



**CF1**

## **ACCOUNTING – LOCAL GOVERNMENT ACCOUNTING DIRECTIONS**

### **Objective**

To ensure that there is a level of consistency in the reporting of Council's accounts.

### **Significant Accounting Policies**

The significant accounting policies that have been adopted in the preparation of this financial report are:

### **Basis Of Preparation**

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and non-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

### **Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of this which the basis of making judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **The Local Government Reporting Entity**

All funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part the financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at note 17 to those financial statements.

### **Goods and Services Tax**

In accordance with recommended practises, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Balance Sheet are stated inclusive of applicable GST

## **Cash and Cash Equivalents**

Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purpose of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short term borrowings in current liabilities on the balance sheet.

### **Trade and Other Receivables**

Trade receivables, which generally have 30-90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectible amounts.

Collectability of trade receivables is reviewed on an going basis. Debt that are known to be uncollectable are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectable.

## **Inventories**

### **General:**

Inventories are valued at the lower cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of the business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

### **Land Held For Sale:**

Land purchased for development and/or resale is valued at the lower cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract for sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

## **Fixed Assets**

### **Initial Recognition:**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Municipality includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

### **Revaluation:**

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Those assets carried at a revalued amount, being their fair value at the end of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

## Land Under Roads

Land under roads is excluded from infrastructure in accordance with the transitional arrangements available under AASB 1045 and in accordance with legislative requirements.

Assets are classified into the following categories:

- Land
- Artwork/Sculptures
- Buildings
- Furniture and (internal) Equipment
- Plant
- Equipment (external)
- Tools
- Roads
- Footpaths and Cycleways
- Aerodrome
- Parks and Gardens
- Hardcourt Facilities
- Bridges and Culverts
- Drainage
- Miscellaneous Structures
- Boat Ramps/Jetties

For reasons of practicality, the following thresholds have been applied, below which any expenditure on assets is not capitalised:

- |   |  |
|---|--|
| • Land:   | All purchases are capitalised at cost  |
| • Artwork/Sculptures:                               | All purchases are capitalised at cost  |
| • Buildings:  | Expenses totalling less than \$1,000 on any building in any one year are not capitalised |
| • Furniture and (internal) Equipment:               | Expenses totally less than \$500 on any one item in any year are not capitalised         |
| • Plant and (external) Equipment and Tools:         | Expenses totalling less than \$1,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Roads:                    | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Footpaths & Cycleways:    | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Aerodrome:                | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Parks and Reserves:       | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Hardcourt Facilities:     | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Bridges and Culverts      | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Drainage:                 | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Miscellaneous Structures: | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |
| • Infrastructure Assets - Boat Ramps/Jetties:       | Expenses totalling less than \$2,000 on any one item in any year are not capitalised     |

For assets, which at the time of acquisition, there is a reasonable expectation that they may last for more than one accounting period, but their cost is below the declared thresholds for capitalisation, they are recorded in quantitative terms to ensure a record of ownership and location exists.

## Depreciation of Non-Current Assets

All non-current assets having a limited useful life and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period.

|  |        |
|--|--------|
| • Artwork/Sculptures   | 2.00%  |
| • Buildings  | 1.80%  |
| • Furniture and (internal) Equipment                         |        |
| - Computers and peripherals                                  | 32.00% |
| - Other electronic equipment                                 | 18.00% |
| - Furniture  | 9.00%  |
| • Plant  |        |
| - Construction plant<br>(includes prime movers and trailers) | 9.00%  |
| - Construction vehicles ( eg trucks)                         | 15.00% |
| - Light commercial vehicles                                  | 15.00% |
| - Passenger vehicles   | 12.00% |
| • Equipment  |        |
| - Light plant and (external) equipment                       |        |
| heavy usage  | 42.00% |
| light usage  | 21.00% |
| • Infrastructure   |        |
| - Roads  | 3.60%  |
| - Paths and cycleways  | 4.80%  |
| - Aerodromes   | 3.60%  |
| - Parks and gardens  | 1.00%  |
| - Hardcourt facilities                                       |        |
| bitumen surface  | 3.60%  |
| concrete base  | 2.40%  |
| - Bridges and culverts                                       | 4.80%  |
| - Drainage   | 1.80%  |
| - Miscellaneous structures                                   | 4.80%  |
| - Boat ramps/jetties   | 6.67%  |

Depreciation on each asset is charged to the programme to which the asset principally relates or, where possible, to the activity in which the asset was actually used.

## Investments and Other Financial Assets

### Classification:

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

### Financial assets at fair value through profit and loss:

Financial assets at fair value through profit and loss are financial assets held for trading. A financial asset is classified in this category if required principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designed as hedges. Assets in this category are classified as current assets.

## **Loans and Receivables**

Loans and receivables are non-derivative financial assets with fixed or determined payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

### **Held-to-maturity Investments:**

Held-to-maturity investments are non-derivative financial assets with fixed or determined payments with fixed maturities that a Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from reporting date, which are classified as current assets.

