed necessary to enable the proper legal administration of Council's business and in support of a report or submission to Council or a Committee on matters which require advice from legal authority.

Policy Amended: 25 October 2022
Policy Amended: 25 February 2026

2.3 Risk Management

Policy Type:	Administration
Date Adopted:	December 2014

Policy No:	**A003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RISK MANAGEMENT**
Objective:	**The Shire of Beverley ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.**

Policy

It is the Shire's Policy to achieve best practise (aligned with AS/NZS ISO 31000:2019 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

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

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

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

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

The Risk Management Governance Framework document, outlines the full Risk Management Policy and Procedures.

Policy Amended: 27 August 2019
Policy Amended: 25 February 2026

2.4 Public Interest Disclosure

Policy Type:	Administration
Date Adopted:	September 2014

Policy No:	**A004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Public Interest Disclosure Act 2003

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**PUBLIC INTEREST DISCLOSURE**
Objective:	**To comply with necessary obligations under the Public Interest Disclosure Act 2003.**

Policy

Support for Staff who make Public Interest Disclosures
The Shire of Beverley does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Beverley and its officers, employees and contractors.

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

The Shire of Beverley will take all reasonable steps to provide protection to staff that make *such* disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Beverley does not tolerate any of its officers, employees or contractors *engaging* in acts of victimisation or reprisal against those who make public interest disclosures.

These internal procedures provide for the manner in which the Shire of Beverley will comply with its obligations under the *Public Interest Disclosure Act 2003*.
They provide for the manner in which:

- disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- the PID Officer shall investigate the information disclosed, or cause that information to be investigated.
- the PID Officer may take action following the completion of the investigation.
- the PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence.
- the confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained.
- records as to public interest disclosures shall be maintained and reporting obligations complied with.

Object of the Act
The Public Interest Disclosure Act 2003 commenced operation on 1 July 2003. The object of the Act is to:

- facilitate the disclosure of public interest information;
- provide protection for those who make disclosures; and
- provide protection for those who are the subject of a disclosure.

This is achieved by:

- protecting the person making the disclosure from legal or other action;
- providing for the confidentiality of the identity of the person making the disclosure and a person who is the subject of a disclosure; and
- providing remedies for acts of reprisal and victimisation that occur substantially because the person has made a disclosure.

The rights and obligations created by the Act are described in Appendix 1 to these Procedures.

[Note for Public Authorities:

The text at Part I of these Guidelines should be reproduced as an Appendix to the Internal Procedures, for the information of PID Officers and staff and customers of the public authority]

Designation of Public Interest Disclosure (PID) Officer
The person from time to time holding or acting in the position of **Deputy Chief Executive Officer** is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Beverley. The PID Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the Shire of Beverley.

The contact details of the PID Officer are as follows:

Deputy Chief Executive Officer
PO Box 20
BEVERLEY WA 6304

Phone: 9646 1200
dceo@beverley.wa.gov.au

After assuming or beginning to act in the position of **Deputy Chief Executive Officer** the person holding or acting in that position must forward a completed PID Officer's Declaration (see FORMS) to the Office of the Public Sector Standards Commissioner. A copy of the completed PID Officer's Declaration shall be retained on a file to be kept for that purpose.

The person holding or acting in the position of **Deputy Chief Executive Officer** at the commencement of these procedures shall forward a completed PID Officer's Declaration to the Office of the Public Sector Standards Commissioner as soon as is practicable. A copy of the completed PID Officer's Declaration shall be retained on a file to be kept for that purpose.

Corruption and Crime Commission The Act also provides for the Corruption and Crime Commission to receive public interest disclosures of information relating to an offence under State law. Subsequent references in these procedures to the PID Officer shall be taken to include an employee or officer of the Commission who receives, on behalf of the Commission, information relating to an offence under State law.

Police The Act also provides for any police officer to receive public interest disclosures of information relating to an offence under State law. Subsequent references in these procedures to the PID Officer shall be taken to include an officer who receives a public interest disclosure relating to an offence under State law.

Ombudsman The Act also provides for the Ombudsman to receive public interest disclosures of information relating to matters of administration within the jurisdiction of the Ombudsman, and matters relating to most public officers. Subsequent references in these procedures to the PID Officer shall be taken to include an officer of the Ombudsman who receives, on behalf of the Ombudsman, information relating to these matters.

Auditor General The Act also provides for the Auditor General to receive public interest disclosures of information relating to substantial unauthorised or irregular use of, or substantial mismanagement of, public resources. Subsequent references in these procedures to the PID Officer shall be taken to include a person appointed by the Auditor General who receives, on behalf of the Auditor General information relating to these matters.

Receiving Public Interest Disclosures

Advice to Disclosers

Before a discloser makes a public interest disclosure to a PID Officer, the PID Officer shall advise the discloser of the following matters:

If they choose to make a public interest disclosure they will not as a result

- incur any civil or criminal liability.
- be liable to any disciplinary action under State law.
- be liable to be dismissed or have his or her services dispensed with or otherwise terminated.
- be liable for any breach of a duty of secrecy or confidentiality or any other applicable restriction on disclosure.

If they choose to make a public interest disclosure they may have the right to take civil proceedings if they are subject to detrimental action as a result of making the disclosure.

If they choose to make a public interest disclosure then their identity will not be disclosed except in accordance with the Act (disclosure of their identity may be required in the course of the investigation or in taking action in some circumstances).

If they choose to make a public interest disclosure then they will have the right to be informed of the progress and outcome of the investigation and action taken as a result.

If they choose to make a public interest disclosure:

- They are only protected if they believe on reasonable grounds that the information to be disclosed is or may be true;
- They will commit an offence, and lose the protection of the Act, if they know the information to be false or misleading in a material particular or are reckless about whether the information is false or misleading in a material particular.
- They will forfeit the protection given by the Act if they disclose the information otherwise than under the Act (ie if they provide the information to the media or a person who is not a proper authority).

- They will forfeit the protection given by the Act if they fail, without reasonable excuse, to assist a person investigating the matter to which the information relates, by supplying any information requested.

They may commit an offence if they disclose information that might identify or tend to identify anyone as a person in respect of whom a disclosure of public interest information has been made.
The disclosure will only be protected if the PID Officer is the proper authority for receiving that kind of information, as indicated in the following table:

Proper Authorities for Receiving
Disclosures of Public Interest Information

When the disclosure relates to…	the proper authority is…
The sphere of responsibility of a public authority (eg matters about the public authority or its officers, or which the public authority has the function of investigating)	The Public Interest Disclosure Officer (PID Officer) of the Public Authority
Offences under State law.	A police officer or the Corruption and Crime Commission
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	The PID Officer of the public authority concerned, or the Auditor General
Matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman	The PID Officer of the public authority concerned or the Ombudsman
A police officer	The Commissioner of Police or the Corruption and Crime Commission
A Member of the Legislative Council	The President of the Legislative Council
A Member of the Legislative Assembly	The Speaker of the Legislative Assembly
A judicial officer	The Chief Justice
A public officer who is not a member of Parliament, a Minister, a Judicial Officer or a Commissioned or other officer specified in schedule 1 of the Parliamentary Commissioner Act 1971	The PID Officer of the public authority concerned, the Ombudsman or the Commissioner for Public Sector Standards
A person or a matter of a prescribed class	A person declared by the regulations to be a proper authority

Important Note: In addition, the information disclosed must be public interest information as defined in the Act. Not all proper authorities to which a disclosure may be made will be required or have the power to investigate the information disclosed. In some cases it may be necessary for the discloser or information to be referred to another proper authority with power to investigate the information**.**

Assessing a Public Interest Disclosure
The PID Officer must, on receiving the information confirm that the discloser, after receiving the advice referred to in section 1, wishes to make a public interest disclosure under the Act. If they do the PID Officer must make an initial assessment of whether:

- the information disclosed relates to a public authority, a public officer or a public sector contractor.
- the information disclosed relates to the performance of a public function.
- the information disclosed tends to show improper conduct.
- the improper conduct is of the kind for which the PID Officer is the proper authority (see the table in section 1).
- the discloser believes on reasonable grounds that the information is or may be true.
- the information is not protected by legal professional privilege.

If the above questions are all answered ”yes”, then the disclosure of information is a public interest disclosure to which the Act will apply.

In assessing whether a disclosure is a public interest disclosure, the PID Officer should consider the *Flowchart for Receiving Disclosures* at Appendix 2, as well as complete Part 1 of the *Assessment Form Public Interest Disclosure* at Appendix 5.

Form of Public Interest Disclosure
If a disclosure is a public interest disclosure, the discloser and the PID Officer should complete the *Public Interest Disclosure Lodgement Form* (see FORMS). The PID Officer should also complete Part 2 of the *Assessment Form For Public Interest Disclosures* (see FORMS).

On completion of this form, the PID Officer should create a separate file for the Public Interest Disclosure, with the following text clearly marked on the front of the File.

“CONFIDENTIAL

The material in this file relates to a public interest disclosure made under the *Public Interest Disclosure Act 2003*

Disclosure of information that might identify or tend to identify either the discloser or a person in respect of whom the disclosure has been made is an offence, unless the disclosure occurs in accordance with the Act.

Penalty: $24,000 or imprisonment for two years”

The making of the public interest disclosure should also be recorded in the Public Interest Disclosure Register, described in section J of these Procedures, for reporting to the Commissioner for Public Sector Standards.

F. Investigating a Public Interest Disclosure

1. Determining whether the matter must be investigated

After receiving a disclosure, the PID Officer must consider whether:

- the disclosure relates to the Shire of Beverley, its officers or contractors.
- the disclosure relates to a matter or person that Shire of Beverley has a function or power to investigate.

If the answer to both of these questions is “no”, the PID Officer is not required by the Act to investigate the matter.

Where the PID Officer considers that he or she lacks sufficient power to effectively investigate the matter, but the information received causes him or her to form the opinion that a public authority, public officer or public sector contractor may have engaged in improper conduct, the PID Officer should refer the matter to another appropriate investigative body. For example, an allegation of an offence supported by cogent evidence may need to be referred by a PID Officer to the Police for investigation.

The PID Officer must also consider whether:

- the matter is trivial.
- the disclosure is vexatious or frivolous.
- there is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the occurrence of the matter.
- the matter is being or has been adequately or properly investigated by another proper authority to which an appropriate disclosure of public interest information has been made under the Act.

If the answer to any of these questions is “yes”, the PID Officer is not required by the Act to investigate the matter.

The questions to be considered in the initial assessment by the PID Officer are indicated in the *Flowchart for Investigating Information Disclosed* at Appendix 3, and Part 1 of the *Assessment Form for Public Interest Disclosures* (see FORMS) should be completed.

In assessing whether a public interest disclosure should be investigated, a PID Officer should consider the *Flowchart for Investigating Information Disclosed* (Appendix 3) and complete Part 3 of the *Assessment Form for Public Interest Disclosures* (see FORMS).

2. Investigating information received in a Public Interest Disclosure

Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the officer must investigate the disclosed matter himself or herself or engage another person to carry out the investigation.

In conducting an investigation, typical procedures could include:

- Drawing up terms of reference, which should clarify the key issues identified by the disclosure.
- Specifying a date by which the investigation should be completed.
- Ensuring the objectives of the investigation include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions objectively and impartially.
- Maintaining procedural fairness for the person who is the subject of the disclosure.
- Giving information to the person who is the subject of a disclosure about their rights and obligations under the Act, the Code of Conduct and Integrity, any agency code of conduct, and the law.
- The investigator making contemporaneous notes of discussions and interviews and, where practicable and appropriate, recording discussions and interviews on audio or videotape.
- Ensuring strict security with all investigations, so as to maintain the confidentiality requirements of the Act.

If a disclosure is withdrawn, a proper authority may still continue to investigate the issues raised.

Maintaining Confidentiality in an Investigation

The Act imposes strict confidentiality requirements in relation to the identity of the discloser and persons in respect of whom a public interest disclosure has been made. The disclosure of information which might identify or tend to identify these persons, except in accordance with the Act, is a serious offence, punishable with a maximum penalty of $24,000 or two years imprisonment.

The confidentiality provisions of the Act do not apply to all information disclosed in a public interest disclosure, but only to information that might identify or tend to identify the discloser and persons in respect of whom a public interest disclosure has been made.

One of the circumstances in which identifying information may be disclosed is with the consent of the person concerned. It is important that this consent be recorded. The *Consent to Disclosure of Identifying Information* form should be used for this purpose (see FORMS).

Identifying information relating to a discloser may be disclosed without the discloser's consent where:

- it is necessary to do so, having regard to the rules of natural justice; or
- it is necessary to do so to enable the matter to be investigated effectively.

However, before information is disclosed for these reasons the person making the disclosure must take all reasonable steps to inform the person whose identity is to be disclosed:

- that the disclosure is being made; and
- the reasons for the disclosure being made.

This information should be given, where practicable, in the form for *Notification of Disclosure of Identifying Information* (see FORMS).

Where identifying information in relation to a discloser is conveyed to another person for these reasons, the other person should be warned that disclosure of the information to a third person may involve a serious offence.

Identifying information relating to a person in respect of whom a public interest disclosure has been made can be disclosed at the investigation stage where the disclosure:

- is necessary to enable the matter to be investigated effectively;
- there are reasonable grounds to believe that the disclosure of identifying information is necessary to prevent or minimise the risk of injury to any person or damage to any property.

In addition, disclosures made in accordance with section 152 or 153 of the *Corruption and Crime Commission Act* are exempt from these confidentiality requirements.

Particularly where a discloser works for the Shire of Beverley, protecting the identity of the discloser is an important part of protecting the discloser from reprisals and victimisation. Careful consideration must be given as to whether the disclosure of information that might identify or tend to identify a discloser is necessary for the effective investigation of the matter or having regard to the rules of natural justice.

Where a PID Officer appoints a third person to conduct an investigation in relation to the public interest disclosure, he or she must consider whether it is necessary to inform the investigator of the identity of the discloser. In some cases it may not be necessary to provide the investigator with the identity of the discloser. Where it is necessary, to enable an effective investigation, or having regard to the rules of natural justice, to provide identifying information to the investigating officer, then the discloser should be notified in the manner described above.

Recording the Outcome of an Investigation
The outcome of an investigation should be clearly and comprehensively recorded. In addition to any investigation report, the person conducting the investigation should complete part 4 of the *Assessment Form for Public Interest Disclosure* (see FORMS).

The result of the investigation should also be recorded in the Public Interest Disclosure Register, described in section J of these Procedures (sample Register is provided as Appendix 5). All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from this Register.

G. Taking Action Following an Investigation

1. General

The PID Officer must take action where he or she forms the opinion that a person may be, or has been or may in the future be, involved in improper conduct. Action that may be taken includes:

- preventing the matter to which the disclosure relates from continuing or occurring
- referring the matter to the Police or other appropriate body, or
- taking disciplinary action against a person responsible for the matter.

Before taking any action, the person against whom the action is to be taken is to be given the opportunity to make written or oral submissions.

In taking that action the PID Officer remains limited by the powers and functions that are conferred by the legislation under which the Officer operates. The Act does not give the PID Officer additional powers to take action.

As well as being limited to matters within the functions and powers of the PID Officer, the action to be taken is guided by what is necessary and reasonable.

Maintaining Confidentiality when Taking Action
When taking action, the confidentiality of identifying information must be maintained, unless its disclosure is authorised by the Act.

The only additional exception, beyond those identified in relation to investigations, is where disclosure of the identity of a person who is the subject of a public interest disclosure is necessary in taking action following the investigation.

Recording Action Taken
In addition to keeping other records, the PID Officer shall complete Part 5 of the *Assessment Form for Public Interest Disclosures* (see FORMS) and record a summary of the action taken in the Public Interest Disclosure Register. All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from this Register.

H. Reporting to a Discloser on the Progress and Outcome of an Investigation

Where the PID Officer decides not to investigate information disclosed under the Act, or discontinues an investigation, the Officer must give the person who made the disclosure reasons for doing so.

Within three months of the disclosure being made the PID Officer must notify the discloser of the action taken or proposed to be taken in relation to the disclosure.

A discloser may also request a progress report.

If an investigation is not complete, the PID Officer may provide to the discloser a progress report on the current status of the investigation.

If an investigation is complete, the PID Officer must provide a final report to the discloser, stating the outcome of the investigation and the reason for taking action following the investigation.

In providing information and reports to disclosers, the PID Officer must not give information that, in the officer's opinion, would be likely to adversely affect:

- any person's safety;
- the investigation of an offence or possible offence; or
- necessary confidentiality as to the existence or identity of another person who has made a disclosure of public interest information under the Act.

Protecting Disclosers

Victimisation and Reprisals
The Shire of Beverley will not tolerate any acts of victimisation or reprisal as a result of a person making, or proposing to make, a public interest disclosure.

Any victimisation or reprisals must be reported immediately to the Chief Executive Officer or the PID Officer, who must take immediate action to prevent the continuance of this unlawful conduct.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure.

Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the Shire of Beverley.

Confidentiality
The confidentiality requirements in relation to information which might identify or tend to identify a discloser or a person in respect of whom a public interest disclosure has been made must be complied with at all times. As noted above, the disclosure of this identifying information, except in accordance with the Act, is an offence.

All files relating to a public interest disclosure, whether paper or electronic, must be secure and accessible only by authorised persons. Files should carry clear warnings that there are penalties for unauthorised divulgence of information concerning a disclosure.

It is strongly recommended that sensitive information is not emailed or faxed to machines with general or shared access.

Public Interest Disclosure Register
The Shire of Beverley shall maintain a Public Interest Disclosure Register recording a unique register number and key information for each disclosure.

- The register should include a summary of information relating to:
- The discloser
- Public authorities about which a disclosure is made
- People named in the disclosure
- The nature of the disclosure
- The investigation process and the action, if any, taken
- Communication with the discloser
- Disclosure of the discloser's identity, if applicable
- Disclosure of identity of persons named in the disclosure
- Claims of unlawful disclosure of discloser's identity or identity of persons named in the disclosure
- Claims of victimisation
- Key dates

A sample *Public Interest Disclosure Register* is provided at Appendix 5. An electronic version can be found on the website at *www.opssc.wa.gov.au/pid*. Additional information may also be recorded in the Register at the discretion of the public authority.

All reporting requirements to the Commissioner for Public Sector Standards required under the Act will be based on extracts from the fields shown in the sample Register.

Reporting Requirements
Under the Act public authorities will need to report to the Commissioner each year as outlined below.

Principal Executive Officer Report

Under section 23 (f) of the Act, the Shire of Beverley is required to report annually to the Commissioner for Public Sector Standards on:

- **the number of public interest disclosures received over the report period;**
- **the results of any investigations conducted as a result of the disclosures; and**
- **the action, if any, taken as a result of each investigation.**
- **Commissioner's Compliance Report**

Under section 19 and 22 of the Act, the Commissioner is required to monitor compliance with the Act, to assist public authorities to comply with the Act and the Code and to provide an Annual Report to Parliament.

Under section 27 of the Act the Minister will carry out a review of the Act in 2006.

To enable the Commissioner and the Minister to meet these obligations Shire of Beverley will provide a report each year on compliance with and administration of the Act as requested by the Commissioner.

Report Format and Submission
An electronic format for the Principal Executive Officer Report and the information for the Commissioner's Compliance Report will be provided each year by the Commissioner and both will be able to be submitted in a single electronic submission. The reports will cover the period 1 July in any year to 30 June in the subsequent year.

Where there has been no action on a disclosure in the reporting period the format of the report will provide for a simple nil return. Where action relating to one or more disclosures has occurred, all data required will be obtainable as a simple extract from the Public Interest Disclosure Register.

Making Information Available
These internal procedures shall be made available for access by all staff and members of the public. Copies of these internal procedures are available from the Public Interest Disclosure Officer and are to be kept at the:

Shire of Beverley
Administration Building
136 Vincent Street
BEVERLEY WA 6304

After the commencement of the Act all staff should be provided with the *Information for Staff* at Appendix 6. This information should also be provided to new staff on induction.

Where a person makes an allegation about improper conduct, but the person has not referred to the Act, the person should be advised that they might want to make a public interest disclosure under the Act. If they may wish to do so, they should be referred to the PID Officer for guidance on how to make a disclosure under the Act and on the implications of having done so.

2.5 Workforce Planning and Management Policy

Policy Type:	Administration
Date Adopted:	26 May 2015

Policy No:	**A005**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**WORKFORCE PLANNING AND MANAGEMENT POLICY**
Objective:	**To ensure that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the Local Government Act (1995) Regulation S5.56(2).**

Policy

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

Principles – Framework - Process

The Shire considers workforce planning to be an essential management function in its operations. They recognise that the achievement of all goals and objectives are reliant on the appropriate capacity, skills, knowledge of the workforce.
Council is committed to resourcing workforce requirements through its integrated planning processes.

Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service/activity/ function of their division.

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include effective and efficient recruitment and retention; performance management, training and development; legislative compliance; occupational safety and health; support and encouragement.

Responsibilities

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.
- In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.
- All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.

- Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the DCEO and/ or the Human Resources Officer for inclusion in the Workforce Plan.
- The Human Resources officer will collect and monitor workforce relevant workforce data and statistics.
- The relevant organisational planning and performance monitoring personnel will research relevant workforce data, demographics and trends as part of the integrated planning cycle.
- All elected members and staff involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

Monitor and review

The Organisation will implement a robust reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning's key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored, by the Shire's Executive and Council as appropriate.

2.6 Habitual or Vexatious Complaints

Policy Type:	Administration
Date Adopted:	September 2014

Policy No:	**A006**
Date Last Reviewed:	25 February 2026

Legal (Parent): **1.**

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**HABITUAL OR VEXATIOUS COMPLAINTS**
Objective:	**To provide guidelines for employees to determine what is a habitual or vexatious complaint and how to deal with it.**

Policy

Habitual or Vexatious Complainants

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

(i) Unreasonable complaints and/or unrealistic outcomes; and/or
(ii) Reasonable complaints in an unreasonable manner.

2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in the attached document (Schedule A), the CEO, following discussions with the Senior Management Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken. The attached schedule (B) details the options

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

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

Schedule A – Criteria for Determining Habitual or Vexatious Complaints
Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.

2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).

3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.

4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.

5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognized that determining what is a trivial matter can be subjective and careful judgment will be used in applying this criteria.

6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual physical violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.

7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax. Judgment will be used to determine excessive contact taking into account the specific circumstances of each individual case.

8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint. Employees recognize that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. *Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.*

9. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.

10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognized practice.

11. Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:

    - Clearly does not have any serious purpose or value; or
    - Is designed to cause disruption or annoyance; or
    - Has the effect of harassing the public authority; or

- Can otherwise fairly be characterized as obsessive or manifestly unreasonable.

12. Make repetitive complaints and allegations which ignore the replies which Council Officers have supplied in previous correspondence.

Schedule B – Options for Dealing with Habitual or Vexatious Complainants
The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.

2. Decline contact with the complainant, either in person, be telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of this in person.

3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.

4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complaints.

5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from its solicitor or other relevant agencies.

2.7 Asset Management

Policy Type:	Administration
Date Adopted:	September 2016

Policy No:	**A007**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ASSET MANAGEMENT POLICY**
Objectives:	**To provide clear direction in the provision and management of all Council's assets.** **To ensure that assets support Council's strategic vision & objectives, and the delivery of sustainable services to agreed quality levels.**

POLICY
The Shire will provide and manage assets that support the delivery of services in line with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management Plans) will be balanced against availability (Long Term Financial Plan).

SCOPE
The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant, Vehicles and Equipment
- Information Technology
- Waste

This Policy applies to all assets that are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost greater than $5,000.

Framework
The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework that consists of: An Asset Management Strategy that shall define the Shire's asset management Vision, Objectives, Outcomes, Enablers (e.g. Roles and Responsibilities, Training etc.), Performance Monitoring and Implementation Plan. Asset Management Plans that are driven by community informed service levels, future demand changes, long term sustainability and risk management.

Policy Updated: 23 October 2018

2.8 Closed Circuit Television (CCTV) Policy

Policy Type:	Administration
Date Adopted:	23 February 2021

Policy No:	**A 008**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CLOSED CIRCUIT TELEVISION (CCTV) POLICY**
Objective:	**To provide guidance for the operation of CCTV operated and controlled by the Shire of Beverley.**

Objective
To provide guidance for the operation of CCTV operated and controlled by the Shire of Beverley –

- Within, on or around Shire buildings;
- Installed in public spaces; and
- Future acquisition and implementation of CCTV within the Shire.

Scope
This policy applies to the Shire of Beverley owned, leased and operated CCTV systems only.
This policy deals with the installation and monitoring of CCTV as a strategic element of the Shire's commitment to safety and crime reduction.

Introduction
In order to protect our assets, maintain our low rates of graffiti, vandalism, anti-social behaviour and other offences related to Statue Law, the Shire of Beverley has undertaken to use CCTV camera recording systems within the Shire of Beverley on our property and in public areas. The CCTV is to act as a deterrent and provide evidence, if required, in an attempt to reduce such acts against people and property within the Shire.

The CCTV systems may be installed anywhere throughout the Shire of Beverley within the local government boundaries.

The CCTV Surveillance System is only one of several initiatives designed to assist in preventing crimes against the person and property in Shire of Beverley. It is recognised, however, that such crime will never be totally prevented.

Operating Procedures
Role and purpose of CCTV System

The Shire utilises fixed CCTV surveillance systems throughout the locality in public areas in order to:

a. Deter and prevent offences against person or property.
b. Protect Shire owned assets.
c. Provide a record / evidence to events or incidents which may have occurred in the area of use.
d. Improve the safety and amenity of residents and visitors within the Shire of Beverley.

CCTV staff

a. All staff assigned to the CCTV operations must be duly authorised by the CEO to undertake this task. Via this policy the CEO is also an authorised officer.
b. All staff shall follow the terms and procedures of this policy when dealing with CCTV.
c. All authorised staff shall sign the approved Code of Conduct contained in this policy.

Recording of Images and Still Photographs

a. Video images and still photographs are recorded by cameras fixed at various sites to view any identified crime within the Shire of Beverley under the control of the CEO;
b. Downloading and storage of images or still photographs shall only occur if the Shire of Beverley CEO is of the opinion that an offence against a Statute Law has been or is being committed;
c. At no time shall the CCTV vision or still photographs recorded be stored showing members of the public going about their lawful business;
d. All information recorded, collected and collated by means of the CCTV system shall remain the sole property of the Shire of Beverley.
e. Any incident recorded and stored or downloaded or still photograph taken shall be noted in the CCTV log book including date, time and category of incident;
f. The date, time and category of incident shall be noted on the rear of any still photograph taken;
g. All recordings and still photographs shall be kept in secure storage under the control of the Shire of Beverley;
h. All original recordings shall be erased and still photographs shall be shredded after ninety days (90) after the date of the recording unless a request is made in writing for it to be held;
i. All written requests for access to original recordings shall be filed within the Shires data record system;
j. The CEO and/or authorised officer(s) may view any tape on a random basis;

Viewing of Images and Still Photographs

a. WA Police officers, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident or individuals acting as their own legal counsel in relation to a recorded incident may request to view a recording of that incident;
b. Such a request must specify the date, time and location of the incident which the person wishes to view;
c. Requests by lawyers and individuals shall be made in writing and lodged with the Shire;
d. Requests to view a recording shall be responded to within ten (10) working days.

Copying of Images and Still Photographs

a. The CEO may authorise the copy of original recordings where a recorded incident is the subject of legal proceedings;
b. Any recording copied is to be marked “copy” and certified as such;
c. Certified copy of recordings may only be released to the WA Police, lawyers acting on behalf of individuals engaged in legal proceedings related to a recorded incident, or individuals acting as their own legal counsel in relation to a recorded incident;
d. Certified copies will only be released to the parties named above when permission to do so has been received from the CEO of the Shire and on the completion of the appropriate documentation.

Release of Original Recordings or Still Photographs

Original recordings and still photographs shall not be released to any person or organisation unless requested under a search warrant, court summons or by legal instrument.

Joint Operations with WA Police

a. Members of the WA Police may request the cooperation of the Shire of Beverley CCTV Surveillance systems for the purpose of covert surveillance of WA Police operations;
b. Such requests shall be made by the WA Police officer responsible for coordinating the operation;

c. The request shall detail the times and general purpose for which surveillance support is requested;
d. The CEO may decline to provide cooperation;
e. The CEO may withdraw cooperation at any time during the operation.

Code of Practice for CCTV Surveillance System

This policy contains a Code of Practice containing the basic standards with which the Shire of Beverley CCTV Surveillance System will be operated.

This Code of Practice is based on 14 key principles:

Principle 1
The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2
The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3
The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

Principle 4
The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

Principle 5
The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

Principle 6
The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Beverley CCTV Surveillance System.

Principle 7
Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

Principle 8
Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9
Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

Principle 10
Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11
Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

Principle 12
The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for ninety (90) days unless they are required in relation to the investigation of crime for court proceedings.

Principle 13
Contact related to the CCTV Surveillance System between the Shire of Beverley and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Principle 14
The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

Code of Practice System Description
The surveillance system is comprised of fixed cameras positioned to view crime hotspot areas identified in consultation with local Police. CCTV cameras record data to an associated external hard driver. All images are recorded and retained for ninety days (90) unless they are required in relation to an investigation of crime or for court proceedings.

Code of Practice Purpose
Principle 1
The CCTV Surveillance System will be operated fairly, within applicable law, and only for the purpose for which it is established or which are subsequently agreed in accordance with this Code of Practice.

Principle 2
The CCTV Surveillance System will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.

Principle 3
The public interest in the operation of the CCTV Surveillance System will be recognised by ensuring the security and integrity of operational procedures.

The primary purpose of the Shire of Beverley CCTV Surveillance System is to assist in the identification of crimes against persons and property for example:

- Assault;
- Sexual assault;
- Graffiti
- Vandalism
- Break and enter
- Damage to property
- Anti social behaviour

The objectives of the CCTV Surveillance System are:

i) to reduce crime levels by deterring potential offenders;
ii) to reduce the fear of crime;
iii) to assist in the detection and prosecution of offenders; and
v) to help secure a safer environment for those people who live within the Shire of Beverley.

Temporary cameras may be installed for major or special events or other operational requirements.

Code of Practice – Responsibilities of the Shire as the Owner of the System

Principle 4
The Shire has primary responsibilities for compliance with the purposes and objectives of the CCTV Surveillance System, for the maintenance, management and security of the program, and the protection of the interests of the public in relation to the program.

