



COUNCIL POLICY MANUAL

Version 1.0 - 24 January 2017

PREFACE TO COUNCIL POLICY MANUAL

This document provides a reference guide to the Council Policy Manual to assist Elected Members, City employees and members of the community in the use and interpretation of the Manual.

INTRODUCTION

The Local Government Act 1995 empowers Council in the determination of policy under section 2.7 Role of Council - “(2) (b) determine the local government’s policies.”

In simple terms policy provides what can be done, Management practices provide how it is done and delegation provides who can do it. The City has Council and Operational Policies to guide both its direction and operation, and Planning policies relating to planning and development within Local planning scheme areas.

Council Policies

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the City.

Council Policies are developed to further the achievement of the City’s strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to particular circumstances which guide staff in what is permissible when dealing with related matters.

Operational Policies

Operational policies are developed for administrative and operational requirements. They have an internal focus and form the strategies and actions for policy implementation and provide details of the actions and processes required by staff.

Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

PURPOSE OF COUNCIL POLICIES

Council Policies provide guidance for future decisions and behaviour and the achievement of rational outcomes. Council policies show the approach that the Council intends to be taken in a particular issue and:

- Support consistency and equity in decision making,
- Facilitate prompt responses to customer requirements; and
- Promote operational efficiency.

1. Council Policy Manual - Structure

The structure of the Policy manual will align Council policies within the framework of Community Strategic Planning:

1. Community
2. Environment
3. Economy
4. Governance

2. Council Policy Development /Review

Council Policies are to be developed and reviewed on the following basis:

2.1 Development

Council Policy development may be initiated by one or more of the following:

- Elected Members - Request by one or more Elected Members for a Policy to address an identified strategic requirement.
- CEO recommendation due to changes in regulatory requirements – Introduction of new Legislation or amendments to existing Legislation.

2.2 Review

A Council Policy review may be initiated in response to the following:

- A request made to the CEO by one or more Elected Members;
- A change to regulatory requirements;
- Officer recommendation to the CEO;
- Within a six-month period following an Ordinary Election; or
- On or after the recommended Policy review date.

A Council Policy is to be reviewed on a biennial basis from the date of last review, unless statutory requirements provide for an annual review.

3. Council Policy - Definitions

Unless otherwise stated policy terms are defined under s. 1.4 *Terms used, Local Government Act 1995*. Definitions are subject to any *Local Government Act 1995* amendments which may occur over time.

Where Policies within the Manual relate to Legislation other than the *Local Government Act 1995* or reference a section of the *Local Government Act 1995* which specifies alternative terms, key term definitions may be noted within the policy document.

Extract from Local Government Act 1995

1.4. Terms used

In this Act, unless the contrary intention appears —

75% majority, in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be at least 75% of the number of offices (whether vacant or not) of member of the council;

absolute majority —

- (a) *in relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council;*
- (b) *in relation to any other body, means a majority comprising enough of the persons for the time being constituting the body for their number to be more than 50% of the number of offices (whether vacant or not) on the body;*

Advisory Board means the Local Government Advisory Board established by section 2.44;

auditor, in relation to a local government means a person for the time being appointed under Part 7 to be the auditor of the local government;

CEO means the chief executive officer of a local government;

commissioner means a commissioner appointed to a local government under sections 2.6(4), 2.36A(3), 2.37(4), 2.37A(1), 8.30 or 8.33;

council means the council of a local government;

councillor means a person who holds the office of councillor on a council (including a person who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor);

councillor mayor or president means a mayor or president elected by the council from amongst the councillors;

Crown lands means lands of the Crown —

- (a) *not granted or contracted to be granted in fee simple; or*
- (b) *not held or occupied —*
 - (i) *under conditional terms of purchase; or*
 - (ii) *with a right to acquire the fee simple;*

Crown lease means a lease from the Crown of Crown lands, or a licence or concession from the Crown for taking a profit of Crown lands, but does not include —

- (a) *an instrument executed or issued pursuant to a contract or arrangement with the Crown by virtue of which land is held or occupied with a right, whether subject to compliance with conditions or otherwise, to acquire the fee simple; and*
- (b) *a lease under the Housing Act 1980; and*
- (c) *an instrument by virtue of which lands are held or occupied subject to the payment of a peppercorn or nominal rental;*