### **Available-for-sale Financial Assets:**

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designed in this category or not classified in any other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designed as available-for-sale if they do not have a fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

## **Recognition and De-recognition**

Regular purchases and sales of financial assets are recognised on the trade-date the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit and loss. Financial assets carried at fair value through profit and loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised inequity are included in the income statement as gains and losses from investment securities.

## **Subsequent Measurement**

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit and loss category are presented in the income statement within other expenses in the period in which they arise. Dividend income from financial assets at fair through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

## **Impairment**

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets are impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss-measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the income statement. Impairment

losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

## **Estimation of Fair Value**

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes. The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date. The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of the market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The normal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

## **Impairment:**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 *"Impairment of Assets"* and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the income statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

## **Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods or services. The amounts are unsecured and are usually paid within 30 days of recognition.

## **Employee Benefits**

The provision for employee benefits relates to amounts expected to be paid to employees for long service leave and annual leave, wages and salaries and are calculated as follows:

### **Wages, Salaries, Annual Leave and Long Service Leave (Short-term benefits):**

The provision for employees benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount that the Municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

### **Long Service Leave (Long-term benefits):**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future

wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as current liability.

### Long Service Leave

Employee benefits are accrued on the basis of number of years employed (continuously) in Local Government as follows:

- 0 - 5 years 25% of normal accrual
- 5 - 7 years 70% of normal accrual
- 7 - 10 years 100% of normal accrual

### **Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the group has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

#### **Borrowing Costs:**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

### **Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

### **Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalized recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are as expenses in the periods in which they are incurred.

### **Joint Venture**

The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items

reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 16.

## **Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

## **Superannuation**

The Shire of Roebourne contributes 13% with employees having "Choice of Super fund" for 9% and the remaining 4% going to the Local Government Superannuation Scheme.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

## **Rounding off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

## **Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

## **Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

|                      |  |
|----------------------|--|
| Previous Policy No:  | EXE22  |
| Resolution Numbers:  | 7859 – Jun 1994, 11646 – Jun 1999, 12738 – Sep 2002,<br>13497 – Oct 2004, 14223 – Oct 2007 |
| Last Reviewed:       | October 2009   |
| Next Review:         | October 2010   |
| Responsible Officer: | Manager Financial Services   |





**TE3**

## **MAINTENANCE OF RESERVES AND STREET VERGES ADJOINING RESIDENTIAL PROPERTIES**

### **OBJECTIVE**

To ensure that regular maintenance is undertaken on all undeveloped drainage, parkland, recreation, parkland and drainage reserves and street verges where adjoining residential properties.

### **POLICY PROVISIONS**

#### **Scope**

This Policy includes reserves not developed or maintained as parks, gardens, sportsgrounds, or playgrounds or otherwise specifically maintained on a regular basis for any public purpose and vested in the Shire of Roebourne.

This Policy includes land adjoining residential properties in the Shire of Roebourne that comprises part of a street reserve and is vested in the Shire of Roebourne.

#### **Maintenance for Reserves**

All reserves comprised within the intent of Clause 1.1 shall be inspected on an annual basis and where it is deemed that maintenance is warranted the works are to be carried out in conjunction with Council's annual cyclone season clean-up operations, unless, the work can be conveniently conducted at another time without disruption to Council's work programme.

Requests for maintenance from residents and ratepayers will be assessed by the Manager Infrastructure and/or the Engineering Works Coordinator and if deemed warranted shall arrange for the work to be carried out in conjunction with Council's annual cyclone season clean-up operation, unless the work can be conveniently conducted at another time without disruption to Council's works programme.

Requests for maintenance from residents and ratepayers will be assessed by the Manager Infrastructure and/or the Engineering Works Coordinator, on the grounds of reasonableness and necessity for safety however, where it is considered that the area concerned does not constitute a hazard or the area of concern is attributable to the actions of the resident or ratepayer then the resident or ratepayer shall be advised that the cost of any action to remove the problem shall be borne by the resident or ratepayer concerned.

Maintenance, where effected, shall be by slashing the growth of grass and scrub to a width not exceeding 3.0 metres from the property boundary, in exceptional circumstances where growth is of such an excessive nature or the area is prohibitively difficult to slash a front end loader may be employed to remove the refuse and growth providing that minimal disturbance of soil occurs.

Burning of growth or refuse by residents, ratepayers or contractors is not permitted on any land as per Clause 1.1, except where approved by the Manager Infrastructure in conjunction with the Chief Bush Fire Control Officer.

## Maintenance for Lands

Any maintenance of grass, weed or shrub growth on street verges adjoining residential property is the responsibility of the respective resident or property owner, except that where a constructed footpath traverses the verge a strip 1.0m wide may be slashed or sprayed with herbicide along the edge of the path, or where a traffic hazard is considered to exist, action may be taken by Council to remove the material concerned.

Street verges adjacent to or adjoining schools in residential areas will be maintained by Council by periodic slashing of grass growth as determined appropriate by the Manager Infrastructure and/or the Engineering Works Coordinator.