The Shire will be responsible for the introduction and implementation of this Code of Practice and for ensuring compliance with the principles contained within the Code.

The Shire will comply with the requirements for accountability set out in this Code of Practice.

Code of Practice – Accountability
Principle 5
The Shire will be accountable to the public for the effective operation and management of the CCTV Surveillance System.

An audit will be conducted once a year by a CEO appointed authorised Officer, on any recorded information, log books and other documentation relating to the CCTV Surveillance System.

Code of Practice – Public Information
Principle 6
The public will be provided with clear and easily accessible information in relation to the operation of the Shire of Beverley CCTV Surveillance System.

Advertising or notification within the local area will occur when CCTV systems commence operation and periodically throughout the year of operation to advise of the use of CCTV within the Shire, the advertising and advice will:

i) inform the public that cameras are in operation;
ii) inform people entering the area as to the possible operation and recording of activities in public areas; and
iii) identify the Shire of Beverley as the owner of the system.

Code of Practice – Assessment of the System and Code of Practice
Principle 7
Regular monitoring and evaluation of the CCTV Surveillance System will be undertaken to identify whether the purposes of the program are being complied with and objectives are being achieved.

The Shire will regularly monitor the operation of the CCTV Surveillance System and implementation of the Code of Practice. It is responsible for ensuring that the CCTV Surveillance System is regularly subject to evaluation to identify whether its purposes are being complied with and whether objectives are being achieved.

Code of Practice – Management of Recorded Information
Principle 8
Staff employed to operate and access CCTV Camera systems, whether they are operators, managers, or contractors will meet the highest standards probity.

Principle 9
Access to the CCTV Camera systems will be restricted to authorised officers and other authorised personnel.

A set of Standard Operating Procedures have been developed for the operation of the CCTV system.

A Code of Conduct is incorporated into this policy and this makes plain to relevant staff that they risk disciplinary proceedings (including dismissal) if they breach any of the provisions of the Code of Practice, Protocols or Standard Operating Procedures;

Code of Practice – Control of Operation Cameras
Principle 10
Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Surveillance System.

Principle 11
Information will be obtained fairly and in accordance with the privacy provisions of Principal 2.

All use of cameras will be in accord with the purposes of the CCTV Surveillance System as outlined in this Code of Practice and Standard Operating Procedures. Cameras will not be used to look into adjacent or nearby premises or buildings. Any misuse is to be treated as a breach of the Code of Practice and subject to disciplinary action.

Operators of camera equipment will act in accordance with the highest standards of probity. Only staff with responsibility for using the equipment will have access to operating controls.

Code of Practice – Stills and Recorded Material
Principle 12
The retention of, and access to vision, photographs and recorded material will be only for the purposes provided by this Code of Practice. Photographs and recorded material will be retained for ninety (90) days unless they are required in relation to the investigation of crime for court proceedings.

Access to and use of recorded materials and photographs will only take place:

i) in compliance with the needs of police in connection with the investigation of crime; or
ii) if necessary for the purpose of legal proceedings.

Recorded material and photographs will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material or photographs to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. The CEO must formally approve any such action.

Use of recorded material or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the agreement of the Police, the CEO may approve such releases. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images from recordings shall not, under any circumstances, be used to publicise the existence of Shire of Beverley CCTV Surveillance System.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.

Code of Practice – Contact with Police
Principle 13
Contact related to the CCTV Surveillance System between the Shire of Beverley and the W.A. Police will be conducted strictly in accordance with the Code of Practice.

Police officers will not be permitted to remove any recorded material or photograph, operate video equipment or have contact with recorded material or photographs at any time unless under the terms of this Code of Practice, the Protocols or Standard Operating Procedures or subject to the execution of a search warrant or other relevant legal process.

Any involvement in the CCTV Surveillance System by W.A. Police will be recorded by the Shire of Beverley and will be subject to audit.

Code of Practice – Breaches of the Code

Principle 14
The CCTV Surveillance System must address the interests of all who may be affected by it, and not be confined to the interests of the Shire or the needs of the Criminal Justice System.

Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the Shire power to remedy.

Code of Conduct – Authorised Officers

This Code of Conduct has been developed to ensure that the highest ethical standards are Practiced by Authorised Officers who operate the Shire of Beverley closed circuit television monitoring equipment (CCTV).

BEHAVIOUR OF AUTHORISED OFFICERS:
The Shire of Beverley expects its Authorised Officers to:

- Treat all people captured on camera with the same dignity as if they were having face to face contact with the person.
- At all times act in an honest and legal manner and carry out duties in a manner that reflects community values.
- Interact with fellow workers and Police in a timely, courteous and cooperative manner.

If doubt arises as to the appropriateness of a working behaviour, first consider whether the action is legal and then consider how the behaviour would appear if it was reported in the newspapers.

CONFIDENTIALITY

The Shire of Beverley expects Authorised Officers to ensure confidentiality of information gathered by surveillance or learnt from CCTV operations, by not discussing any events with fellow workers who have no direct responsibility for the matter. In addition, officers will not discuss events with family, friends, or acquaintances. All the above applies during and after termination of employment.

ETHICAL USE OF RECORDING EQUIPMENT AND RECORDED MATERIAL

- In the course of carrying out duties, cameras must not be used for personal benefit to invade individual or group privacy. Cameras must only be used where there is a belief that an offence has or is likely to occur.
- Material shall not be copied or removed from the Shire of Beverley recording facility without formal authorisation of the Chief Executive Manager.
- Business records (hard copy or photographic) can only be destroyed with authorisation and in accordance with approved Council policies and government regulations.
- Tapes and photographs shall only be released to the police when requested in writing in the correct format and the appropriate authorisation having been granted.

REPORTING AN INAPPROPRIATE WORK BEHAVIOUR

If the occasion occurs that an officer witnesses or becomes aware of an officer of the Shire of Beverley work behaviour is or was inappropriate, and the incident has not been dealt with through normal supervisory procedures, then the officer is obliged to report the incident to his/her Executive Manager. In return, the Executive Manager will guarantee that any reported matters will be handled with sensitivity and without repercussion.

NON COMPLIANCE WITH CODE OF CONDUCT

The Shire of Beverley takes pride in the high standards of integrity and honesty it expects and receives from its staff. As a consequence, if the occasion arises where it has been found that an officer has not complied with this Code of Conduct, the Shire of Beverley may take disciplinary action which may result in dismissal.

I have read and understood the above Code of Conduct and agree to abide by these conditions.

SIGNATURE:.....

DATE:.....

REQUEST FORM TO BE COMPLETED BY POLICE FOR USE OF SURVEILLANCE RECORDS

To: Chief Executive Officer

It is requested that a hard drive/thumb drive (device provided by Police) copy or photograph showing an Incident which is the subject of Police inquires on (date and approximate time) _____be released to me for the purpose of Evidence/Investigations.

I accept full responsibility for this hard drive/thumb drive copy / photograph whilst it is in my possession and understand that I am **NOT** at liberty to make or release copies of the footage or permit other persons to make copies or lend it to persons outside the Police Service.

The hard drive/thumb drive copy / photograph will **NOT** be released to the Media under any circumstances unless authorised by the CEO of the Shire of Beverley.

POLICE

SIGNED: _____

NAME: _____

RANK & NO:_____

STATION/SECTION:_____

DATE: _____

SHIRE of BEVERLEY

CEO or Authorised Officer Only

SIGNED: _____

NAME: _____

DATE: _____

2.9 Information and Communications Technology (ICT) Usage

Policy Type:	Administration
Date Adopted:	24 May 2022

Policy No:	**A009**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) USAGE POLICY**
Objective:	**To establish guidelines on the appropriate usage of the Shire's information and communication technology (ICT) systems and devices to ensure the ongoing security and integrity of the Shire's network system.**

Objective
To establish guidelines on the appropriate usage of the Shire's information and communication technology (ITC) systems and devices to ensure the ongoing security and integrity of the Shire's network system.

Policy Statement
Effective security is a team effort involving the participation and support of every Shire of Beverley employee who deals with information and/or information and communication systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term employee/s shall cover staff, councillors, volunteers and any person performing work on a permanent basis with the Shire of Beverley.

General Use of ICT Equipment

1. Users should be aware that the data they create on the corporate systems remain the property of the Shire of Beverley. The confidentiality of personal (non-work related) information stored on any network device belonging to the Shire of Beverley cannot be guaranteed.

2. A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

    - personal use should be conducted either before or after contracted hours of work or during authorised breaks;
    - personal use should be limited and brief, avoiding excessive downloads or transmissions. An example of acceptable personal use would be conducting brief transactions through internet banking;
    - personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
    - managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
    - if there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

3. For security and network maintenance purposes, authorised individuals within the Shire of Beverley may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

4. The Shire of Beverley reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by Shire of Beverley employees should include the approved signature and disclaimer at the foot of the body of the email, in the format specified by the Shire of Beverley style guide.

Security and Proprietary Information

1. All information stored in the Shire of Beverley's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.
2. Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed in accordance with advice from the Shire of Beverley ICT Consultants.
3. All devices connected to the Shire of computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.
4. Employees must use caution when opening files received from unknown senders.

Acceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role.

Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Beverley ICT systems or resources.

System and Network Activities

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of pirated or other software products that are not appropriately licensed for use by the Shire of Beverley or the end user.

- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Beverley or the end user does not have an active license.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is in unclear.

- Introduction of malicious programs or codes into the network or onto devices connected to the network.

- Revealing your account password to others or allowing use of your account by others.

- Using Shire of Beverley equipment for the downloading or distribution of any material that could be considered as offensive. If an employee receives such material they should notify their manager and also the ICT Team.

- Making fraudulent offers of products, items, or services, or running private business interests via any Shire of Beverley equipment, device or account.

- Undertaking Private Work

The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access.

- Executing any form of network monitoring which will intercept data not intended for the user's host.
- Attempting to avoid or bypass the Shire of Beverley's network security measures.
- Interfering with any others users account, by whatever means.
- Using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities
The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of junk mail or other advertising material, jokes, or chain communication to individuals who did not specifically request such material.
- Any form of harassment via electronic/ICT means.
- Unauthorised use, or forging, of email header information.
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding chain letters, pyramid schemes, or any manner of financial information aimed to entice subscription, of any type.
- Use of any of the Shire of Beverley network or systems for the purpose of generating unsolicited communications.
- Providing information about, or lists of, the Shire of Beverley employees to parties outside the Shire of Beverley or to personal email addresses.
- Communicating in a manner that could adversely affect the reputation or public image of the Shire of Beverley.
- Communicating in a manner that could be construed as making statements or permission to do so.

Users should also endeavour to archive their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either archiving or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

Remote Access
Employees with remote access are subject to the same rules and regulations that apply to the Shire of Beverley corporate equipment and systems. That is, their network and servers to ensure the security and integrity of data and records.

Employees are reminded of the following conditions relating to remote access to the Shire of Beverley system:

- Family members must not violate any of the Shire of Beverley policies, perform illegal activities, or use the access for outside business interests.
- The device that is connected should be secure from access by external non-Shire of Beverley parties and should be under the complete control of the user.
- The use of non-Shire of Beverley email accounts (e.g. Hotmail, Gmail, Bigpond etc.) or other external resources is not permitted for the conduct of Shire of Beverley business, thereby ensuring official business is not confused with personal business.
- All devices (whether personal or corporate) connected to the Shire of networks via remote access technologies should have up-to-date anti-malicious-code software.

Provision and Use of Mobile Phones and Information/ Communication Devices
Some employees will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire of Beverley and users must not change service providers unless authorized in writing to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire of Beverley should be sent through the Shire of Beverley server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

The following conditions apply to the provision and use of mobile phones and other electronic devices:

- The allocation of mobile phones and other devices for business purposes shall be determined by the CEO and the Deputy CEO based on operational need.
- The purchase and replacement of mobile phones and other devices shall be determined by the CEO and DCEO.
- All staff in receipt of a mobile phone and other device shall sign an acceptance form acknowledging the provisions of this policy.
- A Shire mobile phone is to be used for business use except in the event of a personal emergency, unless otherwise approved by CEO or documented as a benefit in an Employee's Employment Package.
- Should an employee's private use and/or other device be determined by the CEO to unreasonable and excessive, such costs attributed to that use shall be reimbursed by the employee.
- A Councillor or employee in possession of a mobile telephone and/or other device is responsible for its use and care, and shall provide immediate notification of any loss, damage or malfunction, with explanation to the particular circumstances.
- The Shire may withdraw entitlement to use a mobile phone or other device should there be evidence or an admission as to personal neglect or abuse. Reimbursement of the cost for repair, replacement, or reimbursement of excessive use may be sought from the offending officer at the discretion of the CEO.
- Staff may be required to return mobile phones and/or devices to the office or other staff members during period of leave.
- The CEO may award a Mobile Phone Allowance to certain staff to allow them to carry and use their personal mobile phone for calls / texts for work purposes as and when the need arises.
- Where a mobile phone or device is willingly or maliciously damaged or lost, the person to which the mobile phone or device is responsible shall repair or replace the mobile phone or device at their cost.

Consequences of Breaching This Policy
Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Beverley may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.

SHIRE OF BEVERLEY
INFORMATION AND COMMUNICATIONS TECHNOLOGY USAGE AGREEMENT

I, _____ acknowledge that I have read the Information and Communications Technology Usage Policy and accept the guidelines relating to all devices and networks contained in the policy which ensure the ongoing security and integrity of the Shire of Beverley's network system.

Name	Position
Signature	Date

Witness

Name	Position
Signature	Date

2.10 Privacy and Responsible Information Sharing (PRIS) Policy

Policy Type:	Administration
Date Adopted:	28 October 2026

Policy No:	**A010**
Date Last Reviewed:	

Legal (Parent): 2. Privacy and Responsible Information Sharing Act 2024 (WA)

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**PRIVACY AND RESPONSIBLE INFORMATION SHARING POLICY**
Objective:	**To establish a clear framework for the lawful, transparent and secure management of personal information held by the Shire of Beverley.**

Policy Objective

The Shire of Beverley (Shire) is committed to protecting the privacy of individuals and ensuring that personal information is managed in a responsible, transparent and secure manner.

This Policy outlines how the Shire collects, holds, uses, discloses, accesses, corrects, stores and disposes of personal information while carrying out its statutory functions, delivering services and undertaking local government activities.

The Shire will manage personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act), including the Information Privacy Principles (IPPs), and other applicable legislation.

Policy Scope

This Policy applies to all persons who collect, access, use manage or disclose personal information on behalf of the Shire, including:

- Elected Members;
- employees;
- contractors;
- consultants and service providers;
- volunteers; and
- other persons or organisations acting on behalf of or in partnership with the Shire.

Policy Statement

The Shire recognises that effective administration of local government functions and services requires the collection and use of personal information.
In handling that information, the Shire will take reasonable steps to ensure that:

- personal information is collected only where necessary for, or directly related to, the Shire's functions and activities, or where otherwise authorised or required by law;

- individuals are informed about the collection of their personal information where required and reasonably practicable;
- personal information is only used and disclosed for authorised purposes;
- personal and sensitive information is protected against loss, misuse, unauthorised access, modification, disclosure or destruction;
- access to personal information is restricted to authorised persons with a legitimate business need;
- personal information is accurate, complete and up to date, having regard to the purpose for which it is held;
- individuals can access and seek correction of their personal information in accordance with applicable legislation;
- records containing personal information are retained and disposed of in accordance with applicable recordkeeping requirements and the General Retention and Disposal Authority for Local Government Records; and
- suspected privacy breaches are promptly reported, assessed and managed and, where required, notified in accordance with the Shire's Privacy Data Breach Policy and applicable legislation,

Collection of Personal Information

Personal Information Collected

The Shire collects personal information where reasonably necessary to perform its statutory functions, provide services and administer local government activities.

Depending on the service or activity, this may include:

- Identification and contact details;
- residential, postal or property information;
- financial and payment information;
- employment, recruitment and licensing information; and
- photographs, CCTV, audio and video recordings and other information required to deliver services or meet legislative obligations.

The Shire may also need to collect sensitive information where authorised or required by law, or where necessary to carry out a Shire function or activity.

Where the Shire receives personal or sensitive information that it did not request, the information will be managed in accordance with applicable privacy and recordkeeping obligations. Information that is not required to be retained will be securely disposed of, where lawful and appropriate.

How Information Is Collected

The Shire will collect personal information directly from the individual, their authorised representative or an authorised third party.

This may occur when an individual:

- completes a paper or electronic form or application;
- contacts the Shire via phone, email, post or in-person;
- makes a complaint, request or enquiry;
- applies for a licence, permit, grant, employment or other Shire service;
- uses a Shire facility, service or programme; or
- attends a Shire event or Council meetings.

Where reasonably practicable, the Shire will provide a privacy collection notice at or before the time personal information is collected. The notice will explain the purpose of the collection and the organisations or persons to whom the information may typically be disclosed.

Automatically Collected Information

The Shire's website and online services may automatically collect technical information, including through cookies and similar technologies, for the purposes of security, functionality, service improvement and website analytics.

Where this information constitutes personal information, it will be managed in accordance with this Policy and applicable legislation.

Unique Identifiers

The Shire may collect and use unique identifiers where reasonably necessary for service delivery, record management, administrative functions or legal compliance.

Anonymity

Where lawful and practicable, individuals may interact with the Shire anonymously or without identifying themselves. However, the Shire may require identification where required by law or where it is necessary to provide a service or perform functions.

Security of Personal Information

The Shire will take reasonable steps to protect personal information against misuse, interference, loss and unauthorised access, modification or disclosure.
Appropriate safeguards may include:

- access controls and user permissions;
- physical security measures;
- records management controls;
- staff training and awareness;
- contractual requirements applying to service providers; and
- processes for managing information and privacy breaches.

Records containing personal information will be managed in accordance with this Policy and the State Records Act 2000 (WA).

Where the Shire engages third-party service providers, it will take reasonable steps to ensure appropriate privacy, confidentiality and security requirements are in place. The Shire's website may contain links to third-party websites, which are subject to their own privacy practices and terms and conditions.

Accuracy and Correction

The Shire will take reasonable steps to ensure personal information it collects, uses and discloses is accurate, complete and up to date, having regard to the purpose for which the information is held.

Individuals are encouraged to notify the Shire of any changes to their personal information or if they believe information held is inaccurate, incomplete or out of date.

Requests to amend or correct personal information will be managed in accordance with applicable privacy, freedom of information and records management legislation.

Access to Personal Information

Individuals may request access to personal information about themselves held by the Shire.

Access will be provided where required or permitted by law, subject to any applicable exemptions, restrictions and identity-verification requirements. Requests may be managed administratively where appropriate or under the Freedom of Information Act 1992 (WA) where formal access is required.

The Shire will manage requests for access to personal information and other documents in accordance with applicable legislation, including the Freedom of Information Act 1992 (WA) and, where relevant, Part 5, Division 7 of the Local Government Act 1995 (WA).

Information and Privacy Breaches

A suspected loss, unauthorised access, disclosure, alteration or misuse of personal information must be reported promptly in accordance with the Shire's Information Breach Policy and associated procedures.

The Shire will:

- take reasonable steps to contain the breach;
- assess the circumstances and potential impact;
- take appropriate action to mitigate or remedy potential harm;
- document the incident and response; and
- notify affected individuals and relevant authorities where required by law.

Privacy Complaints

An individual who believes that the Shire has not handled their personal information appropriately may lodge a privacy complaint.

Privacy complaints should be made in writing and include sufficient information to enable the Shire to investigate the matter. Complaints should be addressed to:

Privacy Officer
Shire of Beverley
PO Box 20
Beverley WA 6304
Email: **admin@beverley.wa.gov.au**

The Shire will acknowledge, assess and respond to privacy complaints in accordance with applicable legislation and the Shire's complaints handling procedures.

Responsible Officer:	**Chief Executive Officer**
Contact Officer:	**DCEO / Privacy Officer**
Related Legislation:	**Privacy and Responsible Information Sharing Act 2024 (WA)** **Freedom of Information Act 1992 (WA)** **Local Government Act 1995 (WA)** **State Records Act 2000 (WA)**

2.11 Data Breach Policy

Policy Type:	Administration	**Policy No:**	A011
Date Adopted:	28 October 2026	**Date Last Reviewed:**	

Legal (Parent): 1. Privacy and Responsible Information Sharing Act 2024 (WA)	**Legal (Subsidiary):** 1.

Adopted Policy	
Title:	**Data Breach Policy**
Objective:	**To provide a clear framework for identifying, reporting, assessing, containing and responding to data breaches involving information held by the Shire of Beverley.**

Policy Objective

The Shire of Beverley (Shire) is committed to protecting personal information and responding promptly and appropriately where information is lost, accessed, used or disclosed without authorisation.

This Policy establishes the Shire's approach to managing data breaches in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act), including the requirements relating to notifiable information breaches under the Act. It should be read together with the Shire's Privacy Policy and relevant information security and recordkeeping requirements.

Scope

This Policy applies to information held by the Shire and to all persons who collect, access, use, manage or disclose information on behalf of the Shire, including Elected Members, employees, contractors, consultants, service providers and volunteers.

What is a Data Breach?

For the purposes of this Policy, a data breach means an information breach as defined under the PRIS Act and includes unauthorised access to information, unauthorised discloser of information, or loss of information. A breach may be accidental or deliberate and may involve electronic or physical records.

Examples may include:

- an email or attachment containing personal information being sent to the wrong recipient;
- personal information being provided to a person without appropriate authority or consent;
- paper files or records being lost, misplaced or accessed by an unauthorised person;
- a lost or stolen laptop, mobile device or storage device containing Shire information;
- unauthorised access to a Shire system, account or record;
- incorrect disposal of records containing personal information; and
- a cyber security incident that results in unauthorised access, disclosure or loss of information.

Reporting a Suspected Breach
Any person covered by this Policy who becomes aware of, or reasonably suspects, a data breach must report it immediately, or as soon as practicable, to their manager and/or the Shire's Privacy Officer. A report must not be delayed because all details are not yet known.

Where known, the report should identify:

- what happened and when it was discovered;
- the information that may have been affected;
- the individuals or groups potentially affected;
- who may have accessed or received the information;
- any immediate action already taken; and
- any other information relevant to assessing the incident.

Data Breach Response

Contain
The Shire will take reasonable steps to contain the breach and prevent further loss, access or disclosure. Actions may include recalling an email, retrieving documents, asking an unintended recipient to securely delete or return information, restricting access, changing passwords, isolating affected systems or obtaining assistance from the Shire's IT provider.

Assess
The Shire will assess the circumstances of the breach, the information involved, the persons affected, whether the information has been recovered or secured, the likelihood of harm and whether the incident is a notifiable data breach under the PRIS Act.

Where the Shire reasonably suspects that a notifiable data breach has occurred, an assessment must be undertaken as soon as reasonably practicable and within the timeframe required by the PRIS Act, unless an extension applies.

Notify
Where the Shire determines that notification is required under the PRIS Act, the Shire will notify the Information Commissioner and affected individuals as required by law. Notification decisions will be coordinated by the Privacy Officer and authorised by the Chief Executive Officer or an appropriately authorised officer.

Review and Prevent
Following a breach, the Shire will consider the cause of the incident and any reasonable corrective action required to reduce the likelihood of recurrence. This may include changes to procedures, access controls, systems, contractual arrangements, staff guidance or training.

Notifiable Data Breaches
For the purposes of this Policy, a notifiable data breach is an information breach that meets the notification threshold under the PRIS Act. Not every data breach is a notifiable data breach. The Shire will determine whether an incident meets the applicable threshold under the PRIS Act, including whether unauthorised access to or disclosure of personal information is likely to result in serious harm to an individual, or whether loss of personal information creates a relevant risk of unauthorised access or disclosure and serious harm.

In assessing potential serious harm, the Shire will consider the nature and sensitivity of the information, applicable security protections, the circumstances of the access, disclosure or loss, the persons who may obtain the information, the potential for misuse and the nature of harm that could result.

Roles and Responsibilities

Employees, Elected Members and Other Relevant Persons

- protect Shire information from unauthorised access, use, disclosure or loss;
- promptly report suspected or actual breaches;
- take reasonable immediate containment action where appropriate; and
- cooperate with any breach assessment or investigation.

Managers

- ensure suspected breaches are promptly escalated;
- assist with containment, investigation and corrective action; and
- support staff awareness of this Policy.

Privacy Officer

- coordinate or assist with breach assessments;
- provide advice on obligations under the PRIS Act;
- maintain appropriate breach records and the Data Breach Register;
- coordinate notifications where required; and
- monitor corrective actions and identified improvements.

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring appropriate arrangements are in place for the Shire to comply with its obligations under the PRIS Act and this Policy.

Data Breach Register

The Shire will maintain a Data Breach Register in accordance with the PRIS Act. The register will record relevant details of breaches, assessments, containment and mitigation actions, notification decisions and corrective actions, as applicable. The register will be managed as an internal Shire record and retained in accordance with applicable recordkeeping requirements.

Confidentiality and Recordkeeping

Information relating to a suspected or confirmed breach will be handled confidentially and disclosed only where necessary to assess, investigate, contain or respond to the breach, or where disclosure is authorised or required by law. Records relating to a breach will be created, stored and disposed of in accordance with the Shire's recordkeeping obligations.

Training and Awareness

The Shire will provide appropriate information and awareness to personnel about recognising and reporting data breaches, protecting personal information and complying with this Policy and the Shire's Privacy Policy.

Related Legislation and Documents

Privacy and Responsible Information Sharing Act 2024 (WA)

Freedom of Information Act 1992 (WA)

Local Government Act 1995 (WA)

State Records Act 2000 (WA)

Shire of Beverley Privacy Policy

Shire of Beverley Recordkeeping Plan and relevant ICT policies and procedures

Review

This Policy will be reviewed periodically and following significant legislative or regulatory change, relevant guidance from the Information Commissioner, a significant data breach, or where improvements to Shire information governance arrangements are identified.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Deputy Chief Executive Officer / Privacy Officer

3. Community

3.1 Community Use of Town Hall Meeting Room

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C001**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1.

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**COMMUNITY USE OF TOWN HALL MEETING ROOM**
Objective:	**To provide a place for local community groups to meet and share information.**

Policy

Local Community groups may use the Town Hall Meeting Room at no cost.

Groups wishing to use the meeting room are to book in advance.

Policy Amended: 25 October 2016

3.2 Hiring of Furniture and Other Equipment

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**HIRING OF FURNITURE AND OTHER EQUIPMENT**
Objective:	**To advise the community and staff of building hire rules.**

Policy

Where a Shire of Beverley managed building has been hired, the hire includes the use of furniture, fittings or effects, crockery, cutlery, glassware etc normally located in the building. Such items are not to be removed from the premises except when permitted in writing by Chief Executive Officer.

Chair hire as per the Fees and Charges schedule is expressly the old green chairs, formerly used at the Amenities Building and now stored in the Exhibition Shed. Chairs may not be hired from the Hall or Amenities Building.

3.3 Deposits for Hiring Buildings

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**DEPOSITS FOR HIRING BUILDINGS**
Objective:	**To establish a safeguard for the hire of Shire owned buildings.**

Policy

The hiring of any Shire of Beverley managed facility is conditional upon a key bond and cleaning bond being paid to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery.

The bond shall also cover any major cleaning by the Maintenance Officer, above normal duties, after the function.

1. All costs of major cleaning and repairs are to be deducted from bond monies. Any costs over and above the amount of the bond are to be recovered from the persons or group having hired the facility.

2. The bond is not to be returned until the key is returned and the premises have been checked for damage by Staff.

3.4 Liquor on Shire of Beverley Property

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**LIQUOR ON SHIRE OF BEVERLEY PROPERTY**
Objective:	**To establish liquor control in Shire owned property.**

Policy

No liquor of any type shall be permitted to be stored or consumed on Shire of Beverley controlled public property without the consent of the Chief Executive Officer.

1. Clubs may apply for seasonal consent to consume liquor with all dates to be shown on the letter of consent. Groups and individuals may apply for one-off consent for events.

2. If liquor is to be sold, a liquor permit from the relevant authority must be obtained.

3.5 Public Buildings – Time Limits

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C005**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1.

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**PUBLIC BUILDINGS – TIME LIMITS**
Objective:	**To establish a closing time for hired buildings owned by the Shire of Beverley.**

Policy

The maximum time for which all Shire of Beverley hired buildings are allowed to remain open and in use is 2:00am.

Noise should be at a very minimum from midnight – 2:00am.

All lights are to be turned off and all doors and windows closed and locked by 2:00am.

3.6 Swimming Pool Season

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C006**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**SWIMMING POOL SEASON**
Objective:	**To establish the yearly swimming season.**

Policy

Having regard to prevailing weather conditions, the season will normally commence on 1 November each year and close on the 31 March the following year.

3.7 Swimming Pool – Supervision

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C007**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**SWIMMING POOL SUPERVISION**
Objective:	**To ensure the safety of Children patronising the Swimming Pool.**

Policy

No child under 10 years of age is allowed into the Swimming Pool unless accompanied by a person aged 18 years or older.

The Swimming Pool Manager is to enforce this Policy.

3.8 Community Bus

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C008**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COMMUNITY BUS**
Objective:	**To establish guidelines for the Hire of the Community Bus.**

Policy

The Community Bus is available for hire according to the current Fees Schedule. The driver is to hold a current LR class licence. The kilometres, drivers details and any mechanical faults are to be recorded. All passengers are to wear their seatbelts.

Policy Amended: 25 October 2022

3.9 Flag Poles

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C009**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**FLAG POLES**
Objective:	**To establish guidelines for the flying of flags.**

Policy

The single flag pole outside the Shire of Beverley Office is dedicated to flying a local Shire Flag Monday – Friday during office hours. The single flag pole at the Shire Office will have the Be Very You logo Flag flown (even if the Town Hall flag is at half-mast).

The three grouped flag poles will fly the Australian Flag, the Western Australian State Flag and the Aboriginal Flag. These three flags will follow all protocol as directed by the Department of Prime Minister and Cabinet.

The Shire of Beverley will fly the Shire Flag at Half Mast on the Town Hall to recognise residents and former residents of Beverley who have passed away. The flag will fly continually from time of notification to the time of burial, cremation or memorial to a maximum of two weeks when it will be taken down. The notification must come from a family member of the deceased.

Policy Amended: 25 February 2020
Policy Amended: 25 February 2026

3.10 Caravan Park – Maximum Stay

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C010**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**MAXIMUM STAY IN CARAVAN PARK**
Objective:	**To establish guidelines for staying in the Caravan Park.**

Policy

The Beverley Caravan Park is dedicated for visitors and tourists and does not accept long term rentals.