Crown lessee means a person entitled under a Crown lease to an interest or a right in or over Crown lands;

Department means the department of the Public Service assisting the Minister to administer this Act;

Departmental CEO means the chief executive officer of the Department;

district means an area of the State that is declared to be a district under section 2.1;

election year means a year in which ordinary elections for local governments are required to be held;

elector, in relation to a district or ward, means a person who is eligible to be enrolled to vote at elections for the district or ward;

elector mayor or president means a mayor or president elected by electors of a district;

Electoral Commissioner means the Electoral Commissioner appointed under the Electoral Act 1907;

electoral requirements has the meaning given by section 4.1;

employee means a person employed by a local government under section 5.36;

extraordinary election has the meaning given by section 4.8;

financial year means the period commencing on 1 July and ending on the next following 30 June;

inaugural election has the meaning given by section 4.2;

Inquiry Panel means an Inquiry Panel constituted under section 8.16;

local government means a local government established under this Act;

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government;

local public notice has the meaning given by section 1.7;

member, in relation to the council of a local government, means —

- (a) an elector mayor or president of the local government; or
- (b) a councillor on the council (including a councillor who holds another office under section 2.17(2)(a) or (b) as well as the office of councillor);

metropolitan area has the same definition as **metropolitan region** in the Planning and Development Act 2005;

municipal fund means the municipal fund established under section 6.6;

occupier where used in relation to land means the person by whom or on whose behalf the land is actually occupied or, if there is no occupier, the person entitled to possession of the land, and includes a person in unauthorised occupation of Crown land and where under a licence or concession there is a right to take profit of Crown land specified in the licence or concession, means the person having that right;

ordinary election has the meaning given by section 4.4;

ordinary elections day in relation to a local government, means a day fixed by section 4.6 or under section 4.7(2) for holding the polls for ordinary elections for that local government (whether or not any polls are actually held);

owner, where used in relation to land —

- (a) means a person who is in possession as —
 - (i) the holder of an estate of freehold in possession in the land, including an estate or interest under a contract or an arrangement with the Crown or a person, by virtue of which contract or arrangement the land is held or occupied with a right to acquire by purchase or otherwise the fee simple; or
 - (ii) a Crown lessee or a lessee or tenant under a lease or tenancy agreement of the land which in the hands of the lessor is not rateable land under this Act, but which in the hands of the lessee or tenant is by reason of the lease or tenancy rateable

- land under this or another Act for the purposes of this Act; or*
- (iii) a mortgagee of the land; or*
 - (iv) a trustee, executor, administrator, attorney, or agent of a holder, lessee, tenant, or mortgagee, mentioned in this paragraph; or*
- (b) where there is not a person in possession, means the person who is entitled to possession of the land in any of the capacities mentioned in paragraph (a), except that of mortgagee; or*
- (c) where, under a licence or concession there is a right to take profit of Crown land specified in the licence or concession, means the person having that right; or*
- (d) where a person is lawfully entitled to occupy land which is vested in the Crown, and which has no other owner according to paragraph (a), (b), or (c), means the person so entitled; or*
- (e) means a person who —*
- (i) under the Mining Act 1978, holds in respect of the land a mining tenement within the meaning given to that expression by that Act; or*
 - (ii) in accordance with the Mining Act 1978 holds, occupies, uses, or enjoys in respect of the land a mining tenement within the meaning given to that expression by the Mining Act 1904 ³; or*
 - (iii) under the Petroleum and Geothermal Energy Resources Act 1967 holds in respect of the land a permit, drilling reservation, lease or licence within the meaning given to each of those expressions by that Act; or*
- (f) where a person is in the unauthorised occupation of Crown land, means the person so in occupation;*

prescribed means prescribed by regulations;

Statewide public notice has the meaning given by section 1.8;

thoroughfare means a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end;

WALGA means the Western Australian Local Government Association constituted under section 9.58;

ward means one of the wards into which a district is divided under section 2.2.