## General

Council acknowledges that it is preferable for environmental considerations to promote and maintain the establishment of indigenous flora species and vegetation forms. Therefore, appropriate land management techniques are to be used.

Council is cognisant of problems of excessive grass growth generated on reserves adjoining residential properties being attributable to occupiers applying excessive amounts of water to lawns and gardens, also that refuse dumped on reserves is often a cause of complaint from residents and ratepayers. In such cases Council will only carry out clean up works in conjunction with its annual cyclone season clean-up operations.

Council acknowledges that grass and weed growth following heavy rainfall events can be prolific and rapid. In such cases Councils resources may not be able to attend to all areas of concern within the expectations of residents and ratepayers.

## RELATED DOCUMENTS

N/A

|                      |  |
|----------------------|--|
| Previous Policy No:  | TS06   |
| Resolution Numbers:  | 5933 – Jul 1993, 12738 – Sep 2002, 13130 – Sep 2003,<br>14223 – Oct 2007 |
| Last Reviewed:       | September 2009   |
| Next Review:         | September 2010   |
| Responsible Officer: | Executive Manager Technical Services                                     |



**CF2**

## **CASH HANDLING**

### **OBJECTIVE**

To ensure that the misappropriation of funds, through cash handling, is minimised, through strict cash handling procedures.

### **POLICY PROVISIONS**

Strict cash handling procedures should be followed at all times by Council cashiers and other staff (in relation to Petty Cash) so that cash for which they are given care and control over is under their scrutiny at all times to ensure that misappropriations by other parties cannot occur. Similarly, care and diligence must be applied at all times when dealing with cash transactions to ensure a high standard of accuracy. Cashiers and other staff have a duty of care towards Council to ensure they do not give incorrect change.

When cash shortfalls occur and the cause is determined to be due to negligence or to non-compliance with procedures then the officer responsible shall bear the whole or part of the loss depending on the amount and circumstances involved.

Alternatively or additionally, procedures may be taken as per the Local Government Officer's (WA) Award 1988, Clause 31(b)(v)(The dismissal part of the Award).

### **RELATED DOCUMENTS**

Nil

|                      |  |
|----------------------|--|
| Previous Policy No:  | EXE24  |
| Resolution Numbers:  | 4698 – Feb 1990, 12738 – Sep 2002, 13497 – Oct 2004,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009   |
| Next Review:         | October 2010   |
| Responsible Officer: | Manager Financial Services   |



**CF6**

## **PURCHASING POLICY**

### **OBJECTIVES**

Provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

Deliver a best practice approach and procedures to internal purchasing for the Shire of Roebourne.

Ensure consistency for all purchasing activities that integrates within all operational areas of the Shire of Roebourne.

### **POLICY PROVISIONS**

#### **Principle**

The Shire of Roebourne is committed to setting up efficient, effective, economical and sustainable procedures

- Provides the Shire of Roebourne with a more 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 the Shire of Roebourne receives value for money in its purchasing.
- Ensures the Shire of Roebourne is compliant with all regulatory obligations.
- Promotes effective governance and definition of the roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Roebourne's purchasing practices that withstands probity.

#### **Ethics and Integrity**

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

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 Local Government 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 fully documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
- Any information provided to the Local Government 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 Local Government. 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);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- Local Business capability.

Where a higher priced conforming offer is recommended, there should be clear and 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 is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

## Purchasing Thresholds

| Amount of Purchase   | Requirements  |
|----------------------|---|
| Up to \$5,000        | Direct purchase from suppliers requires one verbal quotation. |
| \$5,001 - \$50,000   | Obtain at least three verbal or written quotations.           |
| \$50,001 - \$100,000 | Obtain at least three written quotations                      |
| \$100,000 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 \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$5,000 :-

Where the value of procurement of goods or services does not exceed \$2,000, purchase on the basis that one verbal quotation must be received to ensure purchases within budget allowances. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

\$5,001 to \$50,000 :-

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,001 and \$50,000.

At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with purchasing procedures.

**\$50,001 to \$100,000 :-**

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$99,999, it is required to obtain at least three written quotes.

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 purchasing procedures.

**NOTES:** The general principles relating to written quotations are that they will include the following requirements:

- An appropriately detailed specification to communicate requirement(s) in a clear, concise and logical fashion.
- The request for quotation will include as a minimum:-
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote will be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- All prospective suppliers to be advised at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents will be advised in writing as soon as possible after the final determination is made and approved.

## **Greater than \$100,000**

For requisitions over \$100,000 a public tender must be called as per s3.57 of the Local Government Act 1995 and Local Government (Functions & General) regulations Part 4 – Tenders for Providing Goods and Services.

## **Authorisation of Expenditure**

Acceptance of quotations and the authorisation of expenditure is to comply with the Shire's purchasing requirements, associated policies and procedures and within the relevant delegation of authority.

All purchases of goods or services other than those goods or services deemed an emergency or those outside of normal business hours are only to be purchased after the approval and receipt of a relevant purchase order.