The maximum permitted stay in the Beverley Caravan Park is 28 days. Any stay longer than 28 days is to seek permission in writing from the Chief Executive Officer. The Chief Executive Officer has the authority to accept or reject a stay longer than 28 days up to a maximum of 3 months.

Policy Amended: 23 October 2018

3.11 Caravan Park and Cabins – Dogs

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C011**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1.

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**DOGS IN THE CARAVAN PARK AND CABINS**
Objective:	**To establish guidelines for persons staying with dogs in the Caravan Park and Cabins.**

Policy

Dogs are permitted in the Caravan Park if kept in a caravan or on a leash at all times. If a dog kept in the caravan park becomes a problem through excessive noise, lack of hygiene or misbehaviour, the owners and dog can be asked to leave.

No pets are allowed in the cabins with the exception of registered assistance dogs.

Policy Amended: 25 February 2026

3.12 Community Grants

Policy Type:	Community
Date Adopted:	September 2014

Policy No:	**C012**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COMMUNITY GRANTS**
Objective:	**To provide positive financial support for Not For Profit Community Groups**

Objective
To provide positive financial support to Incorporated, Not for Profit Beverley focussed community organisations that will assist with the development of their chosen interest and that meets the application criteria (subject to budget constraints) and promotes the Shire of Beverley as a positive, supportive and caring community organisation.

Policy
The Shire of Beverley will make an allocation of funds in its budget to be used to provide financial assistance to Incorporated, Not for Profit Community Organisations that can demonstrate an association with the Shire of Beverley. Funding for Incorporated, Not for Profit Community Organisations will be made bi-annually. Calls for submissions will be advertised in the Beverley Blarney.

An allowance for these funds will be included in the Shire of Beverley Annual Budget funded from the Cropping Committee Reserve (as balance of Reserve funds allow).

Examples of Not for Profit organisations are:-
Sporting Clubs, CWA, P & C, Arts and Cultural Groups or other Shire of Beverley local interest groups.

Funding to Community Organisations fall into two categories:-

1. Minor Community Grants
Funding of less than $2,000.00 with no matching funds required from the applicant.

Projects must seek to further the development of one of the following:

- early years (0 to 4 years);
- environment;
- history and or heritage;
- seniors;
- tourism;
- volunteer upskilling;
- sport and recreation
- youth (5 to 18 years).

2. Community Grants
Funding between $2,001 - $5,000 with a 50:50 matching component where applicants must contribute at least 50% of total project cost from either the applicant organisation or confirmed other funding sources. Evidence of other funding sources must be provided.

Assessment
Organisations registered for GST will have their grant grossed up by 10%

Applications need to demonstrate the benefits to the community or individual.

Applications for Minor and Community Grants will be assessed and referred to Council for a final determination.

Preference will be given to projects with demonstrated community support.

All applicants will be notified in writing of the outcome of their application for Shire of Beverley assistance.

Decisions regarding funding applications are final and will not be reconsidered.

Funding will not be provided for: -
Uniforms
Consumables (including food and beverages, stationery and other office supplies)
Awards and prizes
Minor equipment (footballs, netballs, hockey sticks etc. Junior Sporting Clubs are exempt)
Recurrent salaries and recurrent operational costs
Completed projects or equipment already purchased
Projects that are the responsibility of other Government Agencies.
Deficit funding for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue.

Application Criteria
All applicant organisations must be based within the Shire of Beverley, with a majority of members of the applicant organisation preferably being residents of the Shire of Beverley.

All applications for financial assistance must be submitted on the Shire of Beverley "Application for Financial Assistance" form.

The applicant should submit documented estimates of expenditure as part of the application ie quotes or written estimates.

All applications must be received by the designated closure date. No late applications will be considered.

For Community Grants the applicants and other contributions to the proposed project may come from one or more of the following sources:-

- Applicant organisations cash;
- State or Federal Government funding agencies;
- Donations of material and /or cash;
- Voluntary labour (max 1/3 of total contribution cost)
- Voluntary labour cost to be calculated at a maximum of $25 per hour.

Only one (1) application per financial year for financial assistance from a Community Grant will be considered per organisation.

Community organisations may apply for Minor Grants in each of the funding rounds, however, each grant must be for a separate project. (Where an organisation applies for more than one Minor Grant they must prioritise their applications).

Prior approval in writing must be sought for any substantial change to the assistance request.

The Community Organisation must provide a tax invoice to the Shire of Beverley before _____.

Acquittal

Projects must be completed by _____. Project and financial reports must be submitted to the Shire of Beverley, in "Section F Grant Acquittal" of the application, by _____.

Organisations with outstanding acquittals will not be eligible to apply for the next funding round.

Once an allocated budget has been utilised all subsequent requests for funding must be presented to Council for consideration.

UNDERTAKINGS AND CONDITIONS

If a grant is provided the organisation agrees to the following conditions:

1. The grant will be used for the purpose which it was given and will be expended within the financial year granted, unless otherwise agreed in writing by the Shire of Beverley.

2. If successful in your application, your organisation is required to provide the Shire of Beverley with a tax invoice before the _____ for the amount of allocated funds.

3. The acquittal must be returned to the Shire of Beverley within one month of completion of your project or by _____. Copies of project receipts must be attached

4. The Shire of Beverley will issue an invoice to the organisation for an amount equal to any unexpended funds.

5. If there is to be any delay in the expenditure of the grant, a written request will be made to the Shire of Beverley seeking approval for an extension of time.

6. A grant will not be approved for a project that has commenced or been completed.

7. Any special conditions that are attached to the grant will be met.

8. All relevant records will be kept for a period of 7 years and will be made available for audit at any time.

9. The Shire of Beverley will be acknowledged in any publications or media coverage for its support.

10. Your project should be discussed with a Shire of Beverley representative prior to applying.

11. Keep a copy of your application for your own record.

- A Shire Officer will contact you if more information is required.
- All applicants are advised in writing of the outcome.
- Applications are processed in the order in which they are received.
- Assessment will take a minimum of one month.

Please refer to the Shire Office for the Application Package, which can slightly alter each grant period.

Policy Amended: 23 October 2018
Policy Amended: 23 November 2021
Policy Amended: 25 February 2026

3.13 Community Use of the Digital Signage Trailers

Policy Type:	Community
Date Adopted:	December 2016

Policy No:	**C013**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COMMUNITY USE OF THE DIGITAL SIGNAGE TRAILERS**
Objective:	**To provide free advertising for local, not for profit groups running community events**

Policy

The Shire of Beverley may allow not for profit community groups to advertise on the Digital Signage Trailers providing they are running a community event which will provide significant benefit to Beverley.

Community groups may advertise their events, free of charge, on the digital signage boards; under the following conditions:

- The Shire has priority use, for example road works.
- The Shire decides on the location of the trailers.
- The trailers must be booked, through the Shire booking system, a minimum of one week in advance.
- The advertisement can run for a maximum of 14 days, and
- be no more than 3 slides long.
- The advertisement will benefit the community

Wording will be limited due to the size of the screen, and be subject to change at the discretion of the Shire.

Policy Amended: 23 October 2018

3.14 Brand Usage 'Beverley – Be very you'

Policy Type:	Community
Date Adopted:	May 2017

Policy No:	**C014**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**BRAND USAGE 'BEVERLEY – BE VERY YOU"**
Objective:	**A guide to assist in the correct usage of the Beverley – Be very you logo**

Policy

Logo Usage Guidelines

You are permitted to use the *Beverley – Be very you* logo (logo) for display on any printed material, websites, social media accounts, and promotional material, provided it complies with the Terms and Conditions and meets the logo usage guidelines outlined below.

You are welcome to use the logo on any printed material or online forum that promotes your business, group, event, or the town of Beverley, in a positive way. The phrase can be used as is or altered slightly in a way that suits your business provided the words 'Be very' are maintained. The word 'you' can be replaced, on the condition it complies with the Terms and Conditions, is not offensive, and does not promote any unruly or unethical behaviour. A few examples of how you can use this text are provided.

Logo Display

The logo must stand alone. A minimum amount of space must be visible between the logo and other text, graphics or photos. The minimum space is defined as the approximate size of the 'e' in Beverley. The logo must not be positioned on top of a photo unless the background is clear (i.e. a solid, light colour, or white).

Logo Colour

The logo should always be used in full colour when displayed on websites or on social media. The logo should be used in full colour for printed material unless a colour version is not practical and then it can be used in black, or white, depending on which is most visually pleasing on the specific document.

The preferred background is white. When this is not possible it may be used on a solid, light colour background. If the background must be black or a dark colour, the white logo can be used. The background must be a solid colour.

Logo Size

The logo must be at least ..mm high *(will be determined when artwork is finalized)* on any printed material. The logo must retain original proportions and not be resized in any way that would cause distortion or degradation to the quality of the logo. On any online forum the logo must be big enough to clearly read the phrase 'Be very you'.

Terms and Conditions
The logo may not be displayed on any material, printed or online, that could be considered offensive, or defamatory to any person, people, group, or organisation.

The logo may not be displayed on any material to promote any illegal activities, including but not limited to the sale of alcohol to minors.

The logo may not be displayed on any material to promote an event for any specific political party, lobby group, or advocacy group.

Stakeholders must adhere to the usage recommendations.

Failure to comply with these terms will result in immediate revoking of permission to use the logo.

The Shire of Beverley reserves the right to refuse or revoke permission to use the logo.

If you need clarification on any of these terms and conditions please speak with the Tourism Project Officer at the Shire of Beverley.

Contract for use
I, _____, representing (business, group, organisation), _____ _____, agree to the Terms and Conditions listed above and understand failure to comply will result in a revoking of permission to use the logo.

Signed: _____ Date: _____

Examples of '*Be very you*' alternatives
The examples provided below are just some of the ways you can incorporate the *Be very you* message into your promotion. Please be aware of the alternate connotation each individual phrase has whether and not it could be construed to cause offence to any person or group.

Café/bakery	Be very **satisfied**
	Be very **chatty**
	Be very **happy**
Pub/hotel	Be very **merry**
	Be very **bubbly**
Tennis	Be **very bouncy**
Photography	Be very **clicky**
	Be very **focused**
Walks/hiking	Be very **muddy**
	Be very **fresh**
BnBs	Be very **at home**
	Be very **comfortable**

3.15 Cornerstone Digital Display

Policy Type:	Community
Date Adopted:	18 December 2018

Policy No:	**C015**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**USE OF THE CORNERSTONE DIGITAL DISPLAY**
Objective:	**To provide guidance regarding the utilisation of the Cornerstone Digital Display facing Vincent Street.**

Policy

The intended use of the Cornerstone Digital Display is that it be used as a communication tool to inform visitors and residents of relevant local information and details of local events.

Only information relevant to the Beverley district is to be displayed on the Cornerstone Digital Display.

Information allowable to be displayed is as follows:
- The date and time;
- Local temperature;
- Shire Of Beverley Information Notices;
- Community Resource Centre Information Notices;
- Total Fire Ban/Harvest Ban Alerts;
- Holiday wishes limited to Easter and Christmas; and
- Information regarding Community Not For Profit Events.

Further, advertising on the Cornerstone Digital Display is allowable pursuant to the following conditions:
- The Advertising is of a local business; or
- The Advertising for a local profit generating Event; and
- A fee of $50 ex GST for set up and maintenance and $50 ex GST per calendar month (paid in advance) to display is paid.

Community information and paid advertising display will run on a continuous loop between 6.00am and 8.00pm, being the operating period (total 14 hours).

A display will run for 10 seconds.

A loop will be for a maximum of 4 minutes or 24 10 second displays per screen.

The minimum exposure per display over the operating time will be 210 times shown during the operating period.

No alteration or discount will be applied to the fee chargeable for paid advertising in the event of reduced exposure from short term (less than 24 hour) power outages or equipment failure.

For outages lasting longer than 24 hours a pro rata refund will be applied to each additional outage hour over 24 hours based on a 28 day month (392 operating hours).

Refund calculation = $50/392 = $0.13 ex GST per outage hour over 24 hours.

The Shire of Beverley will be responsible for managing, updating and programming the Cornerstone Digital Display.

The Chief Executive Officer is to determine suitability of display items and approve displays at their discretion.

CORNERSTONE DIGITAL SIGN ADVERTISING TERMS & CONDITIONS

Advertising on the Cornerstone Digital Display is allowable pursuant to the following conditions:

- The Advertising is of a local business; or
- The Advertising of a local profit generating Event; and
- A fee of $50 ex GST for set up and maintenance and $50 ex GST per calendar month (paid in advance) to display is paid.

The advertising display will run on a continuous loop between 6.00am and 8.00pm, being the operating period (total 14 hours).

A display will run for a maximum of 10 seconds.

A loop will be for a maximum of 4 minutes or 24 10 second displays per screen.

The minimum exposure per display over the operating time will be 210 times shown during the operating period.

No alteration or discount will be applied to the fee chargeable for paid advertising in the event of reduced exposure from short term (less than 24 hour) power outages or equipment failure.

For outages lasting longer than 24 hours a pro rata refund will be applied to each additional outage hour over 24 hours based on a 28 day month (392 operating hours).

Refund calculation = $50/392 = $0.13 ex GST per outage hour over 24 hours.

The Shire of Beverley will be responsible for managing, updating and programming the Cornerstone Digital Display.

The Chief Executive Officer is to determine suitability of display items and approve displays at their discretion.

DECLARATION

I,_____ have read, understood and agree to the terms and conditions relating to advertising on the Shire of Beverley's Cornerstone Digital Display.

I approve the exhibition of the approved advertisement for_____to be displayed for the months of _____ to _____ .

Signed: _____

Date: _____

3.16 Beverley Blarney

Policy Type:	Community
Date Adopted:	27 August 2019

Policy No:	**C016**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

Title:	**BEVERLEY BLARNEY**
Objective:	**To provide guidelines on the production and distribution of the Beverley Blarney.**

The Beverley Blarney is a free monthly publication produced by the Shire of Beverley for the benefit of the Community to aid in the distribution of local news, events, announcements and business.

Production
The Shire of Beverley may pay a monthly fee to a group, person or business to collate, design and edit the Beverley Blarney on behalf of the Shire of Beverley. The current payment stands with Ms L Adams (editor).
Should Ms Adams no longer wish to produce the Beverley Blarney they are to provide two months (two issues) notice. Should the Shire of Beverley no longer wish Ms Adams to produce the Beverley Blarney it is to provide three months (three issues) notice.

The Editor will monitor the blarney@beverley.wa.gov.au email address and respond to all advertising requests it receives. Any reports or advertisements that the editor is unsure about should be directed to the Shire CEO for clarification.

Shire staff will assist with any queries received via the Shire Office, directing advertisers to send requests to the blarney email address or taking the advertisement, payment (if necessary) and placing it in the Blarney pigeon hole.

Community Groups with community announcements will not be charged for advertising. A group community announcement is considered as monthly club notes, notice of AGM, posters for open days or activities etc.

Individuals with community announcements will not be charged for advertising. An individual community announcement is considered as either a birthday, anniversary, death or thank you notice.

Local Community Groups with sponsored activities that provide economic benefit to the town are permitted to recognise their sponsors with logos within their advertising. Eg – Beverley Show, Open Days (Sporting Clubs), Triathlon, Station Arts, CRC and BDHS. If there is an advertising query which this policy does not address or remains silent, the query should be referred to the Shire of Beverley Chief Executive Officer.

Where a paid advertisement or community announcement is changed for either information, grammatical or professional beautification purposes, the advert/announcement is to be sent back to the advertiser for approval prior to printing.

The Beverley Blarney does not print offensive opinion pieces or “Brickbats and Bouquets”. Special opinion pieces which are community related and not offensive maybe directed to the Chief Executive Officer and if approved, payment for the advertisement will be required.

Pieces which could be considered helpful to the community may be directed to and approved by the CEO. Political advertising during State and Federal Elections must be paid for. Political media statements maybe approved if the information is relevant and helpful to the Beverley Community.

Private Business will be charged for their advertising at the rate appropriate to the advertising size. Advertising is likely to be moved each month to suit editing and a requested location cannot be guaranteed or accommodated.

The Shire of Beverley and Beverley CRC are not required to pay for advertising.

The monthly Shire President Report is to be located on page two (2) of the Blarney. If possible other Shire information should follow on from the President’s Report.

Payments for advertising will be received or invoiced by the Shire of Beverley. Size D, Size E and Trading Post adverts must be paid at the time of advertising and will not be invoiced. 12 month advertising rates, with 2 free months must be paid upfront and will not be invoiced monthly.

The Beverley Blarney must be proof read by a Shire of Beverley Staff member prior to going to print.

The Beverley Blarney should where possible, be finalised at least three nights prior to the 1st of each month.

Printing and Distribution

The Shire of Beverley may pay a monthly fee to a group, person or business to print and distribute the Beverley Blarney on behalf of the Shire of Beverley.
Should the group/person/business no longer wish to print and distribute the Beverley Blarney they are to provide one months (one issue) notice. Should the Shire of Beverley no longer wish the group/person/business to print and distribute the Beverley Blarney it is to provide three months (three issues) notice.

The Beverley Blarney should where possible, be printed on the last three nights of the month, ready for distribution on the 1st of the month.

The Beverley Blarney is to be distributed to various businesses listed on the Blarney distribution sheet.

If a new business requests to be a distribution point, approval should be given by the Chief Executive Officer (refer to the attached distribution list).

Each quarter the distributor should review any excess copies left at various businesses and adjust if necessary.

Social Media

Shire Staff are required to upload the Blarney and Presidents Notes to the Shire Website on the 1st day of the month (or Monday should the 1st be a Saturday or Sunday).

A link should be placed on the Shire Facebook page advertising the availability of each new issue.
Beverley Blarney Distribution Sheet

Business Name	Quantity
Avon Trading	30
Beverley Pharmacy	15
Beverley IGA	60
Beverley Post Office & Newsagency	335
Beverley CRC	20
Beverley Shire Counter	5
Shire of Beverley Prepaid Post	6
Beverley Caravan Park	5
T-Bone Butcher	10
Red Vault	15
East End Gallery	15
Beverley Bakehouse	40
Avondale Museum	10
Beverley Frail Aged Lodge	5
York Tourist Bureau	12
Hutton & Northey	10

Policy Amended: 23 November 2021
Policy Amended: 19 December 2023
Policy Amended: 25 September 2024
Policy Amended: 25 February 2026

3.17 Avondale Agricultural Museum Collection Policy

Policy Type:	Community
Date Adopted:	25 February 2020

Policy No:	**C017**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**AVONDALE AGRICULTURAL MUSEUM COLLECTION POLICY**
Objective:	**To provide guidelines on the development and management of the collection.**

Background

The Avondale Agricultural Museum Collection is located at Avondale Farm, in the Shire of Beverley. Avondale farm is a 710ha property, located 6km west of the Town of Beverley on Waterhatch Road. The property comprises 520ha arable farming land and 190ha non arable land comprising a bush reserve (53.5ha), rocky grazing, treed water courses and a built heritage precinct.

Avondale farm was one of the earliest pastoral properties developed in the Beverley district in the 1830's. Avondale Farm is valued for its role in agricultural research and education. Established as a State Farm in 1919, Avondale Farm was held by the Agriculture Department of WA as a venue for agricultural research from 1924 until the 1990's and subsequently as a public education site until 2009, when the National Trust took over the management of the property.

The original Avondale Agricultural Museum Collection was comprised of items donated by farmers from around the State for the sesquicentenary celebrations in 1979. The exhibition concentrated on items of technological significance, much of which was restored by the Department of Agriculture's workshop. The collection was specifically put together to represent the historical equipment of all the processes in agricultural production and therefore tells the story of the development of farming in the Western Australian Wheatbelt.

The original museum building was constructed to house the donated farm machinery. The building was extended in the early 2000's to house the growing collection that represents some of Western Australia agricultural machinery dating back to the 1850's

The Shire of Beverley took over the collection from the Agriculture Department in 2009, at the same time management of the property was transferred to the National Trust.

Statement Of Purpose Or Mission Statement

The purpose of the Avondale Agricultural Museum Collection is to tell the story of the mechanisation and innovation in farming in the Western Australian Wheatbelt region from the early 1850's to 1979.

The Museum aims to provide an educational and tourism experience that is complementary to the interpretation of 'Avondale Farm' which tells the story of the development of Agriculture in WA, intertwining early European settlement, the culture and traditions of the Ballardong Aboriginal people and the natural environment.

The Museum will incorporate objects, history and stories associated with the development of Agriculture in Western Australia, the history of Avondale Farm and the significant contribution made to Agricultural from the research carried out at Avondale.

Purpose And Scope Of The Collection Policy
The collection policy will be the guiding document for the development and management of the collection.

The policy will guide the formation of a management structure, museum funding, a review of the existing collection and subsequent inclusion of items into the Avondale Agricultural Museum collection.

The collection management policy will guide the procedures by which the museum is managed and funded. The procedures developed to implement these policies will be outlined in a separate document.

Museum Management
The Shire of Beverley owns and is responsible for the Avondale Agriculture Museum Collection.

Museum governance, future planning and funding will be the responsibility of the Shire of Beverley.

The Shire of Beverley will be responsible for the operations of the Museum in accordance with the policies and procedures of the Museum.

What The Museum Will Collect
The key theme of the Avondale Agricultural Museum Collection is to tell the story of the mechanisation and innovation in farming in the Western Australian Wheatbelt region. The collection was put together to represent the historical equipment of all the processes in agricultural production and therefore is representative of a class of artefacts important to the development of farming in the Wheatbelt of WA.

The Museum will incorporate objects, history and stories associated with the development of Agriculture in Western Australia, the history of Avondale farm and the significant contribution made to Agricultural research at Avondale.

Contributing significantly to the value of the Museum Collection are the operational vehicles. A large number of the tractors and vehicles are operational, enabling demonstrations of farm practices and differentiating the collection from similar collections throughout WA.

The environs in which the Museum is located at Avondale also adds value to the museum collection and is another differentiating feature. Avondale Farm was an Agricultural research facility which made a significant contribution to agricultural research in the State and is still a working farm.

The collection dates from the 1850's to 1979.

The types of objects to be collected include agricultural machinery, agricultural implements, operating manuals for historical machinery, photographs and written and oral histories.

The objects will reflect the development of Agriculture in WA and could include

- equipment used in agricultural research;
- vehicles and machinery in working order or able to be restored to working order for the purpose of demonstrations;
- historical equipment that contributes to the processes in agricultural production; and
- objects important to the development of farming in the south of WA

The collection is available for viewing at Avondale Farm, 505 Waterhatch Road Beverley. Opening hours are determined by the Shire in consultation with the National Trust (WA) who manage Avondale Farm. Access may be provided for special events by arrangement. Access to Museum records will be provided by appointment only.

Temporary exhibitions may be installed and objects used in demonstrations at special events.

How the Museum Will Collect

Method of Acquisition

The Museum will acquire objects for the permanent collection by donation, bequest, purchase or transfer.

All decisions regarding the acquisition of objects for the museum will be made by the Acquisition Committee.

The museum will not accept conditional donations.

Loans will be considered on a case by case basis, and would normally only be considered where the object is rare and adds significant value to the current museum collection or it would enhance a temporary exhibition or event display. Decisions on items to acquire by loan will be made by the Acquisition committee.

Acquisition Committee

The Acquisition committee will be full Council for the Shire of Beverley. All recommendations made by the committee will be documented and retained in the Shire of Beverley Office.

Acquisition Criteria

The Committee will consider the following criteria before approving acquisition of an object:

- **Relevance**
  The museum only collects objects that relate to the museum's purpose and key collecting areas

- **Significance**
  Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value.

- **Provenance and Documentation**
  Priority will be given to objects from Avondale Farm and surrounding Wheatbelt Shires and where the history of the object is known and associated documentation and support material can be provided. Items can be obtained from other areas where it enhances the understanding of the key themes within the collection.

- **Condition, intactness, integrity**
  The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection.

- **Interpretive Potential**
  Objects that tell a story that adds to the interpretation of museum themes will be prioritised.

- **Rarity**
  Objects may be prioritised if they are rare examples of a particular kind of object

- **Representativeness**
  Objects may be prioritised if they are an excellent representative example of a particular kind of object

- **Duplications**
  Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.

- **Legal Requirements**
  The museum only accept objects where the donor/vendor has legal title to the object

- **Resource Implications**
  The museum will consider its responsibility in relation to items that have highly specialised conservation, storage and display needs and the ability of personnel to care for these items, including the financial resources required to safely house such items.

Legal / Ethical Obligations

Aboriginal Artefacts

Should objects that are traditional Aboriginal objects be offered to the museum for inclusion in its collection the Shire will comply with the Aboriginal Heritage Act 1972.

The Shire acknowledges that it has a mandatory obligations under the Aboriginal Heritage Act 1972 (WA) to provide notice in writing to the Minister of Aboriginal Affairs in relation to any object in its custody that may be classified as Aboriginal cultural material. The Shire shall give a description of that object and the manner in which it came to be in its custody or under its control.

Prohibited Weapons And Firearms

Should objects that could be considered to be prohibited or controlled weapons be offered to the Museum for inclusion in its collection, the Shire will comply with the Weapons Act 1999 and the Weapons Regulations 1999. Such weapons could include historical swords, blunt ceremonial swords, bayonets, batons, cat o'nine tails, and concealed weapons, firearms including longarms, pistols and handguns.

Storage & Conservation

The Museum aims to achieve high standards of collection care and storage based on the National Standards for Museum and Galleries v1.5.

Objects will be stored and conserved in accordance with the Collection Policy Procedures Manual.

Deaccessioning And Disposal Procedures

Criteria For Deaccessioning

Deaccessioning is the administrative process of removing an item from the collection.

An object can be deaccessioned from the Museum's collection if

- It does not comply with the current collection policy of the Museum.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the museum.
- It is a lessor quality duplicate of an object the museum already owns and it is not required for changeover, education or other purposes.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection.
- It has disputed ownership and a substantiated request for the return of the object to its original owner is received

Deaccession Procedures

To formally de-accession an object from the Museum collection the following procedure should be followed:

- The object identified for removal from the collection must come before the Acquisition Committee for consideration with close reference to the criteria stated above.
- The object identified above for deaccession must be held for a twelve month 'cooling off' period before it is finally disposed of.
- Staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a deaccessioned object, except by public auction or open tender process.
- Any funds acquired from the sale of the de-accessioned item should be used for acquisition or care of the collections.

Disposal Procedures
Once a decision has been made by the Acquisition committee to deaccession an object, the object should be removed from the collection in the following priority order:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be;
2. Transferred to another appropriate institution;
3. Sold by public auction or open tender process, where appropriate;
4. Used as an education/interpretive tool;
5. Destroyed or recycled if appropriate

Winding-Up Procedures
In the event that the Museum is to be wound up, a resolution of the Beverley Shire Council is required.

The museum will be wound up in accordance with the National Standards for Australian Museums and Galleries v1.5 (in particular A1.1.3 and A1.1.4) or the equivalent standards at the time.

The Shire of Beverley disposal of assets policy will also apply.

LOANS

Loan Procedures
The Museum will consider the lending and borrowing of objects if by doing so it assists the Museum in meeting its purpose. The lending and borrowing of objects will be considered on a case by case basis, and would normally only be considered where the object is rare and adds significant value to the current museum collection or it would enhance a temporary exhibition or event display.

Decisions on items to acquire by loan will be made by the Acquisition committee who will consider the following:

- Permanent and long term loans will not be accepted by the Museum.
- The Museum will loan and borrow material to help meet its purpose.
- The Museum holds separate forms for inward and outward loans
- The maximum loan period is 12 months.

The procedure for inward and outward loans is contained within the Collection Procedures manual.

Oral History Policy
Oral histories form an important part of the Avondale Agricultural Machinery Museum. When collecting oral histories

- An Oral History Agreement is signed by the person interviewed, which clearly states the purpose and intended uses of the interviews and what copyright provisions apply.
- The Museum abides by the Guidelines of Ethical Practise of the Oral History Association of Australia.

Oral histories will be collected, used and made available to the public in accordance to the procedures outlines in the Collection Procedures Manual.

Access

The collection is accessible to the public through regular opening hours and by appointments. Use of the Museum for special events is by arrangement with the Shire of Beverley.

The collection records are accessible for research purposes by appointment.

Review Your Collection Policy

The museum collection policy will be reviewed annually as part of the Shire of Beverley Policy Manual annual review.

Policy Amended: 19 December 2023

3.18 Request for Purchase and Placement of Memorial Seats

Type:	Community
Date Adopted:	23 August 2022

Policy No:	**C018**
Date Last Reviewed:	25 February 2026

Legal (Parent):

Legal (Subsidiary):

ADOPTED POLICY	
	Request for Purchase and Placement of Memorial Seats
Objective:	**To recognise residents who have made a significant contribution to the Beverley Community and ensure applications are managed on a consistent basis.**

SCOPE

This policy applies to the placement of memorial seats in the Shire of Beverley owned/managed parks, reserves, public open space and streetscapes (other than Vincent Street).

POLICY

The Shire of Beverley recognises that members of the community may wish to use public open space to commemorate a person/s through a memorial, which adds to the value of the well being of the community.

In order for the Shire to ensure its public open spaces continue to serve their purpose and are not transformed into places of mourning, and that its assets are not impacted negatively, applications for memorial seats in public open space will be limited to:

- recognising residents who have made a significant contribution to the Shire or Community over a minimum of 15 years.

Each application will be assessed on its individual merit, firstly meeting the basic criteria and subject to the conditions within this policy.

All applications must meet the following criteria:

- The application must be on the prescribed form.
- Memorial seats shall only commemorate a person no longer living.
- The deceased was a resident of Beverley for a minimum of 15 years.
- The deceased made a significant contribution to the community through volunteering, business, cultural, social or sporting aspects.
- Placement of the memorial would benefit the community in acknowledging the deceased.
- The applicant is to fund the purchase and installation of the memorial seat and plaque.

IMPLEMENTATION

- The application will be presented to Council for determination.
- The requested location will be considered, but final determination will be by the CEO or Manager of Works.
- The Shire will co-ordinate the selection, purchase, installation, and maintenance of the seat and plaque.
- All plaques will be to a standard size and be purchased through an approved bronze plaque foundry.
- Personal items are not to be fixed to the memorial seat or placed at the base of the seat.
- No ashes are to be placed in or near the seat.
- Additional plaques may be approved on memorial seats subject to approval from the original applicant or their immediate family.

Life of the Seat and Plaque

The seat and plaque remain the property of the Shire of Beverley. The memorial seat and plaque have a finite life. The Shire envisages that the seat/plaque will be located at the site for a period of not less than 10 years from the date of installation. Should a piece of memorial park furniture be damaged beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant to inform them of this.

Cost

Applicants must meet the cost of the purchase and installation of furniture and plaque. Costs are determined on a case by case basis. Applicants will be advised the total cost prior to the application being presented to the CEO or Council for consideration. Applicants can advise at this stage if they do not wish to proceed with the application. Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Plaques

The memorial plaque can be no larger than 120mm x 80mm and be up to 20 words.

Memorial Seat and Plaque Application Form

APPLICANT:

First Name:	
Surname:	
Postal Address:	
Email:	
Mobile:	
Alternate Contact Name:	
Mobile and Email:	

MEMORIAL:

First Name:	
Surname:	
Date (from to) Lived in Beverley	
Contribution to Beverley Community:	

PLAQUE DETAILS

Wording (max of 20 words)	

Please number your preferred location, with 1 being most preferred

Location	
Avon River Park	
Avon Park – RV Friendly side	
Information Bay	
Streetscape/Footpath (please name road)	
Catholic Cemetery	
Anglican Cemetery	
Other -	

☐ I accept the final location will be decided by the Shire of Beverley.
☐ I have read the Memorial Seats Policy and understand the payment, implementation and life of memorial conditions.

Signed:_____ Date: _____

3.19 Child Safe Awareness Policy

Policy Type:	Community
Date Adopted:	27 June 2023

Policy No:	**C019**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. N/A

Legal (Subsidiary): 3.

ADOPTED POLICY	
Title:	**CHILD SAFE AWARENESS POLICY**
Objective:	**To reduce the risk of harm and child sexual abuse in our community by encouraging child safe environments to be created and maintained.**

POLICY STATEMENT

The Shire of Beverley supports and values all children and young people. The Shire of Beverley 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 Beverley 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 Beverley 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 Beverley 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 Beverley 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 Beverley in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

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 Beverley, regardless of their work related to children or young people. It applies to occupants of the Shire of Beverley 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 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 Beverley 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 Agenda at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

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

Although the Shire of Beverley 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 the Shire of Beverley facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Beverley will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

Related Policies

Shire of Beverley Elected Member & Employee Code of Conduct

Review

This policy will be reviewed within the Annual Shire of Beverley Policy Manual Review or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people.

3.20 Renewable Energy Projects – Community Benefit Scheme Fund

Policy Type:	Community
Date Adopted:	25 June 2025

Policy No:	**S020**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Local Government Act, 1995

Legal (Subsidiary):

1. Local Government (Financial Management) Regulations, 1996

ADOPTED POLICY	
Title:	**RENEWABLE ENERGY PROJECTS – COMMUNITY BENEFIT SCHEME FUND**
Objective:	**To establish a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia.**

POLICY

Purpose and Background

The Shire of Beverley is committed to ensuring that large-scale renewable energy developments (Wind Energy Facilities (WEFs) or farms, Solar Farms, and Battery Energy Storage Systems (BESS)) deliver lasting positive outcomes for the local community. This Renewable Energy Projects - Community Benefit Scheme Fund (CBS) Policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia.

The Policy strives to align with the principle of maximising the benefits to the community and the environment from renewable projects.

As Western Australia transitions its energy sector towards net-zero emissions, the Shire is preparing for the implications of potential large scale renewable energy projects within its area of jurisdiction. This Policy aims to ensure that as renewable projects proceed, they do so in partnership with the community – through early engagement, benefit-sharing contributions, and transparent governance – leaving a positive legacy in line with the Shire's strategic planning objectives.

Scope

This Policy applies to all large-scale renewable energy facilities within the Shire of Beverley, including wind energy facilities (wind farms), utility-scale solar farms, and large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy projects during project planning, approval, and operational phases. The Policy sets out expectations and requirements for negotiating and establishing a Renewable Energy Projects Community Benefit Schemes Fund.

Definitions

Proponent – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) in the Shire. This includes any company or entity seeking development approval for such projects.

Renewable Energy Projects Community Benefit Scheme Fund – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy.

Nameplate Capacity – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CBS contributions. For hybrid projects, capacity is considered by each component (e.g. MW of wind, MW of solar, MWh of standalone storage).

Life of the Project – The expected operational lifespan of the renewable energy facility, assumed to be approximately 30 years (unless otherwise defined in approvals). CBS contributions are made for the duration of the project's operation.

Social License – The ongoing acceptance and approval of a project by the local community and stakeholders, beyond formal regulatory or legal requirements. It's not a literal license, but rather a metaphorical one that reflects the level of trust, legitimacy, and support a project has from the public. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

Policy Statement

The Shire of Beverley requires that all large-scale renewable energy projects contribute to a Renewable Energy Projects Community Benefit Scheme Fund (CBS) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing, and disbursing CBS contributions.

Key principles of the Policy include:

Early Negotiation and Agreement:

Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CBS contribution agreement. The aim is to reach an in-principle agreement on community contributions before commencement of construction, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs (Benefit-Sharing Guideline). The agreed contribution should be formalised via a legal instrument (such as a deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.

Contribution Formula (Per MW and Indexation):

The CBS contribution will be calculated based on the installed capacity of the project of each asset installed and located in the Shire of Beverley, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 *Benefit Sharing Guideline* for renewable energy projects, which are: $1,050 per MW per annum for wind energy, $850 per MW per annum for solar energy, and $150 per MWh per annum for standalone battery projects, indexed annually to the Consumer Price Index

(CPI) (Benefit-Sharing Guideline).

The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning (Benefit-Sharing Guideline). Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.

Minimum Contribution Levels:

In all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling (Benefit-Sharing Guideline). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the above rates per capacity apply. The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Beverley's community receives a fair share commensurate with projects in other regions and reflects the scale of development.

Administration and Governance – Shire-Managed Fund (Preferred):

The default and preferred model is for the CBS to be administered by the Shire of Beverley. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the particular proponent's Community Benefit Scheme Fund. The Shire will manage and disburse the funds in accordance with the *Local Government Act 1995* and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms, and community accountability measures. Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance, and maximise returns on investment for community betterment. All CBS monies received will be accounted for in the Shire's annual budget (as restricted funds), and unspent funds will be carried forward in the reserve. Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).

Eligible Uses of Funds and Thematic Priorities:

CBS funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire's strategic plans (such as the Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, and other informing strategies). The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending. The Shire, in consultation with the community and the proponent, will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure enhancement. These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grant programs under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and, where relevant, across different localities within the Shire, so that those most impacted by the development share in the benefits. Importantly, CBS funds are additional – they complement (but do not replace) normal

government spending or other funding sources. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.

- Suggested initial thematic approach areas of investment include:

  - Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
  - Health and Wellbeing: Enhancing health and wellbeing generally;
  - Education and Training: Scholarships and workforce development programs;
  - Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;
  - Disaster Resilience and Emergency Services: Strengthening emergency services; and
  - Tourism Development: Investing in attractions to drive economic growth.

Governance Structure (CBS Committee):

To oversee the distribution of CBS monies, the Shire will establish a CBS Committee or Advisory Group. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (including drawn from near neighbours or stakeholders), and a representative (and deputy) of the proponent company. The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference approved by Council, ensuring decisions are transparent, fair, and aligned with the fund's objectives. The proponent's presence on the committee (in a non-voting or advisory capacity) can help coordinate recognition and ensure their perspective is considered, while the majority community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution. Annual Reporting on the CBS will be undertaken: the Shire will publish a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible (Benefit-Sharing Guideline). The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.

Alignment with Shire Plans and Community Input:

All CBS-funded initiatives should support the broader development plans of the Shire. The proponent and the Shire will work together to ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Shire's Long-Term Financial Plan (LTFP) or Planning identifies critical community infrastructure needs (such as upgrades to community halls, recreation centres, or roads impacted by the project), the CBS can be directed to co-fund those projects. Similarly, initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CBS. By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. Community input is vital in this process: the Shire may hold community workshops or invite submissions on how CBS money should be spent, ensuring the fund is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs (Benefit-Sharing Guideline). Where a proponent has its own corporate social responsibility themes (e.g. Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.

Option for Proponent-Administered Fund:

While the Shire-managed model is preferred, this Policy allows for an alternative arrangement where the proponent administers the community fund directly – but only with the Shire's agreement and under specific conditions. If a proponent wishes to establish and run its own Community Benefit Scheme Fund or similar program (for instance, via a trust, community grants program, or a third-party foundation), the following must be ensured: (a) the level of funding provided by the proponent is at least equivalent to what would have been contributed under this Policy's formula (with the same CPI indexation); (b) the fund or programs run by the proponent are aligned with the Shire's strategic objectives and the needs of the Beverley community; (c) the proponent involves the Shire in the governance or decision-making process – for example, the Shire may have representation on the proponent's fund committee or a formal role in approving projects – and (d) there is full transparency and reporting of expenditures to the Shire and community. Essentially, the proponent-run fund must mirror the intent of the CBS in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community than the Shire-managed approach. If a proponent-administered model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Shire will participate in project selection, and how reporting/recognition will occur. The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g. annual meetings) between the Shire and proponent will be required to review the fund's performance. Notably, even under a proponent-managed scheme, the Shire expects that key programs be coordinated with Council (for instance, if the proponent gives education scholarships or community grants, this should be communicated and celebrated jointly). This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible (Benefit-Sharing Guideline), avoiding duplication or working at cross-purposes.

Financial Management and Reserves:

All CBS funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Benefit Scheme Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund. Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project). The reserve will be managed in accordance with the Shire's financial policies and the *Local Government (Financial Management) Regulations 1996*, with annual reporting as noted. If the project terminates earlier than expected (e.g. decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Beverley.

Recognition and Communication:

The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CBS. This may include: signage at facilities or project sites acknowledging the proponent's community fund (e.g. "This project was funded by the Community Benefit Scheme Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CBS-funded initiatives. Mutual recognition builds goodwill and encourages other developers to also contribute generously. Additionally, the Shire will periodically communicate to the broader public about how hosting renewable energy has directly benefited the community – reinforcing the positive narrative of renewable energy developments. This transparency and promotion are consistent with maintaining public support for the industry and demonstrating that

local communities are better off as a result of these projects.

Through this Policy, the Shire of Beverley seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy transition. The Policy will be reviewed as needed (for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Benefit Scheme Fund Contributions

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments, or similar arrangements between proponents and individual landholders or nearby residents constitute part of, or can be offset against, the required Renewable Energy Projects Community Benefit Scheme Fund contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance, and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CBS is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CBS is a public-good mechanism to fund strategic, equitable, and transparent investments in community wellbeing, services, infrastructure, and sustainability outcomes - not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CBS contribution;
- The CBS shall be calculated independently, based solely on the nameplate capacity and CPI-indexed benchmarks outlined in this Policy;
- Proponents are encouraged to implement both NBS and the CBS as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CBS, and ensures that all residents - including those not in immediate proximity to infrastructure - share in the benefit of the renewable energy transition.

Sources:

- Shire of Narrogin Draft Council Policy – Community Enhancements Fund (CEF);
- NSW Dept of Planning Benefit Sharing Guide (2023) (Benefit-Sharing Guideline);
- Shire of Beverley Local Planning Policy – Wind Farms
- ABC News (2024) (WA government's wind farm development policy lagging behind, councils say - ABC News).

Appendices:

- Appendix 1 – Community Benefit Scheme Fund (CBS) Procedural & Operational Guidelines
- Appendix 2 – Community Benefit Scheme Fund (CBS) Contribution Modelling Examples
- Appendix 3 – Community Benefit Scheme Fund (CBS) Example Agreement (Heads of Terms)

Appendix 1 – Community Benefit Scheme Fund (CBS) Procedural & Operational Guidelines

This appendix outlines the step-by-step process for establishing and operating a Community Benefit Scheme Fund in line with the Policy.

Step 1: Initial Engagement and Proposal Stage

- **Pre-lodgement Discussion:** When a proponent is considering a renewable energy development in the Shire, they should contact the Shire administration early to discuss the Community Benefit Scheme Fund expectations. The Shire will provide a copy of this Policy and any relevant information to inform the proponent's planning.
- **Scoping the Contribution:** The proponent and Shire will jointly scope the likely size of the CBS contribution based on the proposed capacity (e.g. MW of generation and/or MWh of storage). For example, a 100 MW wind farm would typically entail an annual contribution of about $105,000 (indexed) under current guidelines, while a 50 MW solar farm would be about $42,500/year (Benefit-Sharing Guideline). This early estimate helps all parties understand the scale of community investment.
- **Community Needs Discussion:** The Shire may share information on community needs or potential projects that a fund could support, and the proponent may share its initial ideas for benefit programs. Early brainstorming ensures both sides are aligned on the importance of community outcomes (e.g. the proponent might express interest in supporting local apprenticeships or environmental projects, which can be factored into the eventual fund usage).

Step 2: Negotiation of Terms

- **Formal Negotiation:** As the project details firm up (typically during project feasibility or once a development application is imminent), the Shire's representatives (e.g. CEO or delegated officer, and potentially Council's negotiating team) will meet with the proponent to negotiate the CBS agreement in detail. Key terms include: the annual contribution amount (based on the final capacity – e.g., if the project plans 150 MW wind, then $157,500/yr at $1,050/MW, CPI indexed (Benefit-Sharing Guideline)), the duration of payments (e.g. 30 years from commissioning or until decommissioning), the indexation method (CPI All Groups, applied yearly), and the payment schedule (e.g. annual in advance, or quarterly). The parties will also discuss the administration model (Shire-managed by default, or any request for proponent-managed as per Policy) and associated governance (committee involvement, etc.).
- **Documentation:** The outcome of negotiations will be captured in a draft Community Benefit Agreement (see Appendix 3 for an example outline). This agreement may take the form of a stand-alone Deed between the Shire and proponent. The agreement will specify obligations on both parties. Shire Council approval is required to endorse the agreement.
- **Legal Review:** Both the Shire and proponent should seek any necessary legal review of the agreement to ensure it is robust. Important considerations include default provisions (e.g. what if payments are late), transfer of obligations to any new owner, and dispute resolution mechanisms.

Step 3: Development Approval and Agreement Execution

- **Council Report:** When the development application (DA) for the project is assessed by Council (or by a Joint Development Assessment Panel, JDAP, or State Development Assessment Unit (SDAU), if relevant), the existence or status of the CBS agreement will be noted. Ideally, the agreement (or a memorandum of understanding) is signed concurrently with development approval.
- **Finalising the Agreement:** The Shire President and CEO (on behalf of the Shire) and

the proponent's authorised officers will execute the Community Benefit Scheme Fund agreement. It will come into effect upon execution or upon a specified trigger (such as upon the project commencement of construction, depending on what is negotiated).

Step 4: Establishment of the Fund and Governance

- **Reserve Account Setup:** The Shire's finance team will create a new restricted reserve account in its financial system titled "Community Benefit Scheme Fund – [Project Name]" (or a consolidated fund for multiple projects, with sub-ledger tracking per project if needed). This ensures any incoming funds are sequestered.
- **CBS Committee Formation:** Council will establish the CBS Committee or Advisory Group by resolution, including appointing members (elected member representatives, community members, proponent rep, etc., as outlined in the Policy). Terms of Reference will be adopted, covering the committee's role, meeting frequency, quorum, decision process (recommendations), and reporting. Alternatively, if the fund will be small initially, the Council may choose to handle decisions directly and form the committee once significant funds accumulate.
- **Public Communication:** Once the fund is official, the Shire will announce the establishment of the CBS to the community. This could include a joint press release with the proponent, highlighting the contribution amount and the shared commitment to community development. It helps set expectations that funding will flow when the project commences operation.

Step 5: Payment and Indexation Process

- **Invoicing:** The Shire will issue an invoice to the proponent for the CBS contribution as per the agreed schedule. Commonly, payment will be annual. The first payment might be due either at the start of construction (if agreed) or upon commissioning. (For example, some agreements might stipulate a smaller construction-phase community contribution before full operations.) Typically, the first full annual payment is due within a set time after the project starts exporting power.
- **CPI Adjustment:** Each year, the Shire's invoice will adjust the contribution by the CPI. For instance, if Year 1 (2025) contribution for a solar farm is $50,000 (based on capacity using $850/MW (Benefit-Sharing Guideline)) and CPI for the year is 3%, then Year 2 invoice becomes $51,500. The agreement will specify the CPI index (e.g. Perth Consumer Price Index, or a national CPI) and the reference quarter for calculations.
- **Recordkeeping:** The Shire records the payment receipt into the CBS reserve. If the project spans multiple decades, the Shire will maintain a schedule of expected payments and ensure the proponent is reminded of upcoming contributions. The proponent should similarly include the payments in their financial models and annual budget for the facility.

Step 6: Fund Allocation Planning

- **Annual Plan:** Each financial year, the Shire (through the CBS Committee or relevant officers) will develop a plan for how that year's available CBS funds (including any carryover) could be allocated. This might involve: identifying priority projects in consultation with community (e.g. this year focusing on upgrading a local sports complex, plus a grants program for community groups); and reserving funds if a large future project is targeted. The plan will consider the thematic priorities and any guidance from the Strategic Community Plan or Council.

- **Call for Proposals (if grants program):** If part of the fund is to be distributed via community grants, the Shire will open an application process. Local community groups, clubs, schools, or not for profit enterprises might apply for CBS grants for their projects. Clear criteria will be published (such as alignment with the fund's themes, demonstrating community benefit, capacity to deliver the project, etc.). The proponent may be invited to help promote this opportunity to encourage a wide range of applications.
- **Shire Initiated Projects:** The Shire administration may also put forward proposals for using CBS money on Shire projects (for example, a co-funding opportunity with State/Federal grants where CBS money provides matching funds for a big infrastructure project). These proposals would also be tabled to the CBS Committee for consideration.

Step 7: Decision-Making and Approvals

- **Committee Review:** The CBS Committee (or Council if no committee) reviews all proposed uses of the funds. This could be done in a meeting where Shire staff present a summary of grant applications from the community and any Shire project proposals. The committee assesses each against the Policy objectives and available budget. The proponent's representative provides input, particularly if certain proposals resonate with the proponent's own community investment focus. The committee then forms recommendations – e.g. which projects to fund and at what amounts.
- **Council Approval:** Because the funds are Shire-held, the final approval for expenditure lies with the Council (unless delegated). The committee's recommendations are reported to the Council meeting (this might be part of the Shire's budget adoption or a separate item). Council reviews and formally approves the disbursement from the reserve as recommended or with amendments. Council will ensure decisions are fair and within the scope of the Policy. Where a Council member has a conflict of interest (for example, if they are on the board of a community group applying for funds), they will exclude themselves per standard governance laws.

Step 8: Fund Disbursement

- **Release of Funds:** Following approval, the Shire's finance team arranges payments to the selected projects/recipients. If the Shire itself is delivering a project, the funds remain in the reserve until transferred to the municipal fund at the time of expenditure (with proper internal accounting). For grants to external groups, funding agreements or Memorandums of Understanding (MOUs) might be used to outline the use of funds and any reporting back needed from the recipient. Cheques/EFTs are issued to grant recipients with official letters.
- **Acknowledgment:** Along with the payment, the Shire will provide guidance on how the contribution should be acknowledged by recipients (e.g. "please acknowledge the Shire of Beverley Community Benefit Scheme Fund (supported by [Project Proponent]) in any publicity"). Joint press releases or events will be planned for all disbursements and major projects.

Step 9: Monitoring and Reporting

- **Project Monitoring:** The Shire (and possibly the proponent's community liaison, if they have one) will monitor the progress of funded projects. Recipients may be asked to provide a short report or presentation on the outcomes once completed. This ensures accountability and helps gather success stories.
- **Annual Reporting:** At the end of each financial year (or calendar year), a CBS Annual Report is prepared. It will include the total funds received from each proponent project, the list of projects funded (with brief descriptions and amounts), the carryover to next year, and any highlights or community feedback. This report is presented to the Council and also shared with the proponent. It may be published on the Shire's website or

included in the Shire's Annual Report to residents. This transparent reporting aligns with best practice where benefit-sharing arrangements information is publicly available (Benefit-Sharing Guideline).

- **Audit:** The CBS transactions are subject to internal and external audit as part of the Shire's finances. The proponent may also request an audit statement or verification of how funds were used, which the Shire will provide to maintain trust.

Step 10: Ongoing Collaboration and Review

- **Regular Meetings:** The Shire will hold regular liaison meetings with the proponent (for example, annually or semi-annually) to discuss not only the fund but overall project-community relations. This provides an opportunity to adjust any aspect of the CBS program by mutual agreement. For instance, if after a few years both parties see a need to focus more funds on a particular issue (say, local road safety or a new community centre), the strategy can be tweaked.
- **Review of Policy and Agreement:** The CBS Policy and any specific CBS agreement may be reviewed after a certain period (e.g. every 5 years). Changes could include updating contribution rates if state guidelines change, or altering governance if needed. Any amendments to an agreement would require consent of both Shire and proponent. The Shire will also stay informed on any emerging State policies or legislation on community benefit funds to ensure this local approach remains in alignment or can be adapted.
- **End of Project or Termination:** If the project reaches its end of life (around 30 years or if decommissioned earlier), the proponent's obligation to contribute will cease as per the agreement. At that point, the Shire will plan for the use of any remaining funds – ideally, to cap off with a lasting legacy project. If a project is repowered or extended, the agreement should be revisited to continue or renew contributions. In cases of project ownership transfer, the Shire will engage with the new owner to reaffirm the commitments (the agreement should bind successors, but proactive engagement helps ensure a smooth transition).

Appendix 2 – Community Benefit Scheme Fund (CBS) Contribution Modelling Examples

This appendix provides illustrative models for Community Benefit Scheme Fund (CBS) contributions based on project capacity, using both the NSW guideline rates and the Shire's advocated framework.

Standard Rates (2023 baseline): As per NSW Government's Benefit Sharing Guideline (Benefit-Sharing Guideline) and the Shire's policy, the base contribution rates are:

- **Wind Energy Projects:** $1,050 per MW per year (indexed annually).
- **Solar Energy Projects:** $850 per MW per year (indexed annually).
- **Battery Energy Storage (Standalone BESS in rural zone):** $150 per MWh of storage capacity per year (indexed annually). *(Note: For simplicity, the Shire may alternatively use $250 per MW of battery power capacity as a guideline; however, if precise storage (MWh) is known, the NSW rate per MWh may be applied to ensure sufficient contribution.)*

These figures are in 2023 dollars and are subject to CPI escalation each year going forward (Benefit-Sharing Guideline). The following examples demonstrate how contributions would be calculated:

- **Example 1: Mid-sized Wind Farm** – A wind farm of 50 MW capacity. Using the wind rate: 50 MW X $1,050 = **$52,500 per annum** initially. If the project operates 30 years, and assuming an average inflation of 2% annually, by year 30 the annual contribution would grow to around $95,000 and the cumulative contribution over 30 years would be approximately $2.3 million (in nominal dollars).
- **Example 2: Large Wind Farm** – A project spread over two local government areas: 300 MW of wind capacity in Shire of Beverley (for instance). Contribution: 300 MW * $1,050 = **$315,000 per annum** to Beverley (Benefit- Sharing Guideline). *(If split with another Shire, each Shire's share could be proportional to number of turbines or capacity in each jurisdiction, as was done in the Sapphire Wind Farm agreement in NSW (Benefit-Sharing Guideline).)* Over 25-30 years, this single project would inject in the order of $8–9 million into the local community, creating substantial legacy benefits.
- **Example 3: Solar Farm** – A 100 MW solar farm. Using the solar rate: 100 MW X $850 = **$85,000 per annum**. Indexed over 30 years, total contributions would exceed $2.5 million. Even a smaller 10 MW solar farm would contribute $8,500 per year, which could fund small community projects or accumulate for larger ones. Many solar projects also include battery components – see hybrid example below.
- **Example 4: Battery Storage Project (Standalone)** – A large standalone BESS of 200 MWh capacity (for example, 50 MW power with 4 hours storage = 200 MWh). Using the battery rate: 200 MWh X $150 = **$30,000 per annum**. If the BESS were instead calculated by MW: 50 MW X $250 = $12,500 – however, since 50 MW 4-hr has significant storage, the higher $30,000 (via MWh) ensures the contribution is proportional to the facility's usefulness and impact. As battery projects become larger, the guideline may adjust, but this policy secures a baseline contribution from any storage facility.
- **Example 5: Hybrid Renewable Project** – A project combining 150 MW of wind, 50 MW of solar, and a 50 MWh battery on the same site. Contribution would be calculated for each component then summed: Wind: 150 X $1,050 = $157,500; Solar: 50 X $850 = $42,500; Battery: 50 MWh X $150= $7,500. Total = **$207,500 per annum**. If the battery is integrated (not standalone), some guidelines suggest not double-counting it (Benefit- Sharing Guideline); however, the Shire's stance is that every component should contribute unless it's clearly part of the same capacity counted

elsewhere. In any case, this example project would provide over $200k/year, which could be transformational for local community funding.

- **Alternative Capital Value Model:** Using Capital Investment Value (CIV) calculation is another method. If a wind farm costs, say, $2 million per MW to build, a 50 MW wind farm costs ~$100 million. 1.5% of $100m is $1.5 million. Spread over 30 years, that averages $50,000 per year – which is in line with the $52,500 per year from the per-MW model. Thus, the per-MW rates roughly correspond to ~1.5% of typical project capital cost, ensuring the community captures a small percentage of the project's value. The per-MW (or MWh) approach is more straightforward to administer and adjust with CPI, which is why it's used in this Policy.
- **Indexation Impact:** It's important to illustrate indexation. If inflation runs higher, the contributions will increase accordingly. For example, a $100,000 annual contribution today at 3% inflation would be about $242,000 in 30 years. This protects the community's benefit in real terms and avoids erosion of purchasing power.

These contributions, while significant, are generally a small fraction of a project's revenue or profit and are considered standard practice in other jurisdictions to ensure community support (Benefit-Sharing Guideline) (WA government's wind farm development policy lagging behind, councils say - ABC News). Developers in NSW, Victoria, and other states commonly enter into such agreements (sometimes called Voluntary Planning Agreements or Community Benefit Schemes) – for instance, some wind farms in NSW contribute around $2,500 per turbine or $1,000+ per MW per year into community funds, and many have delivered hundreds of thousands of dollars to local projects over time (Benefit-Sharing Guideline). The Shire of Beverley's policy ensures we are aligned with these best practices, neither disadvantaging our community nor placing unreasonable burdens on industry.

Allocation Example: Suppose in one year the Beverley CBS (combined from several projects) has $300,000 available. As per this Policy this could be allocated to various community projects – e.g. $150k for upgrading a regional recreation centre, $20k for environmental conservation projects (perhaps leverage additional grants), $30k for youth training scholarships, $50k in community grants to local clubs, and retain $50k for next year or a future big project. In subsequent years, projects would vary according to community needs, but over a decade one could imagine new playgrounds, health services expansions, tourism facilities, and educational programs all being part-funded by this stream. The cumulative effect lifts the social and economic well-being of the Shire significantly, validating the community's support for hosting renewable infrastructure.

Appendix 3 – Community Benefit Scheme Fund (CBS) Example Agreement (Heads of Terms)

This appendix provides a high-level outline of an example agreement that could be used to formalise the Community Benefit Scheme Fund contributions between the Shire of Beverley and a project proponent. This is a general guide and actual terms will be subject to negotiation and legal advice.

Title: *Community Benefit Scheme Fund Agreement* (Community Benefit Deed) between **Shire of Beverley** and **[Proponent Company]**.

Parties:

- **Shire of Beverley** (the "Shire"), of 136 Vincent Street, Beverley WA, 6304.
- **[Proponent Name] Pty Ltd** (the "Proponent"), ACN [xxxxxx], registered address [xxxxx]. (This is the developer/operator of the [Name of Renewable Project]).

Background:

- The Proponent is developing the "[Project Name]" which is a [wind farm/solar farm/BESS/hybrid] with a capacity of [X MW] (and BESS capacity of Y MWh if applicable) located at [general area description] within the Shire.
- The Shire of Beverley has a policy requiring large renewable energy projects to provide community benefit contributions to ensure local communities share in the benefits of these projects. The Proponent, in the interest of being a good corporate citizen and maintaining a social license to operate, has agreed to contribute to a Community Benefit Scheme Fund for the benefit of the Shire's community.
- This Agreement outlines the terms and conditions of the Proponent's contributions and the Shire's obligations in managing those contributions. It is entered into in good faith alongside the development approval for the Project.

1. Commencement and Term:

This Agreement commences on the date of signing and continues for the operational life of the Project, estimated to be 30 years from the commencement of electricity generation. The term may be extended or revised by mutual agreement, for instance if the Project is repowered or its operational life is extended. If the Project is decommissioned earlier than 30 years, clause [X] on early termination will apply (generally requiring contributions up to the date of decommissioning and any final settlement of that year's amount pro-rata).

2. Contribution Amount:

The Proponent will provide an annual monetary contribution to the Shire's Community Benefit Scheme Fund. The contribution for the first year of the Project's operation is agreed to be $[Amount], which is based on the formula of [$1,050 per MW for wind / $850 per MW for solar / $150 per MWh for BESS] applied to the Project's capacity (noting the Project consists of [A] MW of wind, [B] MW of solar, [C] MWh of storage). This base amount is in 2023 Dollar value. For each subsequent year, the annual contribution will be adjusted by the CPI (All Groups, Perth) for the preceding year (or an equivalent index as agreed). The Shire will provide the Proponent with a calculation of the adjusted amount each year. If the Project's capacity is expanded, the contribution will be recalculated accordingly (subject to a reasonable notice and agreement on start of increased payments). The contribution is exclusive of any rates or taxes – it is a separate community benefit payment, not to offset rates or other charges.

3. Payment Schedule:

Unless otherwise agreed, the Proponent shall pay the annual contribution in one instalment each year. The first payment shall be due on [date, e.g. 1 July] after the Project commences commercial operations (or within 30 days of that milestone). Thereafter, each payment is due by [date] of each year. The Shire will issue a tax invoice for each contribution. The Proponent shall pay the invoice within 30 days of

receipt. Alternatively, by mutual agreement, the annual contribution can be split into [quarterly/half-yearly] payments to facilitate cashflow (the indexation would be applied proportionally). Late payments shall accrue interest at [e.g. statutory interest rate for local govt charges] and persistent default (after notice and cure period) may trigger dispute resolution as per Clause 9.