## **Waiving Quotations and Public Tenders**

Requests for quotations or calling of public tenders may be waived where:

- The goods or services are going to be supplied under an existing contract in conformity with the Local Government (Functions and General) Regulations 1996 Part 4 (11)(2)(b) or (e) or tenders have been invited.
- An emergency situation exists that threatens life, property or equipment.
- A bona fide sole source of supply exists where the market is tested periodically.
- The Provision of goods or services is provided under warranty or relates to specific manufacturer repairs.
- When it is not possible to obtain 3 comparable quotations, the details related to the circumstance will be recorded subject to the approval of the relevant Director.
- Suppliers provide a current price list.

Quotations are not required when the goods or services are going to be supplied under an existing contract in conformity with the Local Government (Functions and General) Regulations 1996 Part 4 (11)(2)(b) or (e) or tenders have been invited.

## **Supporting Local Industry**

The Shire of Roebourne shall seek to maximise the use of competitive local businesses in goods and services purchased or contracted on behalf of Council.

This policy shall be read in conjunction with Council's Regional Price Preference Policy.

## **RELATED DOCUMENTS**

- EXE32 – Regional Price Preference Policy
- Local Government Act 1995 s3.57 – Tenders for Providing Goods and Services
- Local Government (Functions and General) Regulations Part 4 –Tenders for Providing Goods and Services
- Shire of Roebourne - 'Code of Conduct'
- Procedure and Proformas – 'Purchasing Manual and Guidelines'

|                      |   |
|----------------------|---|
| Previous Policy No:  | EXE35   |
| Resolution Numbers:  | 13414 - Jul 2004, 13497 - Oct 2004, 14075 – Apr 2007,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Executive Manager Corporate Services                                      |



**CS1**

## **ACTIVE RESERVE MANAGEMENT POLICY**

### **OBJECTIVE**

1. To provide community and sporting organisations with the opportunity to apply for permission to use Council's Active Reserves for approved purposes on a casual and / or seasonal basis.
2. To ensure Council is able to appropriately manage its Active Reserves for users and the general community.

### **POLICY PROVISIONS**

#### **Guiding Principles**

The use of Council's active reserves requires the written approval of Council, and where granted, shall apply to the applicant only for the dates and times as expressly permitted by Council.

Council's active reserves will be available in the following seasons for use by the sport and recreation community for training and competition purposes:

- Summer Season - October to March (inclusive)
- Winter Season - April to September (inclusive)

When hiring a reserve on either a seasonal or casual basis, the hirer shall have access to the public toilets for the duration of their confirmed period of hire as requested on their application form.

The use of kitchens, kiosks, storage areas, and change rooms, must be requested on the application form and may be granted where required and will be charged as per Councils Schedule of Fees and Charges.

The use of floodlighting must be requested on the application form and approval may be granted where required and will be charged as per Councils Fees and Charges.

The use of Council's active reserves by all user groups, whether casual and / or seasonal, must comply with the standard Conditions of Hire of Council Reserves, and any relevant Local Laws.

#### **Seasonal Allocation Process**

Seasonal allocations will be called for each season by means of adverts in the local papers and direct mail out to all previous user groups.

- Summer allocations will be called for at the beginning of August each year.
- Winter allocations will be called for at the beginning of February each year.

The submission period for seasonal allocations will remain open for a minimum two week period.

Applications for seasonal use of Council's active reserves must be submitted on the prescribed application form.



All requested information must be completed in order for the application to be eligible for assessment.

The Shire may request additional information from applicants from time to time in order to ensure comprehensive assessment of the application.

## **Assessment of Applications**

The Karratha Entertainment Centre officers will assess applications for seasonal use of active reserves in accordance with the following criteria:

- The nature and suitability of the proposed use in relation to the facility;
- Historical use of Council recreation facilities by the hirer and the appropriateness of this use;
- The availability of the facility, taking into account all other seasonal allocation applications;
- Suitability of the activity in relation to Council's ability to maintain reserves to an appropriate level;
- The impact of the proposed activity on the active reserve and on surrounding residents;
- The condition of the reserve, maintenance requirements and alternative venues available; and
- Outstanding / unpaid accounts and / or payment history.

Applications received by the closing date will be given priority and only once these have been assessed will late applications be considered.

The Customer Service Officers will prepare all applications for assessment by the Manager Karratha Entertainment Centre. Assessed applications will be referred to the Manager Recreation Services with recommendations for final approval.

## **Confirmation of Allocation**

Confirmation of approved allocations will be provided in writing prior to the commencement of the season.

User groups will be required to sign an allocation confirmation agreement prior to commencement of the season.

Allocations are not confirmed unless the signed confirmation agreement, together with fixtures is returned to the Karratha Entertainment Centre.

## **Fees**

All seasonal active reserve use will attract a hire fee in accordance with Council's Schedule of Fees and Charges.

Fees will be invoiced upon return of the signed confirmation agreement and must be paid by the date specified in the confirmation agreement.