4. Fund Management:

The Proponent's contributions will be held by the Shire in a dedicated reserve (the Community Benefit Scheme Fund). The Shire will be responsible for administering the fund and expending monies on eligible community projects, in line with the Shire's Community Benefit Scheme Fund Policy and this Agreement. The Shire will maintain separate accounting for all contributions and expenditures under this fund. The funds will be used solely for community benefit purposes and not for the Shire's general operational costs, except for minor administrative overheads directly related to managing the fund (if any, and ideally taken from interest earnings to avoid reducing community monies). Unspent funds will roll over each year and remain available for future community projects. The Shire may invest the funds in accordance with its investment policy and the Local Government Act, with any interest earned to be added to the fund. Both parties acknowledge that using the local government to manage the funds leverages existing prudent financial management structures.

5. Fund Governance and Consultation:

The Shire will establish a governance mechanism (e.g. a committee or panel as described in the Policy) to guide how funds are used. The Proponent will be invited to nominate a representative to join the committee in an advisory or observer role. The committee will also include community representatives and at least one elected member. The committee's function is to recommend projects and allocations for the fund. The Proponent and the Shire agree to cooperate in good faith in this process, recognising the Proponent's desire to see its contributions create positive outcomes, and the Shire's role in representing community interests. The Shire will consult with the Proponent on the strategic priorities for the fund, particularly if the Proponent has relevant expertise or programs (for example, if the Proponent runs a regional STEM education program, the Shire might allocate some funds to complementary local STEM scholarships). Final decisions on fund disbursement rest with the Shire (Council), but will take into account the committee's recommendations. In the event the Proponent chooses to directly administer certain community programs (as part of or in addition to the contributions), this will be done in coordination with the Shire to avoid duplication and ensure alignment with community plans (such arrangements can be detailed in a Schedule to this Agreement if applicable).

6. Eligible Projects and Use of Funds:

The Agreement reaffirms that funds will be applied to projects that benefit the community within the Shire of Beverley. A non-exhaustive list of eligible uses: community infrastructure (e.g. recreation facilities, community halls, local road safety improvements), health and wellbeing initiatives, educational and training programs (such as scholarships, apprenticeships for locals in renewables), environmental and sustainability projects (landcare, climate adaptation, etc.), arts and cultural heritage projects, events that foster community cohesion, and emergency services support. Both parties agree that funded projects should be non-controversial, broadly inclusive, and aligned with the themes set out in the Shire's strategic documents. The Proponent's branding or naming rights for facilities can be discussed on a case-by-case basis for major contributions (e.g. a "[Project Name] Community Sports Centre" refurbishment courtesy of the fund), subject to Council policies on sponsorship. The Shire will not use CBS money to cover costs that the Proponent is otherwise required to bear as a condition of development (e.g. road repairs directly caused by construction, which are dealt with via separate agreements, or compliance monitoring costs). The CBS is intended for additional community value, not mitigation of direct impacts, which are managed under other legal frameworks.

Suggested initial thematic approach areas of investment include:

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation;

- Arts, Culture & Events: Fostering vibrant regional communities;
- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

7. Transparency and Reporting:

The Shire will provide an Annual Report to the Proponent each year by [date, e.g. September 30] detailing: the amount of contribution received in the past year, the projects or initiatives funded (with brief description and amount allocated to each), the balance of any unspent funds, and plans for any major carryover projects. The report will also include testimonials or outcomes where available (e.g. "X number of people benefited from the new training program funded by the CBS"). The Shire will make this information available publicly (e.g. via Council meeting minutes or website) to maintain transparency with the community (Benefit-Sharing Guideline). The Proponent is encouraged to use the information in its own sustainability reporting or media releases to highlight the community benefits delivered. Representatives of the Proponent may be invited to annual public forums or committee meetings to discuss the fund's outcomes. If the Proponent administers any portion of the community benefits (outside this fund), it will likewise report those to the Shire annually for completeness. Both parties will communicate regularly about the fund's status, and any concerns or suggestions either party has regarding the fund's operation will be discussed in good faith.

8. Recognition:

The Shire shall ensure appropriate recognition of the Proponent's contribution in line with the Policy. This includes, but is not limited to: signage or plaques on infrastructure projects funded (where practical) acknowledging the Proponent's role (e.g. "Funded by the Community Benefit Scheme Fund from [Project Name]"

and Shire logos), acknowledging the Proponent in press releases or public announcements regarding the CBS-funded projects, and inviting the Proponent's representatives to ceremonies or events inaugurating projects. The intent is to publicly credit the Proponent for its community investment, reinforcing the positive relationship. The Proponent may also choose to co-brand certain programs (for example, "[Company Name] Beverley Community Scholarships" in partnership with the Shire). Any media produced by the Proponent referencing the fund should acknowledge the Shire's role (e.g. as administrator and partner). Both parties will agree on any signage wording or major publicity to ensure accuracy and appropriateness.

9. Default and Dispute Resolution:

If the Proponent fails to make a contribution by the due date, the Shire will notify the Proponent in writing and the Proponent must rectify the non-payment within [60] days. Failure to do so entitles the Shire to pursue legal remedies to enforce the payment (since this Agreement may be documented as a deed, it is legally enforceable). However, both parties acknowledge that maintaining a cooperative relationship is paramount. In the event of any dispute arising from this Agreement – whether about the interpretation of eligible fund uses, the adjustment of contributions, or any other matter – the parties agree to first meet and attempt to resolve the issue amicably. If needed, senior representatives (e.g. the Shire CEO and a Director of the Proponent) will engage in mediation. If a dispute cannot be resolved through negotiation or mediation within a reasonable time, either party may refer the matter to an independent arbiter or to a court with jurisdiction, although formal litigation is a last resort. This dispute clause is aimed at ensuring any disagreements do not derail the overall purpose of the fund or the relationship between the community and the project.

10. Assignment and Successors:

This Agreement binds the successors and assigns of the Proponent. If the Project (or the operating entity) is sold or transferred, the Proponent will ensure as a condition of that sale/transfer that the new owner/operator enters into a deed of novation or equivalent to assume the obligations of this Agreement. The Proponent shall notify the Shire of any impending change in ownership. The Shire's rights and obligations under this Agreement will similarly bind any amalgamated local government or a scenario where responsibilities shift (though the Shire has no intention to assign its role except as required by

law). This clause ensures continuity of the community benefits regardless of ownership changes in the project over its life.

11. Variation and Review:

Any variation to this Agreement must be made in writing with the consent of both parties. Both parties acknowledge that the contribution rates are set based on current policy and guidelines; if in future the State of WA introduces a mandatory scheme or the Shire updates its Policy, the parties may review the terms to ensure consistency. However, any reduction in the agreed benefit to the community would not be made without a compelling justification and mutual agreement. A formal review of this Agreement shall occur at the 5-year mark (and every 5 years thereafter) to discuss its effectiveness, with adjustments made by agreement to address any issues or changed circumstances (for example, if CPI indexing dramatically changes economic value, or if the project's capacity changes). The review will also consider community feedback on the fund's performance.

12. Miscellaneous:

Include standard legal clauses such as: Notices (how communications under the agreement are given to each party, e.g. addresses for service), Governing Law (State of Western Australia), Entire Agreement (this document constitutes the entire agreement on the subject of community contributions for this project, and supersedes any prior representations), and counterparts (if signing in multiple copies).

Execution:

Signed for and on behalf of Shire of Beverley by: Shire President & CEO Names, Shire President & CEO signatures, date and sealed if required. Signed by an authorised representative of [Proponent Company]: Director or CEO name(s), Director or CEO signature, date.

This example agreement is a template outline and will be tailored to the specific project and negotiations. It serves to illustrate the key commitments – namely, the proponent's promise to deliver ongoing community funding and the Shire's role in managing those funds for maximum local benefit, in a transparent and accountable way.

3.21 Camping on Private Land

Policy Type:	Community
Date Adopted:	29 October 2025

Policy No:	**S021**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Caravan and Camping Grounds Act 1995

Legal (Subsidiary):

1. Caravan and Camping Grounds Regulations 1997

ADOPTED POLICY	
Title:	**CAMPING ON PRIVATE LAND**
Objective:	**To establish a framework for preparing and considering applications for permission to Camp on private land for a period of up to 24 months.**

POLICY

Purpose and Background

To establish a framework for applicants to prepare, and for Beverley Shire Council ('Council') to consider applications for permission to Camp on Private Land for a period of up to 24 months pursuant to Clause 11A of the *Caravan Parks and Camping Grounds Regulations 1997*.

Scope

Pursuant to Clause 11A(1) of the *Caravan Parks and Camping Grounds Regulations 1997*, a person may apply in writing to a local Government for approval to camp on land the person owns or has a legal right to occupy.

Pursuant to Clause 11A(2) of the *Caravan Parks and Camping Grounds Regulations 1997* the local government ***may*** approve ***the person*** camping on the land for a period specified in the approval not exceeding 24 consecutive months.

When considering an application to Camp on Private land the following matters will be considered by Council —

(a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health, or detrimental to the amenity of the surrounds, in the Council's opinion;

(b) that the land is maintained in such a condition, to the satisfaction of Council, that it is suitable for camping, particularly in relation to —

(i) safety and health;

(ii) access to services on the subject land; and

(iii) amenity considerations impacting the surrounding land

(c) any other conditions specified by Council should the application be approved.

Application of the Policy

This policy applies to all zones of land situated within the Shire of Beverley.

Definitions

Applicant – The person applying to the Council for permission to camp on private land the person owns or has a legal right to occupy.

Camp – Has the same meaning as Clause 8A of the *Caravan Parks and Camping Grounds Regulations 1997:* Camp, when used as a verb, includes to camp in a vehicle. For purposes of this policy camping includes any tent, swag, roof top tent or similar.

Caravan – A vehicle that is fitted or designed for habitation, and that is capable of being drawn on wheels by another vehicle, or self-propelled. This includes Camper Trailers & Tiny Homes (if fitted with wheels), Self-Contained Caravans, RV's & Camper Busses.

Information to be supplied with an application to Camp on Private Land

The following information is required to be submitted by the Applicant:

- Completed Application form
- Payment of required Application Fee
- To Scale Site Plan including:
  (a) Location of proposed camping and setbacks from boundaries and other structures
  (b) Location of natural features e.g. water bodies, contours, bushland
- Floor Plan of Accommodation
- Bushfire Management Plan as per *State Planning Policy 3.7 – Bushfire* and *Planning for Bushfire Guidelines* (required if subject property is located in a *Bushfire Prone Area*)

As per the application form, the following matters require specific clarification and details must be provided as part of the application:

- Description of accommodation to be used (Photos may be requested)
- Duration of camping period being applied for (max 24 months)
- Description of kitchen facilities to be used
- Number of pets intended to be kept
- Description of toilets, hand basins and showers to be used
- Description of laundry facilities to be used
- Disposal methods of sewerage/grey water/wastewater
- If chemical toilet is proposed, how the cassette waste will be disposed of
- Describe measures in place for general waste disposal and recyclables
- Describe Potable Water Supply Arrangements
- Rainwater tank capacity (if applicable)
- Bushfire Management Plan (if required)
- Whether the proposed camping is located within the Avon River Flood Fringe Area, and if so, what measures will be taken to mitigate the risk (if applicable)
- Confirming the access road to the subject property is two-wheel drive accessible
- Any other information reasonably required by the Council on request in the process of considering the application so submitted

Application Procedure

- Applications submitted will be assessed by Shire Staff for completeness. Additional information or clarification may be requested to assist with proper consideration of the application. Incomplete applications will not be considered.

- The application will be referred to neighbouring landowners considered to be affected by the proposal, as well as other entities in the Shire's discretion (eg. *Department of Water and Environmental Regulation, Department of Fire and Emergency Services, Water Corporation, etc.*), and any submissions received will be taken into consideration by Council as part of its decision-making process. Applicants agree that their submitted application documentation and the details thereof may be shared with third parties for this purpose.

- Should Council resolve to refuse an Application to Camp on Private Land, the applicant can apply directly to the Minister within 35 days of the relevant decision, pursuant to Clause 11B of the *Caravan Parks and Camping Grounds Regulations 1997*

4. Elected Members

4.1 Ordinary Meetings of Council

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ORDINARY MEETINGS OF COUNCIL**
Objective:	**To advise of Ordinary Council Meeting Times.**

Policy

Ordinary Meetings of Council are generally held on the fourth Wednesday of each month, except for January and December.

Council Briefing to commence at 1.10pm
Ordinary Meeting to commence at 3.00pm.

Policy Amended: 26 September 2017
Policy Amended: 27 August 2019
Policy Amended: 22 September 2020
Policy Amended: 19 December 2023
Policy Amended: 25 February 2026

4.2 Council Agendas

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COUNCIL AGENDAS**
Objective:	**To provide guidelines for the production and distribution of Council Agendas.**

Policy

Ordinary Council meeting Agendas are distributed electronically to the following persons: Councillors, Chief Executive Officer, Deputy Chief Executive Officer, Manager of Planning and Manager of Works.
Additionally, a copy is available on the Shire website.

Subject to individual Councillors discretion, the Notice of Meetings, agendas including all confidential items, other information bulletins and corporate discussion papers will be delivered electronically.

Conditions:

1. Agenda items requiring a decision to be made by Council are to be submitted in writing to the Chief Executive Officer by close of business on the Tuesday, nine days before the meeting.

2. The Agenda is to be distributed a minimum of 72 hours before the Meeting Date as per the Local Government Act 1995. Shire of Beverley staff will distribute any agenda no later than 5pm Friday prior to a Wednesday meeting.

3. The inclusion and distribution of late items is at the discretion of the Chief Executive Officer.

Policy Amended: 23 October 2018
Policy Amended: 27 August 2019
Policy Amended: 22 September 2020
Policy Amended: 23 November 2021
Policy Amended: 25 October 2022
Policy Amended: 19 December 2023
Policy Amended: 25 February 2026

4.3 Media Statements and Public Relations

Policy Type:	Elected Member
Date Adopted:	September 2014

Policy No:	**EM003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**MEDIA STATEMENTS AND PUBLIC RELATIONS**
Objective:	**To provide guidelines for communicating to outside parties.**

Policy

Publicity of Shire of Beverley activities through the media will be by the authority of the President or, where the President agrees, the Chief Executive Officer. Media releases and statements are to be confirmed by the President before distribution.

A press release file is to be maintained for reference purposes.

4.4 Conference and Meeting Expenses

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CONFERENCE AND MEETING EXPENSES**
Objective:	**To establish guidelines for payment of Councillor conferences and meetings.**

Policy

Where a Councillor is authorised to attend a conference, meeting, course or other Council business as defined in Policy EM011 Attendance at Events, the Shire of Beverley will pay for:

- fees at cost;
- travel, to be paid at ATO Travel Rates;
- Councillor's accommodation; and
- meals and other incidentals with these expenses to a maximum of $150 per day. If dining as a group of 50% of delegated attendees or more, all meal and refreshment expenses will be paid.

Additionally, the Shire of Beverley will pay for spouses to attend any official partner programme connected with the conference.

Policy Amended: 25 October 2016
Policy Amended: 23 November 2021
Policy Amended: 25 February 2026

4.5 Honour/Photo Board

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM005**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COUNCILLOR HONOUR AND PHOTO BOARDS**
Objective:	**To provide guidelines for the information provided on Councillor Honour and Photo Boards located in the Shire of Beverley Civic Centre.**

Policy

The Honour/Photo Board is to be updated after elections or as necessary.

Details to be listed under the photo are: surname, initials, the year of election/commencement and retirement/termination, including titles but excluding honours, for:

(a) each Councillor, for each period of service;
(b) Presidential service; and
(c) each Chief Executive Officer appointed.

4.6 Recording Voting of Motions

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM006**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RECORDING VOTING OF MOTIONS**
Objective:	**To provide guidelines for recording votes in all Council Meetings.**

Policy

The minute taker is required to record voting information against each motion voted on at a council or committee meeting. This information includes the:

- total votes cast for a motion
- total votes cast against a motion
- individual vote of each member of the council or committee for each motion.

Policy Amended: 19 December 2023

4.7 Elected Member Allowances

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM007**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1. Local Government Advisory Board

ADOPTED POLICY	
Title:	**ELECTED MEMBER ALLOWANCES**
Objective:	**To comply with payment of sitting fees as set by legislation.**

Policy

As set by legislation, advice from Local Government Advisory Board and the Salaries & Allowance Tribunal the Shire of Beverley is to pay sitting fees according to the band rate that it sits in.

Sitting Fees are to be paid to Councillors as a lump sum bi-annually and in leave of absence of 3 months or longer, pro-rata bi-annually.

Travel to be paid at the ATO allowance rates.

An Internet and communications allowance of $1,000 per annum will be provided.

A laptop including relevant software subscriptions and technical support will be provided to each elected member.

Policy Amended: 25 October 2016
Policy Amended: 23 October 2018
Policy Amended: 27 August 2019
Policy Amended: 25 February 2026

4.8 Standing Committees

Policy Type:	Elected Members
Date Adopted:	September 2014

Policy No:	**EM008**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**STANDING COMMITTEES**
Objective:	**This policy lists committees of Council and non-Council committees. Committees are decided biannually by Council directly following the Local Government Elections and there for this policy will be altered accordingly.**

Policy

Committees of Council
Audit and Risk Committee – Three Councillors and one Independent Presiding Member
Corporate Strategy Committee – All Councillors
Cropping Committee – Four Councillors
Works Committee – Four Councillors
CEO Review Committee – President, Deputy President and one other Councillor.

Legislative Committees
Central Country Zone of WALGA – 2 Councillors (President and Deputy President)
Fire Control Officers Meeting – President + 1 Councillor
Local Emergency Management Committee – President + 1 Councillor

If a Community Committee wishes to have a Councillor at their meeting or on their committee, they must write to Council to request representation.

Committee positions will be allocated after each election.

Policy Amended: 26 September 2017
Policy Amended: 27 August 2019
Policy Amended: 23 November 2021
Policy Amended: 19 December 2023
Policy Amended: 25 February 2026

4.9 Electoral Caretaker Period Policy

Policy Type:	Elected Members
Date Adopted:	25 September 2018

Policy No:	**EM009**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Sections 4.87, 5.93 and 5.103 of the *Local Government Act 1996*
2. Regulation 8 of the *Local Government (Rules of Conduct) Regulations 1996*

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**ELECTORAL CARETAKER PERIOD POLICY**
Objective:	This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Beverley during the period immediately prior to an election

Policy Objective

This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Beverley during the period immediately prior to an election.

Policy Scope

This policy applies to Council Members and Employees and specifically applies during a 'Caretaker Period' to:

(a) Decisions made by the Council;
(b) Decisions made under delegated authority;
(c) Decisions made administratively;
(d) Promotional materials published by the Shire of Beverley
(e) Discretionary community consultation;
(f) Events and functions, held by the Shire of Beverley or other organisations;
(g) Use of the Shire of Beverley's resources;
(h) Access to information held by the Shire of Beverley.

Policy Statement

1. Definitions:

'Caretaker Period' means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49(a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

'CEO' means the Chief Executive Officer of the Shire of Beverley.

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning generally excludes an Extraordinary Election Day unless otherwise specified in this Policy.

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

(a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or
(b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
(c) Any materials produced by the Shire of Beverley relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' means gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Shire of Beverley and / or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the Shire of Beverley or an external entity.

'Extraordinary Circumstances' means a circumstance that requires the Council to make or announce a Major Policy Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

(a) incur or increase legal, financial and/or reputational risk; or
(b) cause detriment to the strategic objectives of the Shire of Beverley.

'Major Policy Decision' means any decision:

(a) Relating to the employment, remuneration or termination of the CEO or any other designated Senior Employee [s.5.37], other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
(b) Relating to the Shire of Beverley entering into a sponsorship arrangement with a total Shire of Beverley contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
(c) Relating to the Shire of Beverley entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
(d) That would commit the Shire of Beverley to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
(e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;
(f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.
(g) That adopts a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation.
(h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.
(i) Major Policy Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire of Beverley in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

'Caretaker Protocol' means the practices or procedures prescribed in this Policy.

'Public Consultation' means a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

'Significant Expenditure' means expenditure that exceeds 0.1% of the Shire's annual budgeted revenue (inclusive of GST) in the relevant financial year.

2. Caretaker Period Protocols - Decision Making

The CEO will ensure that:

(a) Council Members and employees are advised in writing of the impending Caretaker Period and Policy requirements at least 30-days prior to the commencement of a Caretaker Period.
(b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

2.1 Scheduling Major Policy Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
(a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Major Policy Decisions; and
(b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Major Policy Decisions.

2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:
(a) Considered by the Council prior to the Caretaker Period; or
(b) Scheduled for determination by the incoming Council.

3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Major Policy Decision or an election campaign issue.

2.2 Council Reports Electoral Caretaker Period Policy Statement

Each report included in an Agenda for Council's consideration during a Caretaker Period, will include a statement that demonstrates due consideration of the requirements of this Policy.

If the matter is <u>not</u> a Major Policy Decision, the following statement must appear in the Report:

> **Electoral Caretaker Period Policy Statement**
> The Officer Recommendation has been reviewed in context of the Shire's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

2.2.1 Extraordinary Circumstances

1. Council Reports
Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Major Policy Decision for Council's consideration, subject to the report including:
(a) Details, if applicable, of:
    (i) Options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
    (ii) How potential electoral impacts will be managed or mitigated.
(b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.
(c) An Officer Recommendation, for Council's to accept Exceptional Circumstances apply and receive the report for consideration. This Recommendation is to be considered and resolved by Council, prior to debate of the substantive recommendation relating to the Major Policy Decision.

Electoral Caretaker Period Policy Statement
The Officer Recommendation has been determined as a Major Policy Decision within the context of the Shire's Electoral Caretaker Period Policy for the following reasons:

- [list reasons]

In accordance with the Shire's Electoral Caretaker Period Policy, the CEO seeks a Council Resolution to enable Council's consideration of the matter due to the following Exceptional Circumstances:

- [list reasons]

Officer Recommendation
That Council, in accordance with the Electoral Caretaker Period Policy, determines in regard to the Report titled "*insert report title*" to:
1. Accept that Exceptional Circumstances exist: and therefore
2. Receives the Report for Council's consideration.

2. Council Forums, Workshops or Briefings
Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Major Policy Decision for Council Member discussion at Council Forums, Workshops or Briefings.

The CEO is required to provide Council with advice as to why Exceptional Circumstance apply and how potential electoral impacts will be managed or mitigated. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

2.3 Managing CEO Employment

This Policy, prohibits Major Policy Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:
1. The Council may consider and determine:
   (a) CEO's leave applications;
   (b) appoint an Acting CEO, where necessary;
   (c) suspend the current CEO, where appropriate and in accordance with the terms of their contract)

2. The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

2.4 Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have Delegated Authority shall not exercise that delegated authority where the matter relates to a Major Policy Decision or an election campaign issue. All such decisions under delegated authority must be referred to the CEO for review in consideration of clause 2.1(3) above.

3. Caretaker Period Protocols - Candidates

Part 3 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.

Candidates, including Council Members who have nominated for re-election, shall be provided with equitable access to the Shire's public information.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire.

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

3.1 Candidate Requests on behalf of Electors, Residents or Ratepayers

Candidates, including Council Members who have nominated for re-election, may advise the Shire of Beverley where they have received elector, resident or ratepayer requests for advice, information or responses to matters relevant to the Shire.

Responses will not be provided to the candidate on the basis that the provision of responses to enquiries from electors, residents or ratepayers regarding the operations of the Local Government is an administrative function (refer Regulation 9 of the *Local Government (Rules of Conduct) Regulations 2007*).

Therefore, candidates requests made on behalf of an elector, resident or ratepayer, will be responded to by the Shire's Administration directly to the requesting elector, resident or ratepayer.

3.2 Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, are prohibited from using the Shire's official crest or logo in any campaign Electoral Materials.

3.3 Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

4. Council Member Caretaker Period Protocols

Part 4 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.

4.1 Access to Information and Advice

All Council Members will scrupulously avoid using or accessing Shire of Beverley information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

All Council Member requests for information and advice from the Shire will be reviewed by the CEO and where the subject of the information or advice is considered as being related to an election campaign issue, the CEO will have absolute discretion to determine if the information or advice is / is not provided, including where information is provided to one candidate, if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

4.2 Media and Publicity

All Council Member requests for media advice or assistance during a Caretaker Period, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

4.3 Council Member Business Cards, Shire Printed Materials

Council Members must ensure that Shire business cards and printed materials are only used for purposes associated with their role of a Councillor, in accordance with section 3.10 of the *Local Government Act 1995*.

Council Members are prohibited from using Shire business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

4.4 Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

4.5 Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

4.6 Council Member Addresses / Speeches

Excluding the Shire President and Deputy Shire President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire, unless expressly authorised by the CEO.
In any case, the Shire President, Deputy Shire President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

4.7 Council Member Misuse of Local Government Resources

A Council Member who uses Shire of Beverley resources for the purpose of persuading electors to vote in a particular way is a "misuse of Local Government resources" breach in accordance with Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007.*

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to: employee time or expertise, Shire provided equipment, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Shire.

5. Shire of Beverley Publicity, Promotional and Civic Activities

Part 5 of this Policy, inclusive of its sub-clauses, applies to a Caretaker Period relevant to Election Days and Extraordinary Election Days.
Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

(a) Promoting Shire of Beverley services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
(b) Conducting the Election and promoting Elector participation in the Election

All other, publicity and promotional activities of Shire initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Major Policy Decision announcement is necessary during a Caretaker Period.

5.1 Civic Events and Functions

The Shire of Beverley will avoid the scheduling of Civic Events and Functions during a Caretaker Period, so as to avoid any actual or perceived electoral advantage that may be provided to Council Members who have nominated for re-election.

Where the Shire is required to schedule a Civic Event or Function during a Caretaker Period, all Candidates will be invited to attend and will be provided with the similar prominence and protocol courtesies as provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

5.2 Shire of Beverley Publications and Communications

All Shire of Beverley publications and communications distributed during a Caretaker Period must not include content that:

(a) may actually, or be perceived to, persuade voting in an election; or
(b) is specific to a candidate or candidates, to the exclusion of other candidates;
(c) draws focus to or promotes a matter which is a Major Policy Decision or which is an electoral campaign issue.

All Shire publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

5.3 Shire of Beverley Website and Social Media Content

1. During the Caretaker Period, the Shire's website and social media will not contain any material which does not accord with the requirements of this Policy. For example, Council Member profiles will be removed from the website during a Caretaker Period.

   Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire of Beverley Delegates on external committees and organisations.

2. Historical website and social media content, published prior to a Caretaker Period, and which does not comply with this policy will not be removed.

3. New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.

4. Content posted by the public, candidates or Council Members on the Shire's social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

5.5 Community Consultation

Unless consultation is mandated under a written law or Exceptional Circumstances apply, community consultation relevant to Major Policy Decisions or potentially contentious election campaign issues, will not be initiated so that the consultation period is conducted immediately prior to, throughout or concluding during, a Caretaker Period.

4.10 Councillor Training and Professional Development Policy

Policy Type:	Elected Members
Date Adopted:	28 July 2020

Policy No:	**EM010**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Part 5, Division 10 of the Local Government Act 1995, section 5.126 and section 5.128

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**COUNCILLOR TRAINING AND PROFESSIONAL DEVELOPMENT POLICY**
Objective:	**To establish guidelines to enable Councillors to meet their statutory obligations in relation to Councillor Training and to promote professional development.**

Objective
To establish guidelines to enable Councillors to meet their statutory obligations in relation to Councillor Training and to promote professional development to maintain and enhance their knowledge and skills in a sector that is fast changing and requires engagement from the Local Community to the Federal Government.

Scope
This policy applies to all Councillors. Part 5, Division 10 of the Local Government Act 1995 (the Act) describes provisions related to the universal training of Councillors:
• under section 5.126 of the Act, each Councillor must complete training in accordance with the Regulations;
• under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of councillors.

Eligibility
Eligible training and development to which this policy applies will generally be limited to those coordinated and/or run by either:
a) The Western Australian Local Government Association (WALGA).

b) The major professional bodies associated with local government.

c) Accredited organisations offering training relating to the role and responsibilities of Councillors.

Mandatory Training
a) Councillors are required to complete the Council Member Essentials training modules prescribed by Regulation 35, Local Government (Administration) Regulations 1996 within the first 12 months of their election to Council.

b) The cost of completing the training modules will be funded from the Councillors annual allocation for training activities.

Request and Approval for Attendance
a) Any approval for conference, seminar or training program attendance is always subject to budgetary funds being available.

b) The Chief Executive Officer may approve Councillors attending the WALGA Convention, the Council Member Essentials training modules, and a training request where there is a specific budget provision and all Councillors have been offered the opportunity to attend.

c) Requests for course participation or conference attendance may be initiated by the Council Member and should be forwarded to the Chief Executive Officer in a reasonable time prior to enrolment or registration.

d) Any request for training/development within three months of any election process for the seat held by the Councillor making the application will not be eligible for approval unless there are compelling reasons for attendance. This does not include the WALGA Local Government Convention.

e) Any requests to attend interstate or overseas conferences, seminars or other professional development opportunities, or that will exceed the annual budget allocation will be considered by Council.

f) The Chief Executive Officer will provide assistance to councillors, where sought, to identify potential targeted professional development opportunities.

Councillor Induction
As part of the election process potential Councillors will be given an induction pack by the Chief Executive Officer. Part of that induction pack will include information and recommendations on which training course they are required to attend; code of conduct; meeting schedule;

Reporting
A report will be included in each year's Annual Report, and maintained on the Shire of Beverley website, advising the attendance of elected members at events during the year and the total number of mandatory training modules completed by each elected member.

Costs
All costs associated with attendance at training activities will be paid by Council in accordance with Policy 4.4 Conference and Meeting Expenses. The Shire will not cover late enrolment fees, additional/optional course materials or any liability incurred under the Higher Education Contributions Scheme (HECS).

4.11 Attendance at Events

Policy Type:	Elected Members
Date Adopted:	28 July 2020

Policy No:	**EM011**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995, section 5.90A

Legal (Subsidiary): 1.Local Government (Administrations) Regulations 1996

ADOPTED POLICY	
Title:	**COUNCILLOR TRAINING POLICY**
Objective:	**To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire representatives or not.**

Objective
To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or Shire representatives or not.

Scope
This policy applies to all Councillors and all staff at the Shire of Beverley.

In accordance with section 5.90A of the Local Government Act, an event includes, but is not limited to the following:
• a concert
• a conference
• a function
• a sporting event
• occasions prescribed by the Local Government (Administration) Regulations 1996

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

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift. The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:
• WALGA
• LGIS
• Local Government Professionals Australia (WA)
• Australian Local Government Association
• A department of the public service
• A government department of another State, a Territory or the Commonwealth
• A local government or regional local government
The gift is still required to be recorded on the “gift register”.

Statement
Elected members, the Chief Executive Officer and some Shire staff attend events to fulfil their leadership role in the community. Elected Members and/or the Chief Executive Officer will receive tickets or invitations to attend events to represent the Shire. The event may be a paid event or a ticket/invitation may be gifted in kind.

Attendance is approved for the following events by Elected Members and Shire of Beverley staff:

- Advocacy lobbying or Ministerial briefings
- Meetings of clubs or organisations within the Shire of Beverley
- Any free event held within the Shire of Beverley
- Australian or West Australian Local Government events
- Local Government Professionals Association (WA) events
- LGIS events
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Beverley to which the Shire President, an Elected Member or the Chief Executive Officer or staff has been officially invited
- Shire hosted ceremonies and functions
- Shire hosted events with employees
- Shire run tournaments or events
- Shire sponsored functions or events
- Community art exhibitions
- Cultural events/festivals
- Events run by a Local, State or Federal Government
- Events run by schools and universities within the Shire of Beverley
- Major professional bodies associated with local government at a local, state and federal level
- Opening or launch of an event or facility within the Shire of Beverley
- Recognition of Service events
- RSL events
- Where Shire President, Elected Member or executive staff representation has been formally requested
- Free public events

All Elected Members and executive staff are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, will be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under an alternative Council Policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

If an elected member (or executive staff) is unable or does not wish to attend the event to which the invitation relates, the member is to advise the event organiser of their unavailability, or may distribute it to another elected member (or member of staff) of their choosing, if the event organiser agrees. Otherwise, it is at the sole discretion of the event organiser, whether the invitation, or tickets, can be redistributed.

Non Pre-Approved Events - Approval Process

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

• Events for the Shire President may be approved by the Deputy Shire President or CEO

• Events for Councillors may be approved by the Shire President or CEO

• Events for the Chief Executive Officer may be approved by the Shire President or Deputy President

Considerations

In considering whether a benefit such as an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues include:

• Who is a donor, the person/company who is offering or giving the benefit?

• What is the value of the benefit?

• Any justification provided by the applicant when the event is submitted for approval

• The benefit to the Shire of the person attending

• Alignment to the Shire's Strategic Community Plan

• Does the elected member or employee of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?

• If so, does the value of that contribution outweigh the value of the benefit?

If so, it will not be a gift for the purposes of the Act and Regulations.

Where an Elected Member has an event approved through this process, and there is a fee associated with the event, then the cost of the event, will be reimbursed on request. Where the Chief Executive

Officer has an event approved through this process, and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget allocation.

Non-Approved Events Payment
Any event that is not pre-approved, is not submitted through an approval process, or is received personally, is considered a non-approved event.

• If the event is ticketed and the Elected Member or Executive Staff pays the full ticketed price and does not seek reimbursement, then no action is required.

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

Conflict
Event attendance may create a perceived or actual conflict, which may preclude council members participating or employees providing advice at a future meeting. If the amount of an event ticket (gift) is less than $1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes. If the amount gift is above $1,000 the council or CEO must apply to the Minister for permission to allow the member or employee to participate.

5. *Fire Control*

5.1 Restricted and Prohibited Burning Period Dates

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RESTRICTED AND PROHIBITED BURNING PERIOD DATES**
Objective:	**To control the risk of fires.**

Policy

These dates are determined by the Community Services Emergency Manager and the Chief Fire Control Officer. The dates are to be advised to the public by way of advertising in the Beverley Blarney, the Shire of Beverley website, SMS, WhatsApp groups, social media pages, the notification board outside the Shire Office and on the Cornerstone Digital Display.

Policy Amended: 27 August 2019
Policy Amended: 25 February 2026

5.2 Burning Times

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fire Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**BURNING TIMES**
Objective:	**To control the risk of fire.**

Policy

1. That protective burning be permitted during the hours of 5.00pm and 12 Midnight.
2. That burning times under permit are at the times specified by the permit writer.
3. That no burning be allowed within the Shire of Beverley during the Prohibited burning times.

Policy Updated: 25 October 2016

5.3 Roadside Verge Burning

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ROADSIDE VERGE BURNING**
Objective:	**To control the risk of fire.**

Policy

All application for burning of road verges must be forwarded to the Shire in writing. Approval of burning of road verges to be given in writing by the Chief Executive Officer stipulating the following conditions.

- Burning of road verges is undertaken during Autumn;
- For a well conserved verge, burning should not be undertaken at a frequency less than 5 years and only when a sufficient hazard exists;
- For a partially degraded verge, the condition of the verge must constitute a fire hazard and positive protection given to areas of natural vegetation;
- For a degraded verge, burning may be undertaken with no restriction except for protection of isolated native vegetation; and
- The applicant whose property abuts the road verge shall be responsible for arranging the Bush Fire Brigades within the area to carry out the burn and ensuring that the burn does not extend beyond his frontage without his neighbours approval.

Areas of dispute are to be referred to Council for investigation and recommendation.

5.4 Harvest and Vehicle Movement Bans

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**HARVEST BANS**
Objective:	**To identify who may call a Harvest Ban to reduce the risk of fire in the Shire of Beverley.**

Policy

Harvest Ban Officers (Chief Fire Control Officer, Chief Executive Officer and Fire Weather Officers) are authorised to issue and advise, as required, any harvest and vehicle movement bans, the ban must be authorised by two of the listed officers. The SMS Service will be issued in the first instance by the Community Emergency Services Manager, followed by the Customer Service Officer or Chief Fire Control Officer in the CESM's absence.

Harvest Bans are to be advised to the public via the Shire of Beverley SMS service, WhatsApp groups, and the ABC radio (where possible). Lifting of the ban must also be advised via the WhatsApp groups and SMS service.

Policy Amended: 25 October 2016
Policy Amended: 26 September 2017
Policy Amended: 25 February 2026

5.5 Annual Harvest Bans on Public Holidays

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC005**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ANNUAL HARVEST BANS ON PUBLIC HOLIDAYS**
Objective:	**To control the risk of fire.**

Policy

That it be notified for public information that harvesting is banned in the Shire of Beverley on Christmas Day, Boxing Day and New Year's Day every year.

5.6 Harvesting Operations – Fire Fighting Equipment

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC006**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**HARVESTING OPERATIONS – FIRE FIGHTING EQUIPMENT**
Objective:	**To control the risk of fire within the Shire of Beverley.**

Policy

That during any period when harvesting operations are being conducted, provided in the same paddock or within one hundred metres of that paddock, is an operational fire-fighting unit having a water capacity of not less than 600 litres. Trailer fire-fighting units with at least the same quantity of water are to be attached to a tractor or motor vehicle. The tank on the unit is to be kept full at all times during harvesting operations.

Policy Amended: 25 July 2017

5.7 Fire Fighting Attire

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC007**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Bush Fires Act 1954
2. Fire Brigades Act 1942

Legal (Subsidiary):

1.

ADOPTED POLICY	
Title:	**FIRE FIGHTING ATTIRE**
Objective:	**To reduce the risk of injury when fighting fires.**

Policy

Dress Standard for Fighting Fires

The minimum standard of dress for ALL persons attending a fire is:

- LONG PANTS
- LONG SLEEVE SHIRT
- BOOTS

Any person not conforming to this standard will be requested by the Fire Control Officer to vacate the area.

Policy Amended: 25 February 2026

5.8 Motor Vehicles – Fire Extinguisher

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC008**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Bush Fires Act 1954

Legal (Subsidiary):

1. Bush Fire Regulations 1954

ADOPTED POLICY	
Title:	**MOTOR VEHICLES – FIRE EXTINGUISHER**
Objective:	**To reduce the risk of paddock fires in the Shire of Beverley.**

Policy

A person cannot operate or suffer the operation of a motor vehicle with a load capacity of two tonnes or more within paddocks, during the prohibited burning period, unless a fire extinguisher is prescribed in Regulation 3 of the Bush Fires Act is provided on the vehicle.

"SUFFER" Landowner or occupier will be responsible to ensure that "contractors" etc. comply. It will be the owner/occupier committing an offence and NOT the contractors, once the owner/occupier becomes aware.

Fire Extinguisher as prescribed in the Bush Fire Regulations, Part 1, Section 3 – means a device which comprises

- A container filled with at least 7.5 litres of water; and
- A pump capable of discharging that water, which is in a sound and efficient condition.

5.9 Vehicles Attending Fires

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC009**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**VEHICLES ATTENDING FIRES**
Objective:	**To reduce the risk of accidents when attending fires.**

Policy

All vehicles attending fires are to be in a road worthy condition.

5.10 Plant Usage Authority – Bush Fires

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC010**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**PLANT USAGE AUTHORITY – BUSH FIRES**
Objective:	**To reduce the spread of fires by supplying further equipment.**

Policy

In the event of a bushfire, the Chief Executive Officer, Deputy Chief Executive Officer or Manager of Works have the authority to direct Council plant to be used in a fire fighting capacity.

5.11 Approval of Fire Control Officers

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC011**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**APPROVAL OF FIRE CONTROL OFFICERS**
Objective:	**To control the appointment of Fire Control Officers**

Policy

Council is to ratify all appointments of officers appointed under the authority of the Bush Fires Act 1954 at the Annual Fire Control Officers meeting, at the next Ordinary Council Meeting.

5.12 Dual Registration of Fire Control Officers

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC012**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**DUAL REGISTRATION OF FIRE CONTROL OFFICERS**
Objective:	**To legally recognise adjoining Shires Fire Control Officers.**

Policy

That the Fire Control Officers in charge of Bushfire Brigade areas that adjoin the Shires of York, Quairading and Brookton be gazetted as Fire Control Officers with those Councils. The Shire of Beverley is to advise the Shires of York, Quairading and Brookton of the names of appropriate officers that will be required for gazettal.

The Shire of Beverley gazette the appropriate Fire Control Officers from the Shires of York, Quairading and Brookton for their areas

5.13 Bush Fire Incident Reports

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC013**
Date Last Reviewed:	25 September 2024

Legal (Parent): 1. Bush Fires Act 1954

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**BUSH FIRE INCIDENT REPORTS**
Objective:	**To comply with reporting procedures of the Bush Fires Act 1954.**

Policy

The appropriate Fire Control Officer is to submit a bush fire incident report where possible. These reports assist the Department of Fire and Emergency Services to build upon their data collection.

They also support volunteers should they ever develop certain medical conditions into the future and need to prove they attended incidents which may have contributed to the development of the medical condition.

Policy Amended: 25 February 2026

5.14 Fire Control Officer Annual and General Meetings

Policy Type:	Fire Control
Date Adopted:	September 2014

Policy No:	**FC014**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Fire Brigades Act 1942

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**FIRE CONTROL OFFICER ANNUAL AND ORDINARY MEETINGS**
Objective:	**To establish the control of meetings.**

Policy

The Fire Control Officer of each ward can call their own Brigade Meeting.

The Community Emergency Services Manager in consultation with the Chief Fire Control Officer will call general meetings. Members of Council, all Fire Control Officers and Brigade Captains are to be invited to attend.

Policy Amended: 26 October 2016

5.15 Emergency SMS Announcements

Policy Type:	Fire Control	**Policy No:**	**FC015**
Date Adopted:	25 July 2017	**Date Last Reviewed:**	25 February 2026

Legal (Parent): 1.	**Legal (Subsidiary):** 1.

ADOPTED POLICY	
Title:	**EMERGENCY SMS ANNOUNCEMENTS**
Objective:	**To control the nature and cost of SMS announcements**

Policy

No SMS message is to be sent from the Shire of Beverley's SMS account before it has been authorised by the Shire's Community Emergency Services Manager and/or the Chief Executive Officer or Deputy Chief Executive Officer.

Where time and circumstance permit the Chief Bush Fire Control Officer should be informed and consulted.

Policy Amended: 25 February 2026

6. General

6.1 Citizenship Ceremonies

Policy Type:	General
Date Adopted:	September 2014

Policy No:	**G001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Australian Ceremonies Code

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CITIZENSHIP CEREMONIES**
Objective:	**To provide guidelines for planning and preparing Citizenship Ceremonies.**

Policy

The Shire of Beverley is required to hold a minimum of two citizenship ceremonies per calendar year, with one in each half of the year (providing there are approved conferrals).

The Shire President is to conduct citizenship ceremonies. In the absence of the Shire President, the Deputy President may conduct the ceremony.

The Shire President or Deputy Shire President may not preside over a ceremony for a person who is a relative or close friend.

The formalities for the ceremony are to include the reading of the preamble, oath (Pledge of Commitment), the Minister's message, the vote registering and playing of the national anthem. The order will be determined by the Australian Citizenship Ceremonies Code.

The dress code for the Ceremony is formal, business or smart casual attire. Conferees are welcome to wear traditional, national or cultural dress

An invitation must be sent to all government representatives from all three levels of government to Australian Citizenship ceremonies. The Federal Minister for Immigration and Citizenship must be invited to all citizenship ceremonies.

Suitable refreshments can be provided for the ceremony. The signed Conferral Report is to be emailed to the Department of Immigration and Border Protection immediately following the ceremony (within 24hrs).

Policy Amended: 26 September 2017
Policy Amended: 27 August 2019
Policy Amended: 22 September 2020
Policy Amended: 25 October 2022
Policy Amended: 19 December 2023

6.2 Remotely Piloted Aircraft (Drone) Policy

Policy Type:	General
Date Adopted:	October 2017

Policy No:	**G002**
Date Last Reviewed:	

Legal (Parent):

1. Local Government Act 1995

Legal (Subsidiary):

1. Civil Aviation Safety Regulations Part 101 (CASR101)

ADOPTED POLICY	
Title:	**REMOTELY PILOTED AIRCRAFT (DRONE) POLICY**
Objective:	The purpose of this policy is to ensure that all legislated requirements for the use of Shire of Beverley-owned and/or Council–managed drone technology, which is also referred to as 'remotely piloted aircraft' (RPA) technology, is applied and adhered to by Council Officers, including the management and use of data collected by the RPA.

POLICY STATEMENT:

Remotely Piloted Aircraft (RPA) will increase the efficiency of Council's Corporate and Operational activity across the jurisdiction, particularly where physical access by Council Officers to a specific location is restricted by factors such as distance, danger or difficult terrain.

The operation of RPA is governed by the Civil Aviation Safety Authority (CASA) and determined by the Civil Aviation Safety Regulations Part 101 (CASR101).

This policy determines Council-specific requirements for the use of RPA, specifically the Drone system (software platform), technology (equipment and hardware) and data in addition to CASR101. It has been developed to ensure that safety, privacy and legislative compliance requirements are considered and met by Council Officers.

The primary purpose of Council-owned RPA, including any and all data collected, is to service Council's business needs. However, from time to time Council may enter into an *ad hoc* arrangement to provide RPA services to other organisations. This will occur only where a clear benefit to Council or the Beverley Community can be demonstrated. These services are likely to be the provision of data collected by the RPA.

CASA licenced Council Officers are the only pilots authorised to operate Council-owned RPA; hiring to external entities of the drone technology is not permitted.

CASR101 determines this arrangement is commercial in nature. Therefore, any proposal of this kind must be approved by the Chief Executive Officer, which in assessing proposals will have regard for the benefit to Council and the Shire of Beverley Community that will be delivered through or derived from the arrangement.

Non-compliance with aviation laws as determined by CASA is potentially a criminal offence. CASA will be notified, and will investigate all reports alleging breaches of the applicable legislation.

Flight paths should be determined so that RPA do not operate over private property, and where possible the pilot should avoid filming people and/or private property. If it is unavoidable, the property owner's consent should be obtained beforehand.

Any and all data collected or recorded by the RPA, including geospatial data, is owned by Council.

Data is considered and managed by:

- collecting (or recording) only for a specific purpose in support of a Council function;
- reviewing to redact inadvertently collected personal information; and
- editing to dispose of data that is not required.

The designated RPA Pilot is responsible for all operational matters.

RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

The following positions are responsible for implementation and compliance monitoring of the policy in their work areas:

Party	Responsibility
Chief Executive Officer (CEO)	CEO is responsible for organisational compliance and will assess and determine the: • staff positions that require CASA pilot qualifications; • approve applications for the regular use of Remotely Piloted Aircraft for internal business requirements; • requests from external entities and/or organisations to enter into an agreement with Council to utilise Remote Piloted Aircraft services; and • Responsible for determining if drone (RPA) data can be disclosed to external (non-Council) applicants and that the related ethical, legislative and policy considerations and requirements are satisfied prior to the release of data.
Manager: Planning & Development Services	• Officer with overall responsibility for the effective and ethical management of Council's Drone (RPA) Program and equipment, and for ensuring that recorded information is appropriately collected, managed and disclosed in accordance with legislation, this policy and related procedures and guidelines; • assumes the role of chief pilot of the RPA; • responsible for the management of drone data and/or internal (for Council business purposes) release of it, ensuring the related ethical, legislative and policy considerations and requirements are satisfied prior to the release of data; • ensure that operations are conducted in compliance with the Civil Aviation Act and the Regulations; • maintain a complete and up-to-date reference library of operational documents as required by CASA for the class of operations conducted; • be the primary point of contact for CASA; • Responsible for ensuring the maintenance of the drones (Remotely Piloted Aircraft Systems) in accordance with the manufacturer specifications; • CASA-certified Council employed pilots must abide by CASA laws and regulations and follow all Council Policies and Procedures.

SCOPE OF POLICY

This policy applies to:

- all Councillors, officers, agents, contractors and volunteers of Council;
- all Council-owned and Council-managed drone (RPA) systems and technology; and
- any data and/or information collected by it, including geospatial data.

7. Planning

Please refer to the Shire of Beverley Town Planning Scheme Policy Manual for the following Planning Policies:

- Street Trees and Streetscapes Policy
- Car Parking Requirements – Policy No. 3
- Development of Industrial Zoned Land
- Outbuildings Policy
- Relocated Second-Hand Buildings Policy No. 10
- Shire of Beverley Town Planning Fees Policy
- Tree Crops Policy
- Anglo Estate Policy
- Signage Policy
- Developer Contributions for Road and Footpath Upgrading
- Stocking Rates Policy

8. Record Keeping

8.1 Records Management

Policy Type:	Record Keeping
Date Adopted:	September 2014

Policy No:	**RK001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. State Records Act 2000

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**RECORDS MANAGEMENT**
Objective:	**To ensure recordkeeping meets the State Records Act 2000.**

Policy

The Deputy Chief Executive Officer is responsible for amending the current Shire of Beverley Record Keeping Plan as it becomes due. The Record Keeping Plan will meet the standards set in the State Records Act 2000.

The Shire of Beverley Record Keeping Plan includes: Mail Management, Document Management, File Management, Information Access, Monitoring, Retention and Disposal, Archiving and Records training. Please refer to the Shire of Beverley Record Keeping Plan for relevant procedures.

Amended: 23 May 2017
Amended: 23 November 2021

9. Staff

9.1 Equal Employment Opportunity

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S001**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Equal Opportunity Act 1984

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**EQUAL OPPORTUNITY**
Objective:	**To provide a workplace in which all persons can be treated with consideration and courtesy, in an environment free from discrimination and harassment.**

Policy

Equal Opportunity Policy Statement
The Shire of Beverley recognises its legal obligations under the *Equal Opportunity Act 1984* and will promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

All offers of employment, employment training and promotional practices with this Council will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability to meet the minimum requirements.

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

1. Responsible Officer
The Chief Executive Officer is the Officer delegated to be responsible for implementing the Equal Opportunity Policy and objectives adopted by the Council.

2. Awareness
Upon appointment and at least once annually, all employees are to be given a full copy of this section of the Policy & Procedures Manual, and advised of amendments after adoption by Council.

3. Current Practices

Personnel practices are to be periodically reviewed in accordance with the Equal Employment Opportunity Policy, with particular consideration of practices and policies by designated staff covering:

a) Recruitment,
b) Conditions of Service,
c) Appointment, Promotion and Transfer,
d) Training and Development.

4. Personnel

The Chief Executive Officer is to ensure:

a) That all advertisements, job descriptions and titles are non-discriminatory, and that all practices are fair and do not contain any discriminatory requirements or conditions.
b) Subject to Policy (Appointment of Staff), that the most suitable person is appointed to a position. The appointment is to be based on qualifications, skills, expertise, experience and aptitude.
c) That all personnel forms are non-discriminatory and relevant in phrasing and requirements.
d) That benefits and entitlements are consistent throughout the workforce.

5. Internal Grievances - Initial Steps

a) Assure complainant that confidentiality will be maintained and further procedures will only be undertaken with the complainant's consent.
b) Clarify with the complainant the facts of the matter in so far as they can be established without further investigation.
c) Take brief but accurate notes using the complainant's own words where possible. Check all details with the complainant.
d) Clarify the options available to the complainant and the actions which the complainant or grievance officer could take eg

i) The complainant could make it clear to the other party that their behaviour is unwelcome and request that it cease,
ii) The complainant could contact their Union or the Equal Opportunity Commission;
iii) The grievance officer could proceed with an investigation of the complaint.

6. Internal Grievances - Investigation

If the complainant wishes to proceed, the investigation should be informal and flexible. All persons have the right to a fair hearing conducted in a non-accusative and non-judgmental manner.

a) Interview in an impartial manner, the employee(s) against whom to allegations have been made.
b) State exactly what it is they are accused of doing.
c) Provide the opportunity for the person(s) to respond fully to the allegations.
d) Interview any witnesses to the incident or incidents under investigation.
e) Check the work record of the complainant to see if any alleged employment disadvantages are evident.
f) Make it clear to all people involved in the investigation that it is unlawful to victimise another person in relation to the complaint and that any alleged occurrence of victimisation should be immediately referred to the Chief Executive Officer.

7. Internal Grievances - Resolution

If the grievance is not substantiated (eg no evidence to support the complaint or the conduct does not amount to discrimination under the *Equal Opportunity Act 1984*), both parties are to be advised of the result. The complainant should be told again of their right to take the complaint to their union or the Equal Opportunity Commission if they are not satisfied.

If the grievance is substantiated, tell both parties of this conclusion and the reasons for it. Immediate and appropriate steps to prevent the behaviour from recurring are to be taken. In most cases, it should be sufficient to counsel the employee or employees concerned and exercise close supervision in the work area.

9.2 Industrial Representation

Policy Type:	Staff	**Policy No:**	**S002**
Date Adopted:	September 2014	**Date Last Reviewed:**	25 February 2026

Legal (Parent): 1.	**Legal (Subsidiary):** 1.

ADOPTED POLICY	
Title:	**INDUSTRIAL REPRESENTATION**
Objective:	**To appoint an Industrial Advocate.**

Policy

In industrial disputes, the Shire of Beverley's interests are to be represented by its appointed Industrial Advocate.

The Chief Executive Officer is given standing authority to authorise Council's appointed industrial service to act for the Shire of Beverley in any particular industrial dispute, provided that should the Chief Executive Officer not be satisfied that the Shire of Beverley's appointed industrial service's proposed actions are in the Shire of Beverley's interest, the matter is referred to the next Ordinary Council meeting.

9.3 Senior Staff Designation & Appointment

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**DESIGNATED SENIOR STAFF**
Objective:	**To designate Senior Staff.**

Policy

The following positions are designated as senior staff for the purposes of Section 5.37(1) of the *Local Government Act 1995*:

Deputy Chief Executive Officer
Manager of Works
Building Surveyor
Environmental Health Officer
Manager of Planning and Development

Policy Amended: 26 September 2017

9.4 Corporate Uniform, Dress Code and Hygiene at Work

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CORPORATE UNIFORM, DRESS CODE & HYGIENE AT WORK**
Objective:	**To provide parameters regarding appropriate types of clothing , standards of dress and related matters.**

Policy

The Shire of Beverley is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees.

Unless as specifically authorised by the Chief Executive Officer, or as negotiated in a salary package, the Shire of Beverley will provide administrative employees with a subsidised corporate uniform.

1. Full-time Administration staff will be provided with subsidised uniforms to the value of $450 per annum from the Local Government Corporate Collection. Full Time Equivalent (FTE) Administration staff will be provided with subsidised uniforms to the full-time pro-rata value per annum from the Local Government Corporate Collection. Full-time Administration staff maybe reimbursed for one set of working shoes per annum at the discretion of the CEO or Deputy CEO. The value of the shoes is to be taken off the $450 allowance.

2. Staff are entitled to the uniform subsidy after a qualifying period of three months.

3. Unused uniform subsidy may not be accrued.

4. Staff leaving Council's employ within three months of receiving the subsidy are required to repay 50% and those that leave between three and six months after receiving the subsidy, 25% of Council's contribution.

Primarily uniforms are to be worn during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing Local Government.

Employees who choose not to use the subsidised corporate uniform must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress. Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, ugg boots, slippers, bare feet, singlets, frayed jeans or board shorts.

The following items may be acceptable providing they are not offensive in nature, they do not pose any possible hazard to health and safety at work or deviate significantly from the image required given the work area; clothing worn to comply with cultural or religious practices; tattoos or body piercings; and jewellery. An employee's hair should be neat and tidy and kept in a clean condition.

Policy Amended: 25 October 2016, 25 September 2024

9.5 Personal Protective Equipment

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S005**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1. Work Health & Safety (General) Regs 2022

ADOPTED POLICY	
Title:	**PERSONAL PROTECTIVE EQUIPMENT**
Objective:	**To ensure outside staff are protected while completing their work duties.**

Policy

Staff are to be issued with personal protective clothing and equipment appropriate to their duties.

1. Personal Protective clothing issues may include the following:

   (a) Annually – work clothing, safety boots or shoes (to $450 per employee); and

   (b) As necessary – sunscreen, water bottles, safety vests and wet weather gear.

2. Staff leaving Council's employ within three months of receiving the subsidy are required to repay 50% and those that leave between three and six months after receiving the subsidy, 25% of Council's contribution.

3. Primarily uniforms are to be worn during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing Local Government.

Policy Amended: 27 August 2019
Policy Amended: 25 October 2022

9.6 Gratuity Payments to Employees

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S006**
Date Last Reviewed:	25 February 2026

Legal (Parent): **1.**

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRATUITY PAYMENTS TO EMPLOYEES**
Objective:	**To determine an appropriate value of gift and function to an employee terminating their employment at the Shire of Beverley.**

Policy

That Council present a gift to staff upon termination (with the CEO's discretion of up to the value set out in Table 1.1), and also provide light refreshments and drinks (up to the value set out in Table 1.2) where appropriate.

Table 1.1 – Gift

Years of Service	*Council Contribution*
0 to 3 Years	Up to $200
3 to 5 Years	Up to $350
5 to 10 Years	Up to $450
10 to 15 Years	Up to $550
15 to 20 Years	Up to $650
20 to 25 Years	Up to $750
For Each Year of Service thereafter: $35	

Table 1.2 – Function

Years of Service	*Council Contribution*
0, =2 Years	Up to $100
>2, =5 Years	Up to $250
>5, =10 Years	Up to $350
>10, =15 Years	Up to $450
>15 Years and Over	Up to $550

Policy Amended: 28 November 2017

9.7 Injury Management and Rehabilitation

Policy Type:	Staff
Date First Adopted:	September 2014

Policy No:	**S007**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1. Work Health & Safety Act 2020

Legal (Subsidiary):

1. Workers Compensation and Injury Management Act 1981

ADOPTED POLICY	
Title:	**INJURY MANAGEMENT AND REHABILITATION**
Objective:	**To comply with the Work Health & Safety Act 2020 & Workers Compensation and Injury Management Act 1981 in relation to work related injury and rehabilitation.**

POLICY SCOPE

This policy applies to all Shire of Beverley workers who sustain injury, illness or disability during direct work-related activities.

POLICY STATEMENT

It is the policy of the Shire of Beverley:

a) To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work-related illness, injury or disability.

b) To treat all workers with dignity and respect.

c) To guarantee that all information is treated with sensitivity and confidentiality.

d) To return the injured worker to the fullest capacity for gainful employment of which they are capable.

The 'Key Principles of Injury Management', as identified by WorkCover, will be adopted.

They are:

1. Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
2. Maintenance in or a safe return to work is the expected outcome.
3. Medical practitioners and employers play a central decision-making role in the return to work of injured workers.
4. The focus of all services should be workplace based.
5. The injury management process should be transparent, cost effective and efficient.
6. Early intervention and pro-active injury management is critical in achieving return to work goals.
7. When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision making.

Policy Amended: 25 October 2022

9.8 Noise

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S008**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Work Health & Safety Act 2020

Legal (Subsidiary): 1. Work Health & Safety (General) Regs 2022

ADOPTED POLICY	
Title:	**NOISE POLICY**
Objective:	**To ensure the hearing safety of Shire of Beverley employees.**

Policy

The Shire of Beverley is committed to identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise Work Health and Safety Regulations (general) 56 namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained "Noise Exposure (Machinery and Equipment) Register".

It is mandatory to refer to the "Noise Procedure" for the Management of noise in the workplace.

It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing thereafter, and recorded on their personnel file, which is stored in a secured location.

Policy Amended: 25 October 2022

9.9 Work Health & Safety

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S009**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Work Health and Safety Act 2020

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**WORK HEALTH & SAFETY**
Objective:	**To promote the sound and effective Work Health and Safety practices as a common objective for the all Employees, Councillors, Volunteers and Contractors.**

Policy

The Shire of Beverley understands as a PCBU that Work Health and Safety is an integral part of its overall operations. We believe no Shire priority comes before safety.

We will strive to continually improve our systems and processes. This will be done by continually monitoring our activities and implementing beneficial changes when needed.

The Shire of Beverley is committed to the health and safety of all our workers.

The Shire team is actively involved in the management and planning of Workplace Health and Safety. We have aligned our safety management system to meet the core elements of the LGIS Three Steps to Safety Program, current WHS Legislation including the WHS Act 2020, Regulations 2022 and Codes of Practice and Australian Standards as best practice.

Accepted Risk Management practices will be observed when managing the following hazard groups.

- safety hazards,
- physical/environmental
- biological hazards
- chemical hazards,
- ergonomic hazards
- psychosocial hazards

We encourage our workers to be active in observing and recommending changes in the workplace to reduce exposure to any risks and hazards. The Shire of Beverley expects all our workers to accept responsibility for their actions, to report unsafe acts and working conditions, and behave in a manner that reflects safe work practices and standards.