All funds generated from seasonal reserve use fees and charges will be utilised in accordance with Policy CS08 Charges For Recreation Facilities.

Payment of fees does not confer any rights over the grounds other than at those times and periods as confirmed by Council. Separate approval is required for pre-season access.

No hirer shall charge an entry fee to any of Council's active reserves unless the charge has been authorised in writing by the Manager Karratha Entertainment Centre.

A hirer granted approval to use a Council reserve is at no time permitted to sub-lease the reserve or make it available for hire to any other individual or group without written approval from the Manager Karratha Entertainment Centre.

## **Pre - Season Usage**

Request for use of Council's active reserves by clubs and associations outside the normal competition season must be submitted on the prescribed application form.

Priority will be given to those user groups applying for use in their own competition season.

Casual fees and charges will apply to all out of season usage in accordance with Councils Schedule of Fees and Charges.

## **Casual Use of Active Reserves**

Clubs and associations, community and commercial groups may apply for permission to use Council's active reserves on a casual basis.

Priority will be given to seasonal bookings.

## **Reserve Maintenance Periods**

Supervisor Parks and Gardens shall be responsible for monitoring the condition of active reserves and shall recommend to the Manager Karratha Entertainment Centre action to be taken to ensure that the grounds are maintained in a good state of repair.

During the season changeover periods for both summer and winter, the active reserves may be closed to enable required ground maintenance and renovation to be undertaken.

In extraordinary cases, Council may close reserves to schedule a period of extraordinary reserve maintenance during the season.

In the case of an active reserve closure, casual and seasonal users of the reserve may be relocated to a suitable alternative for the duration of the required maintenance.

No approvals will be given for use of active reserves during a reserve maintenance period for any sporting activity, organised or otherwise, except by approval of the Manager Karratha Entertainment Centre.

## **Line Marking**

Line marking may only be undertaken once a seasonal allocation is confirmed in writing.

Council shall allocate funds on an annual basis to assist those Clubs and associations who have submitted seasonal applications within required time periods with surveying and initial set out of grounds. Initial line marking and line marking thereafter is the responsibility of the Club.

The only approved material for line marking is chalk, whiting or water-based paint. The use of lime, creosote, sump oil, round up or any other chemical, which may impede the growth of turf, is prohibited.

If inappropriate line marking methods are used and subsequent damage is caused to the playing surface of the reserve, the group responsible will be required to meet the cost incurred by Council in rectifying the damage.

Active reserves must be marked in accordance with the standards laid down by the Department of Sport and Recreation in its nationally adopted publication: "SPORT - Dimensions for Playing Areas", in particular the requirements for the space about playing fields must be complied with.

Line marking for casual use of an active reserve may only be undertaken after consultation with any clubs or associations that have a seasonal allocation and at the discretion of the Manager Karratha Entertainment Centre.

## **Installation and Storage of Equipment**

All club equipment and property is to be removed from the reserve on the completion of the seasonal hire period unless the facility is leased by the club from Council, or an agreement is entered into in regards to storage of equipment.

Clubs are not to erect or install any equipment including goal posts and sleeves or make modifications to facilities without written approval from Council.

## **Schools Usage**

The use of Councils reserves by Government schools shall be in accordance with the Joint Use Agreements between the Shire of Roebourne and the Education Department.

Government schools wishing to use Council reserves outside normal school hours shall be required to pay the applicable fees and such approvals shall be dependant upon availability with respect to approved use by local sporting clubs and associations.

Non-Government or Private schools seeking to use Council reserves shall book the reserves and pay the applicable fees in accordance with the provisions of this policy.

## **RELATED DOCUMENTS**

N/A

|                      |  |
|----------------------|--|
| Previous Policy No:  | CS19   |
| Resolution Numbers:  | 2796 - Apr 1984, 10553 - Aug 1997, 12738 - Sep 2002,<br>13941 - Jul 2006, 14223 - Oct 2007 |
| Last Reviewed:       | October 2009   |
| Next Review:         | October 2010   |
| Responsible Officer: | Manager Community Services   |



## **CS6**

# **DONATIONS, SPONSORSHIPS & COMMUNITY FUNDING**

## **OBJECTIVE**

To offer not for profit community, sporting, cultural, service groups, associations and individuals that are based within the Shire of Roebourne, financial assistance to foster high quality programmes, community events, facilities and services that provide a return benefit to the Shire of Roebourne Community.

## **POLICY PROVISIONS**

### **General Conditions/Criteria**

- The applicant must reside or operate within the Shire of Roebourne.
- Applications that are not connected or concerned with the Shire of Roebourne Community will not be considered.
- Requests from, or in connection with other local government administration and associations will be considered including disaster or emergency appeals.
- Assistance will not be given retrospectively.
- Applications shall be considered on the following basis;
  - Type of organisation / service
  - Nature of service provided
  - Purpose of donation
  - Demonstrated community need / benefit
  - Priority (other applications)
  - Ability to generate income
  - Available funding (budget)
- Assistance will not be issued to applicants where monies were not expended for the purpose in which the original application detailed.
- All applications must be submitted on the relevant application forms.
- Financial assistance can be offered to clubs that find they are unable to pay full upfront costs for their projects from an approved reimbursement scheme. On receiving written advice of this and with the approval from the Executive Manager Community Services, funds can be paid direct to the supplier by cheque or by direct deposit.