If at any time illness or injury results in a disability to our workers, Shire of Beverley will co-ordinate the Injury Management process to facilitate their safe return to gainful and meaningful employment.

Stephen Gollan
Chief Executive Officer

Policy Amended: 25 February 2026

9.10 Discrimination, Harassment and Bullying Policy

Policy Type:	Staff
Date Adopted:	23 February 2016

Policy No:	**S010**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Fair Work Act 2009

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**DISCRIMINATION, HARASSMENT AND BULLYING POLICY**
Objective:	**To assist the Shire of Beverley to be an environment that is free from discrimination, harassment and bullying.**

Policy

Policy Statement

The **Shire of Beverley** and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. 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 Beverley** in any capacity.

Unlawful Discrimination
The **Shire of Beverley** acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The **Shire of Beverley** and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;
- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

Sexual Harassment
The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984 (Cth)* provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress; and
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Bullying
Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle of family;
- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

Reasonable Management Action
The **Shire of Beverley** has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- The establishment and regular use of performance management systems;
- The setting of reasonable performance targets and deadlines;
- Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- Issuing a lawful and reasonable direction to an employee to complete a work task;

- Preparing and amending a roster for employees;
- Transferring an employee to a different work location for operational reasons;
- Implementing organisational change;
- Informing an employee about inappropriate behaviour in a confidential manner; and
- Taking disciplinary action against an employee.

Other Behaviours not Considered to be Bullying
Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety,

What are the Ways in which Bullying can Occur?
There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied?
Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

Roles & Responsibilities
To ensure the intent of this policy is realised, various roles within the **Shire of Beverley** must assume certain responsibilities.

The Employer
The **Shire of Beverley** will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All the Organisation's Employees
Employees are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- follow all policies and procedures of the **Shire of Beverley**;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
- treat all employees fairly and with respect.

Support
The **Shire of Beverley** engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see the Human Resources Officer for details of the Employee Assistance Provider.

Consequences of Breaching This Policy
Any breach of this policy, may result in disciplinary action up to and including termination of employment.

9.11 Training and Development

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S011**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**TRAINING AND DEVELOPMENT**
Objective:	**To invest in the ongoing development of Staff.**

Policy

People are the major asset of the Shire of Beverley and the Training and Development Policy aims to invest in the ongoing development of staff.

The Shire of Beverley Training Policy is guided on following principles:

- You have a major role in determining your specific training and development needs
- A performance review system operates to ensure your training and development needs are discussed annually to ensure your skills are kept up to date.

Induction:
As a new employee you will be taken through an induction to introduce you to the structure of the Shire of Beverley, where you sit within it and take you through all the basic things you need to know about life in your new position.

Performance Appraisal
Each employee will have an annual performance appraisal review, completed by the Chief Executive Officer, Deputy Chief Executive Officer or the Manager of Works. The purpose of this appraisal is to: evaluate job performance; review your job description; and identify areas of training.

Identifying areas of training is to either build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of your individual training plan for the period until your next review.

The Shire of Beverley is committed to creating a “learning culture”. The Shire of Beverley will continue to succeed because we recognise that the business environment is constantly changing and that we need to acquire knowledge and expertise to keep us ahead of the game.

Professional/Vocational Qualifications:
The Shire of Beverley recognises that there are many professional skills required to ensure that the Shire of Beverley is successful. Graduate and professional qualifications in such areas as Occupational Health and Safety, Risk Management, Accountancy, Information Technology and Human Resources are valued.

Subject to prior agreement with Chief Executive Officer, the fees for relevant professional education may be met or subsidised by the Shire of Beverley.

Proviso:
Reimbursement of fees for non-obligatory courses is by negotiation with the Chief Executive Officer. You will be asked to sign an undertaking to repay fees should you leave within 12 months, including giving the Shire of Beverley the right to deduct such monies from final salary and outstanding holiday pay.

Professional and Representative Bodies:
If the Chief Executive Officer is a member of an appropriate professional body which is recognised by the Shire of Beverley, the subscription fee will be reimbursed.

9.12 Chief Executive Officer Annual Performance Review

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S012**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 1. Local Government Administration Regulations

ADOPTED POLICY	
Title:	**CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW**
Objective:	**To ensure ongoing evaluation and performance of the Chief Executive Officer.**

Policy

At least once annually the performance of the Chief Executive Officer is to be reviewed by the President and Councillors.

Prior to the review, all Councillors and the Chief Executive Officer are to complete the performance indicators sheet.

The review is to be conducted in a manner described in the relevant Contract of Employment. The review should be conducted annually at a time of mutual benefit. Council have the power to amend his/her salary package.

When considering the CEO salary, Council must consider the Determination of the Salaries and Allowances Tribunal with written explanatory justification as part of the decision being given in the Meeting Minutes to the Community for Council decisions that exceed the Determination of the Tribunal.

Council is then required to formally accept the review at the next Ordinary Council Meeting (Regulation 18D – *Local Government Administration Regulation*s).

Policy Amended: 23 October 2018
Policy Amended: 23 February 2021

9.13 Staff Annual Performance Review

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S013**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**STAFF ANNUAL PERFORMANCE REVIEW**
Objective:	**To ensure staff performance is regularly monitored.**

Policy

The Chief Executive Officer is to ensure that performance and salary (package – if applicable) reviews are conducted for all staff and has the power to amend salary packages.

Reviews to be conducted annually in April or May prior to the budget meeting.

Policy Amended: 25 October 2016

9.14 Council Vehicles

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S014**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COUNCIL VEHICLES**
Objective:	**To identify who in the organisation can use Shire vehicles for private use.**

Policy

The Chief Executive Officer, the Deputy Chief Executive Officer, Manager of Works, Manager of Planning and the Community Emergency Services Manager will be granted private use of the Shire cars BE 1, BEV 0, BE 022, BE 038 and BE 000 respectively.

Shire workers (inside and outside staff) are given approval to drive Shire vehicles including BE 1 and BEV 0 when available for work purposes.

Policy Amended: 23 November 2021
Policy Amended: 25 February 2026

9.15 Staff Housing Policy

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S015**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Residential Tenancies Act 1987 (WA)

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**STAFF HOUSING**
Objective:	**To ensure that eligible Council employees are provided with suitable housing of a good standard and that housing is managed appropriately.**

Policy

In order to attract qualified personnel to the Shire of Beverley, selected staff may be offered subsidised housing by Council.

Eligibility
The Chief Executive Officer can determine which employees are eligible for a Council provided house and associated allowances as part of their employment package/contract. The Chief Executive Officer is to confirm that the position attracts housing and associated benefits prior to the position being advertised.

Tenancy Agreement
Employees provided with housing are required to sign a Tenancy Agreement. All clauses of the Tenancy Agreement must be complied with or housing may be revoked.

Inspections
Regular inspections of all council owned property will be carried out by a representative of Council.

Council's houses shall be inspected as outlined below:
1. Initial inspection upon occupation by the tenant.
2. Inspection three months thereafter.
3. If the three month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in February for maintenance purposes.
4. If the three month inspection reveals that the house is not being well maintained, then the next inspection will be in another three months.
5. Final inspection on termination of employment.

An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Council representative carrying out the inspection.

9.16 No Smoking and Vaping Policy

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S016**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Work Health and Safety Act 2020

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**SMOKING POLICY**
Objective:	**To raise the awareness that smoking and vaping is harmful to health, and to comply with legislated smoking bans.**

Policy

Under the Work Safety and Health Act 2020 an employer is required, so far as practicable, to provide and maintain a working environment in which the employees are not exposed to hazards. Because of the acknowledged health hazards of exposure to RTS, and to comply with the legal obligations, the Shire of Beverley has adopted a smoke-free workplace policy that formalises its commitment, and extends beyond the legislated smoking bans.

Smoking is prohibited in all indoor areas and within 5 metres of any entrance workplace owned or leased by the Shire of Beverley, and is restricted to designated outdoor areas. Smoking vaping is prohibited in all housing, vehicles owned or leased by the Shire of Beverley.

Shire of Beverley staff members are not permitted to smoke or vape when they are acting in an official capacity off-site.

The Shire of Beverley smoke-free policy applies to all persons including staff and visitors to the workplace.

Policy Amended: 25 February 2026

9.17 Organisational Chart

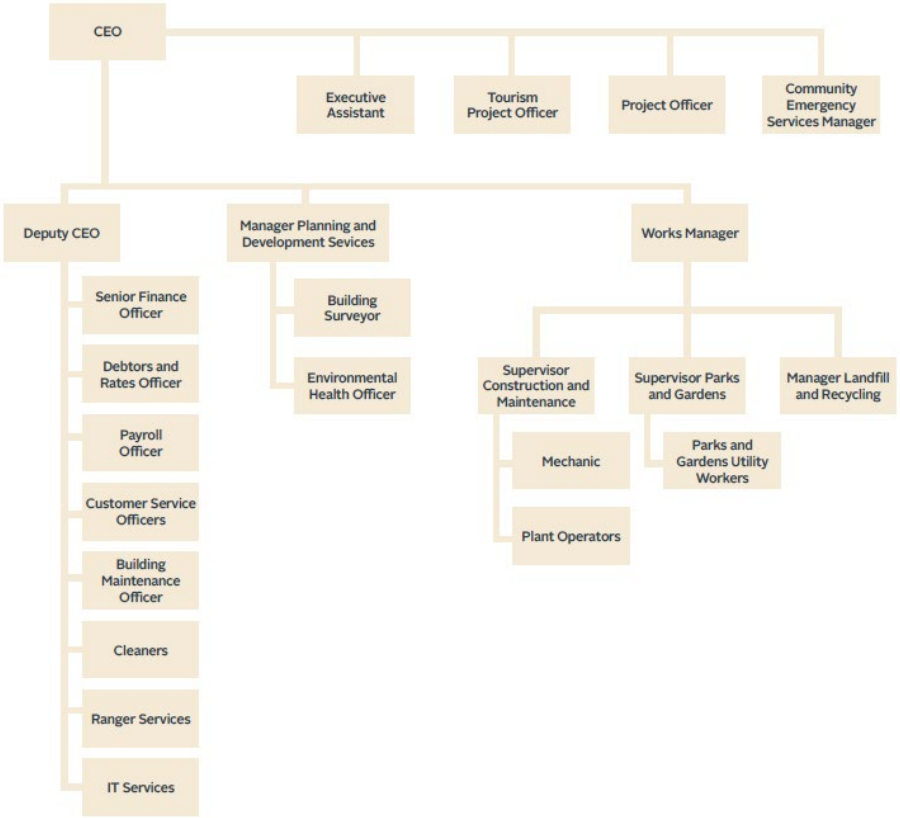
Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S017**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ORGANISATIONAL CHART**
Objective:	**To outline the organisational structure of the Shire of Beverley.**



Policy Amended: 25 October 2016
Policy Amended: 23 October 2018
Policy Amended: 27 August 2019
Policy Amended: 22 September 2020
Policy Amended: 23 November 2021
Policy Amended: 25 February 2026

9.19 Staff Use of Shire Equipment

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S019**
Date Last Reviewed:	25 February 2026

Legal (Parent): **1.**

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**STAFF USE OF SHIRE EQUIPMENT**
Objective:	**To provide guidance for the use of Council Plant and Equipment by Shire Staff.**

Policy:

Employees are permitted to use Council plant and equipment at their place of residence within the Shire of Beverley, subject to the following terms;

1. Employees are to complete a "Plant/Equipment Use Request Form" and return to the Manager of Works for authorisation a minimum of three (3) working days prior to the use date.
2. Plant or equipment to be used on weekends or at times when it is convenient to the Shire and does not affect its normal operations.
3. Plant items are to be operated by a Shire Employee who is suitably qualified in the correct use of that item of plant or equipment.
4. All plant and equipment is to leave the Depot full with fuel. Upon return the plant or equipment is to be refuelled with Shire fuel only and the total litres used recorded in the Fuel Register, with PRIVATE STAFF USE clearly written next to the entry. In addition, if applicable, the plant or equipment is to be washed down and greased so as not to impinge the next User.
5. The employee will be charge at a rate of $2.50 per litre for the amount of fuel used.
6. Any damage to the plant (including tyres, mirrors, windows etc) is to be reported to the Manager of Works upon return and repair costs are to be charged to the User. If damage is claimable under the Shires insurance policy, then the excess is payable by the User.
7. Plant and equipment is to be used on the User's own private property only.
8. The intent of the above policy is that employees are not using the equipment for their own private commercial business.
9. Plant usage in relation to the maintenance of Council owned property will not incur the $2.50 per litre fuel charge.
10. Animals are not permitted inside Shire plant or equipment without prior permission from the Manager of Works.

Policy Amended: 25 October 2016
Policy Suspended: 26 November 2016
Policy Reviewed and Remained Suspended: 23 May 2017
Policy Amended and Suspension Lifted: 27 August 2019

9.20 Master Keys

Policy Type:	Staff
Date Adopted:	September 2014

Policy No:	**S020**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**MASTER KEY POLICY**
Objective:	**To outline the distribution of keys to access Council owned buildings and structures.**

Policy:

Council staff, depending on their role, are issued with keys allowing varying degrees of accessibility to Council owned buildings and structures.

Where practical, Council owned buildings have been fitted with locks on a master key system. This allows master key holders with efficient and quick access to any building particularly in the event of an emergency.

A register of all keys and their holders is to be maintained by the Deputy Chief Executive Officer and updated as appropriate.

Accessibility is to be reviewed from time to time to ensure access to buildings is in line with the best interests of Council operations.

The creation of any new keys is to be authorised by the Chief Executive Officer, or in their absence, the Deputy Chief Executive Officer.

9.21 Grievance, Investigations and Resolutions Policy

Policy Type:	Staff
Date Adopted:	23 February 2016

Policy No:	**S021**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Fair Work Act 2009

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRIEVANCE, INVESTIGATIONS AND RESOLUTIONS POLICY**
Objective:	**To guide staff in the grievance investigation and resolution process.**

Policy

Policy Statement

All employees have a right to express any genuine grievances or complaints via 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 Beverley** in any capacity.

Roles

Complainant – An employee who raises a complaint about a matter regarding the workplace.

Respondent – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

Support Person – A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Deputy Chief Executive Officer.

The employee who receives the complaint must contact their Manager and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The **Shire of Beverley** may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;

Impartial (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

Sensitive – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

Timely – The **Shire of Beverley** aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

Documented – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

Natural Justice – The principles of natural justice provide that:

A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;

Key Principles in the Complaint Resolution Process (Continued):

- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts; and
- the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- A Respondent is entitled to receive verbal or written communication from the **Shire of Beverley** of the potential consequences of given forms of conduct, as applicable to the situation;
- The Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- Any mitigating circumstances presented to the **Shire of Beverley** through the grievance process are investigated and considered;
- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may:

- commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent.
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint, that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the **Shire of Beverley** for making a complaint. Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Variation to This Policy

This policy may be cancelled or varied from time to time. All the **Shire of Beverley**'s employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents:

Discrimination, Harassment, & Bullying Policy
Code of Conduct
EEO Policy

9.22 Rostered Days Off

Policy Type:	Staff
Date Adopted:	April 2016

Policy No:	**S022**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Industry Award 2010

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**ROSTERED DAYS OFF**
Objective:	**Outline the criteria for awarding Rostered Days Off to Staff and setting limits on the accumulation of Rostered Days Off.**

Policy

Rostered Days Off have been incorporated to encourage a healthy work-life balance for Shire of Beverley Staff and allow time to conduct personal business and appointments.

Full Time Employees employed under the Local Government Industry Award 2010 and National Employment Standards are entitled to one Rostered Day Off (RDO) per fortnight commencing from employment.

RDO days can be taken on any day Monday to Friday, however the same day is to be taken per RDO (e.g. if Monday is selected as the RDO day by the employee, each RDO must be taken on a Monday).

The day on which a particular RDO is taken is flexible upon negotiation between the Staff member and their direct supervisor. However, the swapping of RDO days should be limited to reduce disruption to planned work activities.

If an RDO falls on a public holiday, the RDO is to be taken on the next working day.

A maximum of two (2) RDOs are to be accumulated at any time, unless otherwise approved by the Chief Executive Officer.

Any RDOs accumulated over the two day limit will be forfeited.

Accumulated RDOs will not be paid out.

9.23 Service Pay Allowance

Policy Type:	Staff
Date Adopted:	August 2016

Policy No:	**S023**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**SERVICE PAY**
Objective:	**In recognition of Years of Service with the Shire of Beverley**

Policy

That the following Service Pay Allowances, as set out below, are paid to all current and future employees with the exception of employees designated in Policy S003

SP01	After 1 completed year of service	$11.00 per fortnight or pro-rata if part-time employee
SP02	After 2 completed years of service	$16.00 per fortnight or pro-rata if part-time employee
SP03	After 3 completed years of service	$21.00 per fortnight or pro-rata if part-time employee
SP05	After 5 completed years of service	$25.00 per fortnight or pro-rata if part-time employee
SP07	After 7 completed years of service	$29.00 per fortnight or pro-rata if part-time employee
SP10	After 10 completed years of service	$33.00 per fortnight or pro-rata if part-time employee

The Service Pay Allowance is to be reviewed annually.

9.24 Grave Digging Allowance

Policy Type:	Staff
Date Adopted:	August 2016

Policy No:	**S024**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRAVE DIGGING ALLOWANCE**
Objective:	**Establish an additional allowance for Grave Digging.**

Policy

That an employee who digs or assists with digging a grave will be paid an additional $100.00 per grave.

That an employee who re-opens or assists with the re-opening of a grave for another burial will be paid an additional $150.00 per re-opening of a grave.

Policy Amended: 25 February 2026

9.25 Communications Policy

Policy Type:	Staff
Date Adopted:	December 2016

Policy No:	**S025**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**COMMUNICATIONS POLICY**
Objective:	**This policy establishes protocols for the Shire of Beverley's official communications with all stakeholders to ensure that all forms of communication and correspondence are responded to in a timely manner**

Policy
This policy applies to:

2. Communications between the Shire of Beverley and community;
3. Elected Members ("Councillors") in either their role as Councillor or in a personal capacity; and
4. Communications between Shire of Beverley Staff and Elected Members

Policy Statement

1. Official Communications

The purposes of the Shire of Beverley's official communications shall include not but limited to:

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

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

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

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

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

2. Speaking on behalf of the Shire of Beverley

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

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

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

The CEO may speak in relation to operational matters of the Shire of Beverley.

Councillors shall not undertake any unauthorised communication by any means, including use of social media, on behalf of the Shire of Beverley and neither shall they present their personal views so as to imply these views represent the official view of the Shire of Beverley.

Councillors must be authorised by either the President or Deputy President (where the President is unavailable) before communicating in an official capacity and such communications must comply with the code of conduct and the *Local Government (Rules of Conduct) Regulations 2007.*

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Beverley.

3. Written Correspondence

All external written correspondence (including electronic mail and facsimiles) will receive a written acknowledgement within fourteen (14) working days of receipt.

External correspondence that is marked as a copy and addressed to a third party will not be acknowledged unless, in the opinion of the CEO or D/CEO a response is appropriate.

The CEO, D/CEO and Managers shall determine which items of correspondence will be presented to Council, through the appropriate means. All correspondence addressed to Council or Councillors will be presented to Council.

3.1 Presidential Correspondence

Presidential correspondence will be issued on Shire of Beverley letterhead, and a file copy be kept in the appropriate file(s) together with the originating correspondence.

All external correspondence addressed to the Shire President will be opened, date stamped, recorded and left in the Shire President's tray.

3.2 Councillor Correspondence

All external correspondence addressed to Councillor will be opened, date stamped, recorded and left in the Executive Assistant's tray to distribute.

3.3 Stationery

The Shire's stationery and equipment, including letterhead and envelopes are not to be used by Councillors or those seeking election for election purposes.

4. Responding to Media Enquiries

In accordance with the Local Government Act 1995 and Shire of Beverley Policy EM003, all media contact and communication will be conducted or approved by the Shire President.

5. Website

The Shire of Beverley will maintain an official website as a means of communication.

6. Record Keeping and Freedom of Information

Publications produced by the Shire will be available for residents and ratepayers in the Beverley Library, the website and the administration office.

7. Communication between Councillors and Staff

Where a councillor has a minor query that can be satisfied by direct enquiry to the relevant staff member, the councillor may make such direct enquiry. Where the matter of concern to the councillor is a matter of an operational or policy matter, the Councillor shall take the enquiry to the CEO or such person as delegated by the CEO and the CEO may request that the matter be put in writing and submitted to the CEO.

Staff will communicate to Council any projects or activities which have varied in the scope of works or budget from the original planning process.

Amended: 25 May 2019

9.26 Leave for Defence Forces Active Reservists

Policy Type:	Staff
Date Adopted:	March 2017

Policy No:	**S026**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Defence Reserve Service (Protection) Act 2001

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**LEAVE FOR DEFENCE FORCES ACTIVE RESERVISTS**
Objective:	**To recognise the importance placed on reservists by allowing staff to attend training.**

Policy

Unpaid leave, not exceeding 2 weeks, in any one year will be granted to employees who are members of the Defence Force Active Reserve for the purpose of undertaking training in camp or other continuous duty. This leave will be in addition to annual holiday leave.

If the pay received by the employee from the Defence Force is less than the employee would normally receive, the Shire will make up the balance.

Any time spent by an employee in Defence Force Reserve training will count towards the accrual of annual leave.

9.27 Drug & Alcohol Policy

Policy Type:	Staff
Date Adopted:	27 June 2017

Policy No:	**S027**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Work Health & Safety Act 2020

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**DRUG AND ALCOHOL POLICY**
Objective:	**Random Drug and Alcohol Testing**

Policy

The Shire of Beverley's Commitment
The Shire of Beverley and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage is an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Beverley in any capacity.

The Individual's Responsibility
Under the *Work Health and Safety Act 2020* (the WHS Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, will face disciplinary action including termination of employment.

Tolerance Level
The Shire of Beverley has a **'zero'** tolerance on both Drug and Alcohol Consumption.

Reporting Requirements
Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on the Premises
Employees who buy, take, or sell drugs on Shire of Beverley's premises, may be found to have engaged in serious misconduct. Such behaviour shall result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause.

Consumption of Alcohol on the Premises
Except in situations where the Shire of Beverley holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

Drug/Alcohol Treatment Programs
Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government may provide assistance to the employee.

- The Local Government may allow an employee to access any accrued personal or annual leave while they are undergoing treatment. And;

- The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions
Team managers shall:

- encourage their people to make alternative arrangements for transport to and from work prior to the function;

- ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;

- if the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and

- if the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

Pre-Employment Medical Tests
As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment and Testing
If the Shire of Beverley has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

If the Shire of Beverley suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Beverley; and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4760 - Procedures for specimen collection and the detection and quantitation of drugs in oral fluid and/or the Australian Standard AS/NZS 4308 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Beverley can request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Beverley may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and will result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- The employee tested and the supervisor (or respective employer) will be informed of the result;

- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Beverley.

An employee who returns a positive test will be in breach of this policy. A breach of this policy will result in disciplinary action being taken against the employee up to an including the termination of employment.

Education, Training & Awareness
Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help.

Consequences of Breaching this Policy
An employee engaged by the Shire of Beverley who breaches the provisions of this policy will face disciplinary action including termination of employment.

Variation to this Policy
This policy may be cancelled or varied from time to time. All the organisation’s employees will be notified of any variation to this policy by the normal correspondence method.

Amended: 24 April 2018
Amended: 25 October 2022

9.28 Social Media Policy

Policy Type:	Staff (and Community)	**Policy No:**	**S028**
Date Adopted:	25 May 2019	**Date Last Reviewed:**	25 February 2026

Legal (Parent): 1.	**Legal (Subsidiary):** 1.

ADOPTED POLICY	
Title:	**SOCIAL MEDIA POLICY**
Objective:	**To advise staff, councillors and community of the expected behaviour on all Shire of Beverley social media platforms, accounts and pages.**

Policy

The Shire of Beverley encourages community discussion on its social media platforms however guidelines have been developed to ensure users are aware of expected behaviour on the social media platform.

The Shire does not accept responsibility for external comments on this page. They are not representative of the opinions or views of the Shire, nor does the Shire make any warranty to their accuracy.

Posts may be deleted as determined at the Shire's absolute discretion if they contain:

- violent, obscene, profane, hateful, derogatory, racist or sexist language links or images;
- information that may compromise the safety or security of the public;
- any discussion or promotion of behaviour that is unlawful;
- comments that threaten or defame any person or organisation;
- solicitations, advertisements, endorsements or spam;
- encouragement or glamorisation of the use of alcohol, tobacco, or illegal drugs;
- multiple successive off-topic posts by a single user;
- repetitive posts copied and pasted or duplicated by single or multiple users; and/or
- any other inappropriate content or comments as determined by the Shire of Beverley.

When interacting with this page, the Shire requests that you:

- exercise courtesy;
- do not post your personal address or phone number;
- acknowledge that the Shire cannot check the accuracy of every post and does not take any responsibility for reliance on posts on this page; and
- adhere to Facebook Guidelines.

You enter into an agreement with the Shire of Beverley by 'liking' the Shire of Beverley Facebook page. Visitors to the page are considered a user of the page and so should conform to these guidelines. It is at the discretion of the Shire of Beverley to block any users that do not comply with these guidelines.

Contact the Shire of Beverley on (08) 96461200 or admin@beverley.wa.gov.au for further enquiries.

Social Media Protocol

Objective:
This Protocol has been developed:
• To provide guidance to employees on the use of social media as representatives of the Shire of Beverley either at work or in a personal capacity;
• To ensure social media channels are used in an appropriate manner, consistent with business needs and best practice;
• To ensure the Shire of Beverley maximises the use of social media tools to inform and engage with stakeholders and the community; and
• To protect the Shire of Beverley's reputation.

Scope
This Protocol applies to all employees using social media sites. This Protocol does not apply to Elected Members.

Definitions
Social media tools are online platforms or sites which facilitate the building of social networks for the purpose of communicating, sharing news, comments and opinions. The business objective of social media tools is to converse and engage with stakeholders, customers and the community. The social media tools permitted are:
• Facebook
• Instagram
• Shire website.

Management of Social Media Tools and Content
The Chief Executive Officer will decide the extent of use of social media sites by employees.

For the purposes of record keeping requirements, postings on social media sites are managed in the same way as other forms of electronic communication. It is therefore the responsibility of the employee publishing or viewing information, videos, photos and the like to determine if the content constitutes a corporate record.

Business Use of Social Media
When preparing information for posting on social media sites, employees are expected to be aware of their responsibilities to:
• Ensure appropriate authorisations are obtained before providing any information for posting on social media sites;
• Ensure that any information posted online serves to enhance the services of the Shire, is in line with the Shire's mission and values, and will not bring the Shire into disrepute;
• Comply with Shire policies and protocols, in particular the Shire's Code of Conduct;
• Comply with all laws relating to copyright, recordkeeping, privacy and defamation, including the need for accurate information, maintaining reliable records of official use, and ensuring comments are free from discrimination and harassment;
• Cite all sources quoted within information posted;
• Ensure advice or comments posted relate to the officer's area of responsibility and ensure that appropriate approvals are obtained before publishing;
• Ensure all communication is objective and courteous;
• Ensure that the privacy and confidentiality of information acquired at work is protected at all times;
• Avoid making statements or engaging in activities of a party political nature; and
• Seek advice if unsure what is required.

Non compliance with Shire policies and protocols may result in the loss of access privileges or disciplinary action, and will be subject to the provisions of the Shire's Code of Conduct Policy and the Managing Employee Relations Issues or provisions of other relevant State or Commonwealth legislation.

Personal Use of Social Media
If identified as Shire employees on social media sites, employees are reminded of the need to ensure they do not bring themselves and/or the Shire into disrepute in their personal use of social media whether using personal computer equipment at home or at work. Where comments or personal profiles identify individuals as Shire of Beverley employees, it is necessary to:
• Avoid derogatory comments about the Shire of Beverley;

• Ensure that any personal comments are declared as personal comments and not official Shire statements;
• Ensure that all content published is accurate and not misleading, and complies with Shire policies and protocols;
• Ensure any photographs published are appropriate;
• Ensure that comments about fellow Shire employees cannot be regarded as harassing or discriminatory, or impact on workplace relationships;
• Disclose and discuss only publicly available information relating to the Shire; and
• Be polite and respectful to people whom the officer is communicating.

Community Use of the Shire's Social Media Sites
Guidelines which determine appropriate conduct for community users of the Shire's social media tools are to be made available on the relevant media sites. See the *Shire of Beverley Social Media Guidelines for Visitors and Users.*

Promotion of Shire Programs, Services and Events
1. Officers seek relevant approval from Managers to use social media tools for the promotion of programs, services and events as required.
2. Upload content to the respective social media sites.
3. Monitor social media platforms on a regular basis each day during business hours and after hours.

Responding to Comments from the Public
1. Assess whether a response is required to social media posts made by members of the public.
2. Draft a response to comments posted on the Shire's social media sites and publishes the comment. If the content is considered to be contentious, refer the response to the relevant Managers, or the Chief Executive Officer for approval before publishing.
3. If community posts are deemed to be inappropriate or derogatory, respond to the comments, *advising that the item has been removed as it does not meet the Shire's Social Media Guidelines for Community Users*.
4. If community posts are inaccurate, respond with accurate and relevant information to clarify the issue. If the content is considered to be contentious, refer the response to the relevant Managers, or the Chief Executive Officer for approval before publishing.

Record Keeping Requirements
Shire officers must store a copy of any information, videos, photos etc published by Shire employees or external users on social media platforms if the content published is deemed ***a corporate record***, ie:
1. *It conveys information essential or relevant in making a decision.*
2. *It conveys information upon which others will be, or are likely to make decisions affecting the Shire's operations, or rights and obligations under legislation.*
3. *It conveys information about matters of public safety or public interest, or involves information upon which contractual undertakings are entered into.*
4. *The information likely to be needed for future use, or is it of historical value or interest.*

If content is deemed to be a corporate record, a screen-dump of the content must be taken and stored to the recordkeeping system (TRIM). Requests for information or services made via social media sites must be forwarded to the Records Helpdesk for processing to the relevant Business Unit for a response.

Effective Response for Negative Feedback

Reply- in a timely manner
Empathise
Apologise – Whether or not the Shire's fault, you are not apologising for a mistake but for the bad experince
Offer resolution – Never make a promise you cannot keep direct to the Shire office for further information
Hide rather than delete – Deleting can be misinterpreted as censorship or deception.