### **Return Benefits to the Shire of Roebourne**

- The receiving group / individual agree to acknowledge the Shire of Roebourne's assistance through the following mediums, dependant but not limited to;
  - Public address announcements;
  - Shire banner displayed at the event;
  - Shire logo displayed on posters, pamphlets, sign boards etc;
  - Shire logo displayed as appropriate on other promotional materials such as t-shirts & stubby holders;
  - Undertake joint media promotion with the Shire of Roebourne.

## Areas of Assistance

One Off Donations  
Annual Community Sponsorship  
Sports Funding Scheme  
Community Cultural Grant Scheme  
Education  
Walkington Award

### One Off Donations

- Aim:* One off donations maybe provided for any purpose where an organisation could not otherwise have applied to the Shire of Roebourne for financial assistance in accordance with this policy procedure.
- Funding Rounds:* Applications can be submitted at any time and can take up to six weeks to be processed and presented to Council for consideration.
- Budget:* Council shall make an annual budgetary provision for the purpose of one off donations.
- Delegated Authority:* All requests for donations shall be administered by Community Services, in consultation with Council's Community Sponsorships Committee consisting of:
- Executive Manager Community Services
  - Manager Economic and Community Development
  - Manager Community Facilities
  - Senior Community Development Officer
  - Senior Recreation Development Officer
  - 3 Councillors
- That Community Services has delegated authority to pay out the donations as resolved by Council.

### Annual Community Sponsorship

- Aim:* To offer group's financial assistance to encourage high standards of community service and programme delivery in the areas such as health, welfare, training and general interest groups etc that promotes a positive public image of the Shire of Roebourne. Assistance maybe used to cover costs such as operating costs, administration costs, annual events, building maintenance, facility development and service delivery.
- Funding Rounds:* Applications shall be advertised and considered in April of each year.
- Budget:* Applications shall be assessed and listed in order of priority and placed in Councils annual draft budget process for consideration.
- Delegated Authority:* All requests for donations shall be administered by Community Services, in consultation with Councils Community Funding Committee consisting of:
- Executive Manager Community Services
  - Manager Community Services
  - Community Development Officer
  - 3 Councillors
- That Community Services have delegated authority to pay out the annual community sponsorship grants, as resolved by Council, upon written request by the applicant to receive it.

### Sports Funding Scheme

- Aim:* Applications for Sports Funding Grants may be made by any individual, sporting club or association or any other recreation / leisure body for the purpose of advancing skill or assisting in the public participation of their sporting activity.
- Funding Rounds:* Applications for funding should be submitted to the Shire of Roebourne to ensure the application is evaluated in the appropriate funding rounds in - February, May, July & October of each year.

- Budget:* Council shall make an annual budgetary provision for the purpose of the Sports Funding Scheme.
- Delegated Authority:* All requests for the Sports Funding Scheme shall be administered by Community Services in consultation with Council's Community Funding Committee consisting of:
- Executive Manager Community Services
  - Manager Community Services
  - Community Development Coordinator
  - Recreation Facilities Coordinator
  - Community Development Officer
  - 3 Councillors
- That Community Services has delegated authority to pay out the sports funding grant as resolved by Council, upon submission of the relevant receipts and evaluation form.

## **Community & Cultural Grant Scheme**

- Aim:* Applications for Community & Cultural Grants can be made by any individual, club, committee or Association or any other leisure body who performs community based activities within the Shire of Roebourne.
- Funding Rounds:* Applications can be submitted at any time and can take up to six weeks to be processed and presented to Council for consideration.
- Budget:* Council shall make an annual budgetary provision for the purpose of the Community Cultural Grant Scheme.
- Delegated Authority:* All requests for the Community Cultural Grant Scheme shall be administered by Community Services in consultation with Councils Community Funding Committee consisting of:
- Executive Manager Community Services
  - Manager Community Services
  - Community Development Coordinator
  - Recreation Facilities Coordinator
  - Community Development Officer
  - 3 Councillors
- That Community Services has delegated authority to pay out the adopted grant upon submission of the relevant receipts and evaluation form.

## **Education**

- Aim:* To assist local educational institutions with end of year presentations.
- Funding Rounds:* That Council make an annual donation to all local primary & secondary schools, and TAFE colleges within the Shire of Roebourne at the end of each year.
- Budget:* Council shall make an annual budgetary provision for the purpose of providing a one off donation to all primary & secondary schools within the Roebourne Shire to assist with end of year presentations.
- Delegated Authority:* That Community Services has delegated authority to administer the annual donation to each local educational institution for the purpose of assisting with the end of year presentations.

## Walkington Award

- Aim:** The Walkington Award is to encourage students, between the ages of 16 – 25, who reside or whose parents reside in the Shire of Roebourne, to continue either full or part time studies at a recognised educational institution.  
The Award will be made to the student whom the Award Committee consider has achieved academic excellence over the previous twelve months and has also demonstrated achievement in other area's such as community involvement.
- Funding Rounds:** Applications shall be advertised and considered on receipt by the last Friday of October each year.
- Budget:** Council shall make an annual budgetary provision for the purpose of the Walkington Award.  
Council will invite financial contributions for the Walkington Awards from the educational institutions who comprise the judging committee.
- Delegated Authority:** That Community Services has delegated authority to administer the Walkington Award, in consultation with the Walkington Award Committee comprising;
- Community Development Coordinator
  - Shire President
  - Director, Pilbara TAFE (Karratha Campus)
  - Principal, Karratha Senior High School
  - Principal, St Luke's College.

## RELATED DOCUMENTS

Delegations Register

CE1 – Financial Requests for Unbudgeted Items

|                      |   |
|----------------------|---|
| Previous Policy No:  | CS10  |
| Resolution Numbers:  | 1025 – Apr 1986, 3523 – Apr 1986, 1944 – Jul 1992, 5595 – Nov 1993, 8718 – Jul 1995, 10510 – Jul 1997, 10553 – Aug 1997. 10755 – Nov 1997, 12603 – Mar 2002, 12738 – Sep 2002, 13497 – Oct 2004, 14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Manager Community Services  |



## **CS8**

# **LIGHTING OF OVALS VESTED IN COUNCIL**

### **OBJECTIVE**

To ensure Sporting clubs are aware of and abide by Councils policy in regards to oval lighting.

### **POLICY PROVISIONS**

Council's Responsibility:

- All poles, cables, switch boxes and boards
- Replacement costs of globes, elements, lamps and lamp fittings and glass after consulting with users.

Club's Responsibility:

- Cost of power consumption
- Replacement costs of globes, elements, lamps and lamp fittings and glass to be met by the respective clubs if they have caused the damage.

When allocating grounds Council will ensure that lighting standards as prescribed for small and big ball sports by Standards Australia are used to determine community group use of various reserves.

### **RELATED DOCUMENTS**

Nil

|                      |   |
|----------------------|---|
| Previous Policy No:  | CS15  |
| Resolution Numbers:  | 10781 – Dec 1997, 12738 – Sep 2002, 13497 – Oct 2004,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Manager Community Facilities  |





**CS10**

## **PEGS CREEK OVAL – BALL SPORTS**

### **OBJECTIVE**

To ensure that bookings for training or match play under lights are only for sports that are within the lux levels set by Standards Australia.

### **POLICY PROVISIONS**

Only sports which require a minimum lux reading of 30 for training and 100 for competition, be allowed to utilise the lights at Pegs Creek oval, as set by Standards Association of Australia.

### **RELATED DOCUMENTS**

Nil

|                      |   |
|----------------------|---|
| Previous Policy No:  | CS16  |
| Resolution Numbers:  | 11009 – Mar 1998, 12738 – Sep 2002, 13497 – Oct 2004,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Manager Community Facilities  |



# CS12

## PUBLIC ART POLICY

### OBJECTIVE

The principles underlying the Shire of Roebourne's Public Art Policy are as follows:

**1. Enriching Residents' Environment**

Council recognises that the daily lives of the Roebourne Shire residents and visitors can be significantly enriched through the presence of high quality works of contemporary art in the Shire's public environment, enhancing options for cultural tourism.

**2. Encouraging Local Community Creativity**

Council respects the fact that the community, through experiencing art and culture, is presented with ideas and concepts that create new ways of seeing and interpreting the environment. Public art provides new opportunities for community creativity.

**3. Creating a "Shire of Roebourne" Sense of Place**

Council encourages the expression of identity and a sense of belonging by the community, highlighting cultural diversity, through the development and support of public art projects.

**4. Honouring Local Indigenous Heritage and Culture**

Council is committed to developing and promoting an understanding of indigenous cultural heritage and contemporary culture.

### POLICY PROVISIONS

Public Art is one of the most visible expressions of a community's culture. It can be accessible to all and constitute a reflection of how we see ourselves, and highlight the multicultural nature of our community.

The Roebourne Shire Council is committed to developing a strategy and process for the ongoing provision of public art in the Shire of Roebourne.

For the purposes of this policy, the term "public art" refers to Artworks which are located in public spaces and facilities other than galleries and art museums. "Community Art Projects" can be defined as a form of Public Art, with community involvement.

Public Art is created by artists for:

- Public open spaces such as parks, foreshores, streets, roundabouts.
- Indoor spaces or public buildings such as entry foyers.
- Outdoor spaces related to public buildings such as courtyards, and forecourts.

Public art can take many forms in many different materials. It can be freestanding sculpture or integrated into the fabric of a building or outdoor spaces. Artists may work individually or with other designers and manufacturers to create, painted murals, mosaic, ceramic and terrazzo floor or wall insets, play equipment, stained glass windows, welded structures, metal gates or grates, water fountains, light fittings or door handles, street furniture, planting patterns or multi-media installations.