Holding Statement examples for negative feedback

"Thankyou for bringing that to our attention, we have the relevant personnel looking into it and will post an update as soon as we can. Thank you for your patience."

"We apologise for any inconvenience caused and appreciate your patience."

9.29 CEO Recruitment, Performance and Termination

Policy Type:	Staff
Date Adopted:	27 April 2021

Policy No:	**S012**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995 – Section 5.39B

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**CEO RECRUITMENT, PERFORMANCE AND TERMINATION**
Objective:	**To ensure recruitment, performance and termination of the Chief Executive Officer meet the standards of the *Local Government Act 1995.***

Policy

Division 1 — Preliminary provisions

1. Citation

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

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

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

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

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

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

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

local government means the Shire of Beverley;

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

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

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Policy Adopted: 27 April 2021

9.30 Staff Emergency Leave - Policy Suspended

Policy Type:	Staff
Date Adopted:	22 March 2022

Policy No:	**S030**
Date Last Reviewed:	25 February 2026

Legal (Parent): 2.

Legal (Subsidiary): 4.

ADOPTED POLICY	
Title:	**COVID-19 STAFF ISOLATION LEAVE POLICY**
Objective:	**To establish guidelines for appropriate leave arrangements if/when staff are infected with COVID-19 or are deemed a close contact as per the WA Government Health Guidelines.**

POLICY

Council will offer a special COVID-19 leave allowance providing a maximum of 20 working days (Monday-Friday) paid leave for employees conditional in the event that they are COVID-19 positive or are deemed a close contact and are required to isolate as per the current WA Government mandates.

In the event that an employee is required to take further leave above the allocated 20 working days (Monday-Friday), then they shall be required to use their own accrued leave.

Policy Suspended: 25 October 2022

9.31 Appointment of an Acting Chief Executive Officer

Policy Type:	Staff
Date Adopted:	23 August 2022

Policy No:	**S031**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Act 1995

Legal (Subsidiary): 2.

ADOPTED POLICY	
Title:	**APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER**
Objective:	**To establish the process for the appointment of an Acting Chief Executive Officer to cover periods of leave longer than 3 days and up to 3 months.**

DEFINITION:

Acting CEO is a person appointed to fulfil the statutory position of CEO during a period where the employed CEO is on planned or unplanned leave.

POLICY

This policy applies for periods of planned leave such as long service, annual or personal leave as well as during periods of unforeseen extended absence of the Chief Executive Officer (CEO) for periods of leave of longer than 3 days and up to 13 weeks.

1. The *Local Government Act 1995* requires that a local government is to employ a person to be the CEO of the local government.

2. In accordance with the requirements of the *Local Government Act 1995*, section 5.39(1)(b), the Council has determined that the Deputy Chief Executive Officer (DCEO) is suitably qualified to perform the role of Acting CEO.

    a. In the event that the DCEO is unavailable to undertake the role of Acting CEO, Council has determined the most suitably qualified person will be the Manager of Planning and Development Services (MPDS).
    b. Subsequently, if the DCEO and MPDS are unavailable to fulfill the role of Acting CEO, the most suitably qualified person will be the Manger of Works.

3. During periods of the CEO being on annual, personal, and long service leave, or other periods of extended or unplanned absence, it is appropriate for an Acting CEO to perform the duties of the CEO in order to ensure the efficient operation of the Shire administration.

4. An employee who has been appointed to the role of Acting CEO will be renumerated at the hourly rate normally paid to the permanent CEO.

5. If the CEO is to be on leave or absent for longer than 13 weeks, a formal resolution of Council appointing an Acting CEO is required.

9.32 Grader Loading

Policy Type:	Staff
Date Adopted:	25 September 2022

Policy No:	**S032**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRADER LOADING**
Objective:	**To establish a higher duties pay rate when an outside staff member is asked to operate a grader.**

POLICY

Members of the outside crew who are asked to operate a grader shall be paid at the Maintenance Grader Operator's rate less $1.00 per hour.

1. If an employee is operating a grader for 5 or more hours, the higher rate will apply to all hours worked on the day.

2. If an employee operates a grader for less than 5 hours, the higher rate will only apply to the hours spent on the grader.

9.33 Higher Duties Policy

Policy Type:	Staff
Date Adopted:	27 September 2022

Policy No:	**S033**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Award 2020

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**HIGHER DUTIES POLICY**
Objective:	**To establish a consistent approach to the remuneration of higher duties opportunities.**

POLICY

The purpose of this policy is to provide a standard and consistent approach to the management of, and remuneration for, higher duties opportunities at the Shire of Beverley. The opportunity for employees to temporarily act in a role of increased responsibility, authority, and/or delegation contributes to a flexible and highly skilled workforce and provides both career development opportunities and valuable knowledge transfer.

1. In alignment with the Local Government Industry Award 2020 16.4(a), the Higher Duties Policy applies to staff who are requested to act in or relieve a higher level position for more than one day.

   a. Where an employee performs higher duties and is in receipt of a higher minimum rate for 3 continuous months or more immediately prior to starting a period of paid annual leave or paid personal/carer's leave, the leave will be paid at the high minimum hourly rate (LGIA 2020 16.4(b)(i)

   b. The amount of annual leave or personal/carer's leave that is paid at the higher minimum hourly rate will be proportional to the amount of annual leave or personal/carer's leave accrued whilst performing the higher duties work (LGIA 2020 16.4(b)(ii)

2. The higher duties rate of pay will be equivalent to the rate normally paid to the person assigned in that role, less $1.00 per hour to account for the skills and experience held by the person ordinarily filling said role.

3. If an employee is asked to perform two roles over the course of the day, the higher duties rate of pay will apply to all hours worked.

4. Any employee directed to act in a higher role must have written authorisation to do so from a member of the executive management team.

9.34 Staff Remuneration

Policy Type:	Staff
Date Adopted:	25 September 2022

Policy No:	**S034**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1. Local Government Industry Award 2020

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**STAFF REMUNERATION**
Objective:	**To establish clear and consistent remuneration principles and scales for non-executive Shire staff.**

POLICY

The aim of this policy is to provide remuneration guidance for non-executive Shire staff in accordance with the Local Government Industry Award 2020.

The Shire of Beverley Staff Remuneration Policy is guided on the following principles:

- Liveable wages for all employees
- Consistency in renumeration decisions
- Attract and retain quality workers across all aspects of Shire operations
- Gender pay equity

With these principles in mind, the Shire of Beverley has laid out the following framework regarding remuneration.

WAGE SCHEDULE

The Shire of Beverley follows the guidance of the LGIA 2020 by applying a skill-based classification to each employee position based on criteria listed within the Award.

In keeping with the above principles, the Shire will start all permanent full- and part-time employees on the base rate set out in the Award for each classification level, along with an additional 16% as outlined below.

Position	Level
Administration Staff:	
Customer Service Officers	3 + 16%
Executive Assistant	4 + 16%
Finance Officer	4 + 16%
Payroll/HR Officer	4 + 16%
Projects/WHS Officer	4 + 16%
Senior Finance Officer	5 + 16%
Works Staff:	
Cleaners	2 + 16%
Parks & Gardens Utility Workers	3 + 16%
Construction & Maintenance Plant Operators	4 + 16%
Mechanic	4 + 16%
Grader Operators	4 + 16%
Parks & Gardens Supervisor	4 + 16%
Construction & Maintenance Supervisor	5 + 16%
Maintenance Officer	8 + 16%

Casual employees will start on the Award base rate + 25%.

Additional increases are to be agreed upon by the CEO and DCEO and based on position scope and employee performance.

10. Works

10.1 Crossover Policy

Policy Type:	Works
Date Adopted:	September 2014

Policy No:	**W001**
Date Last Reviewed:	25 February 2026

Legal (Parent):

1.Local Government Act 1995 Sc 9.1 cl. 7

Legal (Subsidiary):

1. Local Government Regulations 1996 12 -17

ADOPTED POLICY	
Title:	**CROSSOVER POLICY**
Objective:	**To provide uniform specifications and assist with drainage and visual amenity.**

Policy

That each property be required to have installed at the owners cost, less a 50% subsidy of the estimated cost, an Access and/or Crossover in accordance with specifications detailed in Attachments 1.1A, 1.1B, 1.1C,1.1D &1.1E to this policy.

The Manager of Works is to ensure a completed works request form or other written documentation is obtained prior to commencement of works.

Property Access And Crossover Specifications
Subject to variation at the discretion of Council, the policy of Council in regarding access and crossovers shall be:

Construction of 150mm compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary.

Council shall pay up to 50% of the cost, of a standard crossover, of standard dimensions to following specifications; anything outside these dimensions/standards will need to be approved by Council. One crossover per property.

Industrial
Standard width over full length = 7m
Standard widening at roadside junction = 45 degrees for 1 metre each side or from culvert to roadside.
Installation of concrete headwalls where a culvert is installed
150mm reinforced concrete on 100mm compacted sand where footpath is paved. 150mm compacted gravel where existing footpath / verge is gravel.

Rural
Standard width over full length = 4.8m – 7.2m
Standard widening at roadside junction = 45 degrees for 1 metre each side to roadside.
150mm compacted gravel pavement.

Residential
Standard width over full length = 3m
Standard width over full length = 4.8m with culvert
Standard widening at roadside junction = 45 degrees 1 metre each side or from culvert to roadside.
Installation of concrete headwalls where a culvert is installed
100mm reinforced concrete on 100mm compacted sand where footpath is paved. 150mm compacted gravel where existing footpath / verge is gravel.

General Conditions

1) Only one crossover subsidy will be paid to each separate rate assessment. This will not be paid for Subdivisions.

2) Council will provide a subsidy only on roads under Council control. Crossovers on the following roads are under the control of Main Roads WA, and application should be made to them —

   a. Great Southern Highway
   b. Brookton Highway
   c. York Quairading Road

3) Prior to constructing any crossover within a road reserve, an application showing the proposed location and other details is required.

4) Prior to commencing any work, Council's Manager of Works will inspect the site and provide written approval or requirement for alterations to the location. The approval will specify the size of pipe, if required.

5) Maximum and minimum dimensions of access apply(See attached diagrams)

6) Works are to be carried to the set specification by contractor, owner or council

7) Payment of the subsidy will not be made until the work is complete, and has been inspected and is authorised by the Manager of Works.

8) Crossover subsidy will be paid with and without pipes as set out in the Fees & Charges Schedule. Work in excess of that specified is fully at the landowners cost, and will not be subsidised by Council.

9) All culvert pipes to be class 4 reinforced concrete pipe

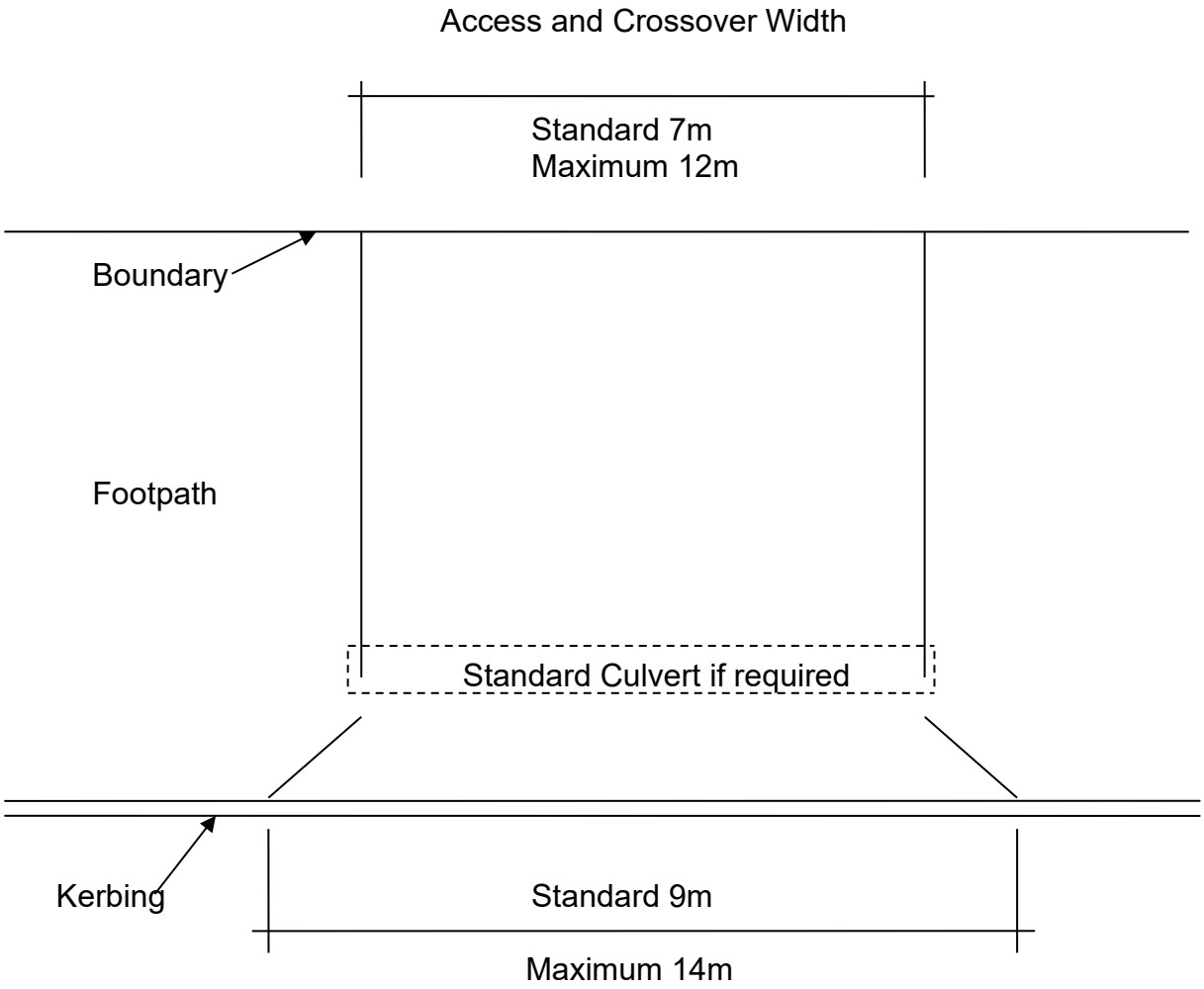
10) Culvert pipes to be offset from the drain to allow adequate cover over the pipe.

11) No access to be located within 6.0 metres of a side road boundary.

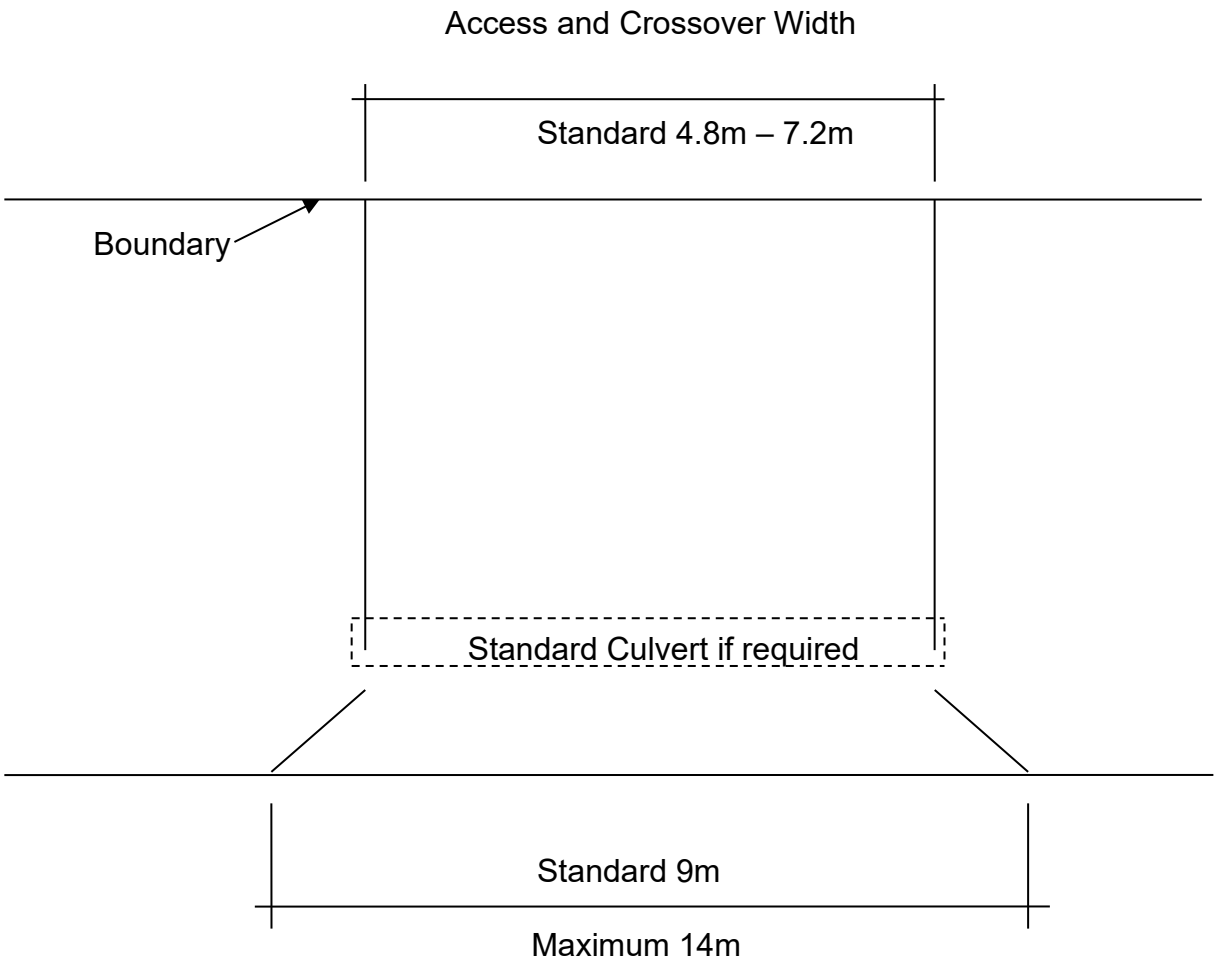
12) Any ongoing maintenance will be the landowner's responsibility

Policy Amended: September 2016

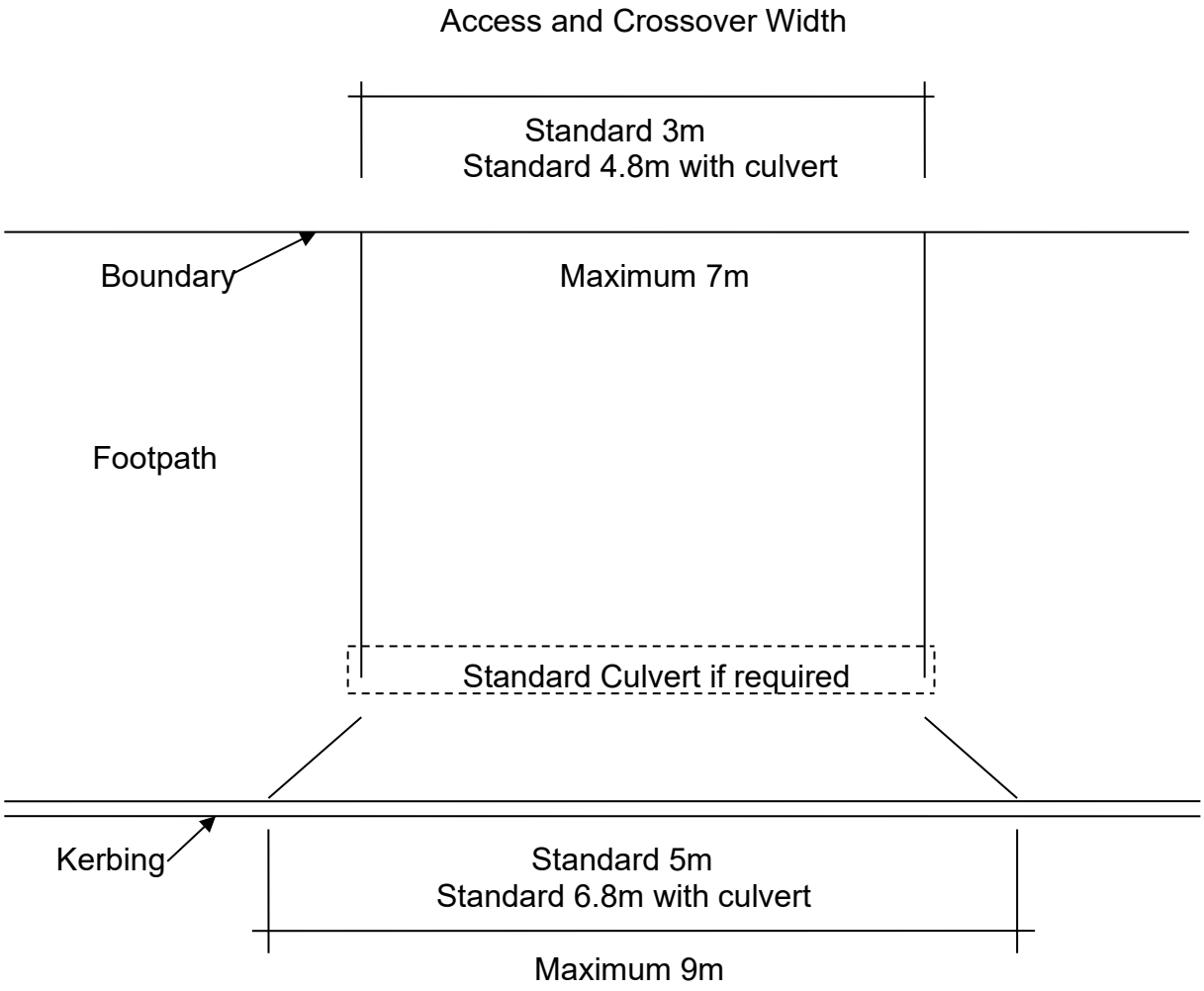
ATTACHMENT 1.1A
DIAGRAM INDUSTRIAL AND COMMERCIAL CROSSOVER



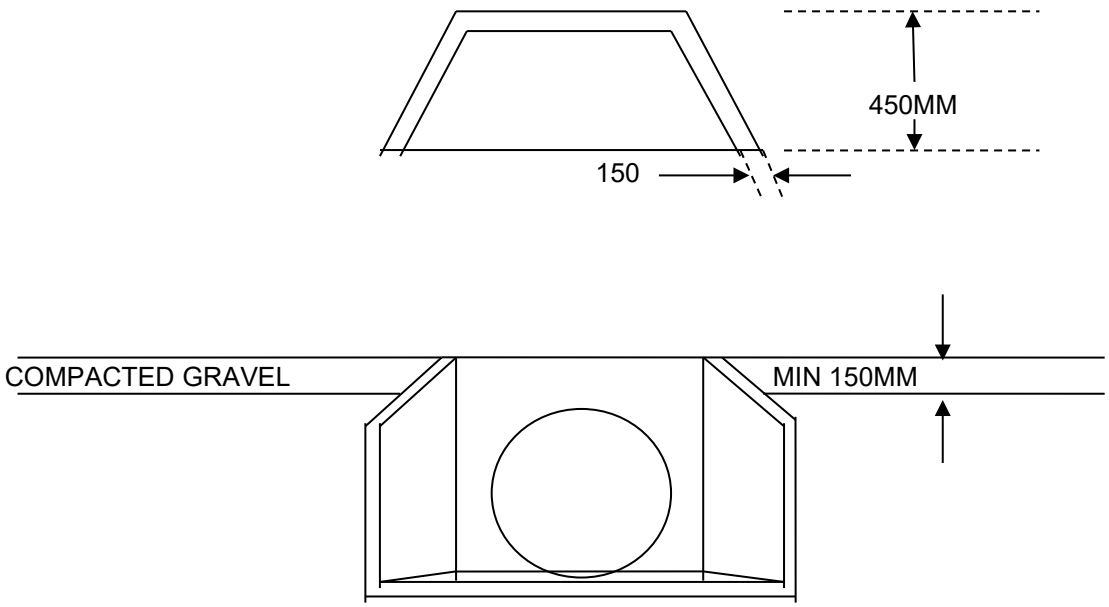
ATTACHMENT 1.1B
DIAGRAM RURAL CROSSOVER



ATTACHMENT 1.1C
DIAGRAM RESIDENTIAL CROSSOVER



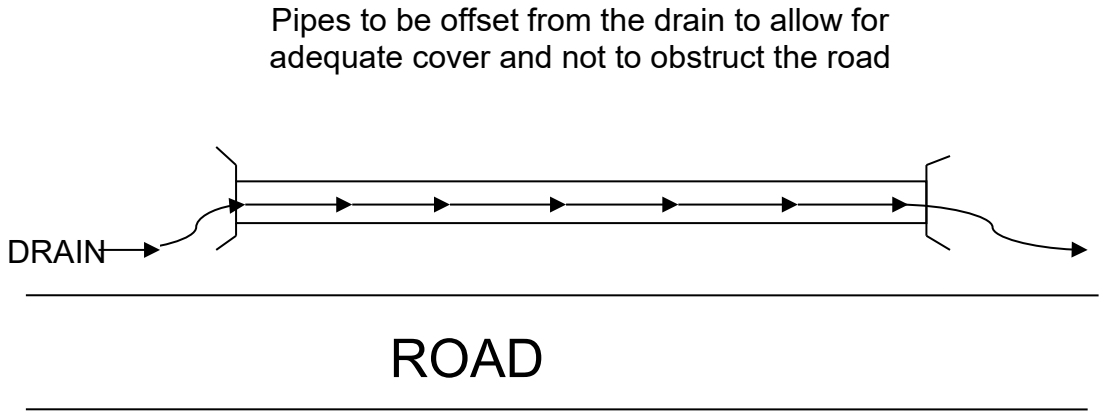
ATTACHMENT 1.1D
DIAGRAM CULVERT HEADWALL



OR

COMMERICIALLY MANUFATURED HEADWALL (I.E. ROCLA , HUMES)

ATTACHMENT 1.1E
DIAGRAM CULVERT LOCATION



10.2 Gravel Pit Rehabilitation

Policy Type:	Works
Date Adopted:	September 2014

Policy No:	**W002**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRAVEL PIT REHABILITATION**
Objective:	**To rehabilitate private property and Shire reserves where the Shire has completed extraction of gravel.**

Policy

Unused Pits – the site is to be spread and levelled as much as possible. The site is to be ripped at 3 metre intervals where necessary.

New Pits – are to photographed prior to excavation. Topsoil should be stock piled, then following final excavation the topsoil is to be pushed over the excavation and the site revegetated to the original state.

Timbered pits located in grazing paddocks are to be fenced until revegetated by planted native trees.

Policy Amended: 25 October 2016

10.3 Gravel Royalties

Policy Type:	Works
Date Adopted:	August 2016

Policy No:	**W003**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**GRAVEL ROYALTIES**
Objective:	**To ensure landholders are compensated for gravel obtained from their private pits.**

Policy

To obtain gravel from landowners throughout the Beverley District, the Shire will pay a gravel royalty of $2.00ex GST per cubic metre payable to eligible landholders with the royalty rate to be reviewed annually.

10.4 Waste Facility Spill Policy

Policy Type:	Works
Date Adopted:	27 March 2018

Policy No:	**W004**
Date Last Reviewed:	25 February 2026

Legal (Parent): 1.

Legal (Subsidiary): 1.

ADOPTED POLICY	
Title:	**WASTE FACILITY SPILL POLICY**
Objective:	**To meet the requirements in regard to management of sewer overflow or spills from or at the Shire of Beverley Septage Pit.**

Policy

1. POLICY INTENT

This policy provides the framework for Beverley Shire Council to meet the requirements in regard to management of sewer overflow or spills from or at the Shire of Beverley Septage Pit. This policy also raises the awareness of Beverley Shire Council employees regarding their obligations and duties in regard to the management of sewer overflow or spills with respect to the DER Licence L8536/2011/1 for the Shire of Beverley Landfill.

2. SCOPE

This policy applies to overflow or spills that may occur from the Septage Pit structure as a result of:

- Excessive rainfall;
- Accidental damage to the Septage Pit; or
- Spill during emptying of vehicle receptacle.

3. SPILL PROCEDURE

a) All contractors given the access key to the septage pit are advised to notify the Shire of Beverley office of any spillages upon return of the key.

b) Spillages are to be reported to the Shire of Beverley Works Manager, CEO or DCEO to arrange for appropriate action.

c) Sand is to be placed on any excessive liquid to a spadeable consistency. The spadeable waste is then to be transferred into a suitable receptacle and transferred to the Shire of Beverley Landfill site.

d) The site is to then be inspected to determine if effluent has or has the potential to reach any water courses or ground water or potential for environmental harm, and appropriate action taken.

4. LARGE SPILLS OR PIT FAILURE

a) Where large spills or failure of the septage pit occurs the Shire of Beverley Works Supervisor, CEO, D/CEO and EHO are to be notified.

b) The DER are also to be notified.

c) Liquid waste is to be pumped into trucks from a licensed contractor, such as Makin and Sons or Darry's Plumbing from York, with a suitable receptacle and transferred to an alternate septage site, such as the Shire of York Septage Ponds.

d) Sand or other suitable absorbent material is to be placed on any remaining liquid to form a spadeable consistency and then to be transferred to a suitable receptacle and disposed of at the Shire of Beverley Landfill.

e) The site is to then be inspected to determine if effluent has or has the potential to reach any water courses or ground water or potential for environmental harm, and appropriate action taken.

5. GENERAL CONDITION CHECKS

The septage pit is to be inspected monthly to determine any damage to the pit or spillages that have not been adequately cleaned up.

6. TRAINING, RESOURCES AND MITIGATION

Beverley Shire Council shall ensure a training program for relevant staff is implemented.

Beverley Shire Council shall ensure that adequate resources are available to carry out the necessary works.

This includes auditing procedures and procedures for review and correction of an overflow or spill event.

Remediation and clean-up plans in place for areas affected by sewer overflow or spills.

7. SYSTEM FOR RECORD KEEPING OF OVERFLOW OR SPILLS

Methodology is in place to investigate the cause of overflow or spills, initiate preventative measures, and measure and report on the effectiveness of the preventative measures.

In this regard, large spills are to be documented and causes determined. Subsequent to this remedial measures and procedures are to be implemented to prevent further incidents or spills.

Policy Amended: 23 November 2021