Public art can be permanent, lasting many years, or ephemeral, lasting a day, a few weeks or months. Artworks can be site-specific, drawing meaning from, and adding to the meaning of a particular site or non site-specific, located in a public place primarily for display.

Permanent public artworks are to become part of the Shire Art Collection. Copyright is to be a joint ownership between Council and the artist(s). The Public Policy is applicable for a 10-year period commencing in 2001 to be monitored annually with a major review in 2011.

## **RELATED DOCUMENTS**

Nil

|                      |   |
|----------------------|---|
| Previous Policy No:  | CS17  |
| Resolution Numbers:  | 12374 – May 2001, 12738 – Sep 2002, 13497 – Oct 2004,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Manager Economic and Community Development                                |



**CS13**

## **RECOGNITION OF VOLUNTEERS IN THE SHIRE OF ROEBOURNE WHO WORK IN EMERGENCY SERVICES**

### **OBJECTIVE**

The objective of the Policy is to recognise the voluntary work of those individuals who have worked in emergency services for at least 10 years within the Shire of Roebourne.

### **POLICY PROVISIONS**

The Shire of Roebourne will advertise through the local press, two months prior to Volunteer week each year, for volunteers who have worked for 10 years or more in the emergency services area, and who not previously received similar recognition from the Shire.

Recognition for volunteers will include a plaque from the Shire of Roebourne, presented by the Shire President or a delegate, during Volunteer Week.

The recipients of the plaques will be volunteers from Fire and Rescue, Ambulance, Sea Search and Rescue, and State Emergency Services, who have undertaken 10 years voluntary service within the Shire of Roebourne, in one or more of the above mentioned service areas.

All applications must be signed and verified for accuracy in relation to length of time in which they have been a volunteer, by the current President (or similar ie highest level official) who is based in the Shire of Roebourne.

Should candidates have worked in more than one emergency service area during the ten years, then written verification for accuracy in relation to length of time in which they have been a volunteer must be forthcoming from each organisation in which the voluntary service was undertaken, as per dot point above.

To be eligible, candidates must have been actively involved as a volunteer for the relevant service, and not just have been a member of the organisation for 10 years or more.

Applicants must complete the attached application form, and have it entered by the closure date advertised. Failure to meet the closure date will render the application void, but applications can be resubmitted again in the following round of applications.

Applications can only be submitted by the President (or similar, ie. highest level officer) who is based in the Shire of Roebourne. In such cases where the aforementioned officer is to be the recipient of the award, the next highest level officer should fill in and sign the relevant application.

All applications must have the approval of their relevant committee who are in office at the time of application.

To be eligible, applicants must have been active members of the relevant organisation within 12 months of receiving the award.

Applicants who have been paid as a component of employment for the relevant service area, are not eligible to be a recipient of the award, unless it can be clearly delineated that they have made a substantial additional contribution as a volunteer to the relevant organisation(s).

All applications should be assessed by an identified sub-group of Council coordinated through the Community Development Coordinator, and then be referred to Council for a final recommendation.

## **RELATED DOCUMENTS**

Application Form – see Community Development Coordinator

|                      |   |
|----------------------|---|
| Previous Policy No:  | EXE30   |
| Resolution Numbers:  | 11539 – Mar 1999, 12738 – Sep 2002, 13497 – Oct 2004,<br>14223 – Oct 2007 |
| Last Reviewed:       | October 2009  |
| Next Review:         | October 2010  |
| Responsible Officer: | Manager Economic and Community Development                                |



**CS15**

## **DISABILITY ACCESS AND INCLUSION**

### **OBJECTIVE**

To provide equity of access to a wide range of information, services and facilities provided for the community by the Shire.

### **POLICY PROVISIONS**

The Shire of Roebourne is committed to ensuring that the community is an accessible and inclusive community for people with disabilities, their families and carers.

The Shire of Roebourne believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire of Roebourne is committed to consulting with people with disabilities, their families and carers and where required, disability organisations to ensure that barriers to access and inclusion are addressed appropriately.

The Shire of Roebourne interprets an accessible and inclusive community as one in which all council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community and will progressively work to achieving this outcome.

The Shire of Roebourne recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life. The Shire believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life.

The Shire of Roebourne is committed to achieving the desired outcomes through the implementation of its Disability Access and Inclusion Plan

The Shire of Roebourne is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire of Roebourne is committed to working in partnership with local community groups and businesses to facilitate the inclusion of people with disabilities through improved access to facilities and services in the community.

### **RELATED DOCUMENTS**

Councils Disability Access and Inclusion Plan 2007 - 2012

|                      |  |
|----------------------|--|
| Previous Policy No:  | N/A  |
| Resolution Numbers:  | 14225 – Oct 2007                           |
| Last Reviewed:       | October 2009                               |
| Next Review:         | October 2010                               |
| Responsible Officer: | Manager Economic and Community Development |