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1. COMMUNITY

City of Greater Geraldton

1.1 TOWARDS SUSTAINABLE DECISIONS

SUSTAINABILITY THEME

Community

OBJECTIVES

The purpose of this policy is to establish an understanding of the five dimensions of sustainability for developing and making sustainable decisions. Three questions are presented for each dimension to test if decisions are taking the City towards or away from sustainability. Towards sustainable decisions will guide development of future policies, strategies, actions, and operations.

POLICY STATEMENT

This policy is applicable to all decisions and activities of Council, employees and those with delegated authority. The policy will also be the basis for our collaboration with other stakeholders, communities and project partners.

POLICY DETAILS

Definition and Vision

The City recognises that development can compromise the ability of future generations to meet their needs. Sustainability is the ability of our City of Greater Geraldton's environmental, social and cultural, governance, and economic systems to maintain their health and resilience in perpetuity. The City's Strategic Community Plan is committed to the vision of "a prosperous, diverse, vibrant and sustainable community".

This policy identifies **FOUR DIMENSIONS** of sustainable development that influences sustainable decision-making:

- 1 ENVIRONMENT** Striving for a natural and built environment preserves quality and minimises the negative impacts of development. An effective sustainable environmental system does not systematically degrade the environment through over-extraction, pollution or physical means.
- 2 SOCIETY & CULTURE** Creating a harmonious and inclusive society allows for the development of cultural identity, a sense of place and community values to grow communities and promote stability, diversity, and a high quality of life for all. An effective sustainable society and culture system is where services are resilient to change and able to meet fundamental human needs whilst celebrating vibrant and festive communities, lifestyle, creativity, and freedom.
- 3 GOVERNANCE** Providing transparent, collaborative, and inclusive decision-making ensures both representation and leadership are accountable to the community. An effective sustainable governance system is participatory, inclusive and empower local decision-making and regional autonomy.
- 4 ECONOMIC** Ensuring diversity and local productivity creates a flourishing and diverse economy. An effective sustainable economic system creating conditions conducive to economic development and fostering communities where people want to live and do business.

For each of these four **Dimensions** of sustainability:

Goals are set that the City of Greater Geraldton can aspire to achieve;

Guiding Questions are presented to test if decisions and actions are actually taking the City of Greater Geraldton towards the sustainability goal.

ENVIRONMENT DIMENSION

Goal: The rate of regeneration exceeds the rate of degradation in our natural and built environment.

Guiding Questions: Will the decision:

- 1.1. Take a precautionary approach by ensuring proponents bear the burden of proving that the action moves us towards sustainability?
- 1.2. Ensure that there is a net benefit to the environment and that any system degradation is minimised?
- 1.3. Increase investment in infrastructure and buildings that are sustainable long-term assets, adaptable for multiple uses, and valued by the community?

SOCIAL & CULTURE DIMENSION

Goal: A tolerant, safe society with a strong sense of local and cultural identity that embraces diversity and creativity. Services are equitably available to satisfy our communities' needs.

Guiding Questions: Will the decision:

- 2.1 Provide essential services to our communities in ways that are timely, equitable and recognise our communities' culture, identity and heritage?
- 2.2 Create conditions more conducive to our communities to satisfy their recreation and leisure needs, and enhance wellbeing and quality of life?
- 2.3 Demonstrate a culture of learning and development and contribute to low levels of crime and anti-social behavior?

GOVERNANCE DIMENSION

Goal: Decision-making processes and institutions that are participatory, inclusive and recognise local autonomy.

Guiding Questions: Will the decision:

- 3.1 Empower our local government and in-turn empower citizens to make decisions that support our community's vision?
- 3.2 Demonstrate transparent, collaborative and inclusive decision-making?
- 3.3 Build capacity for good leadership, governance and management across all socio-economic and cultural groups?

ECONOMIC DIMENSION

Goal A resilient local economy with diverse, innovative businesses and employment opportunities.

Guiding Questions: Will the decision:

- 4.1 Provide certainty for business and investors through consistent and transparent policies?
- 4.2 Encourage diverse, innovative, and competitive businesses, partnerships and investments?

4.3 Reduce our economy's vulnerability to future changes that are beyond our control?

KEY TERM DEFINITIONS

Adaptation means adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Adaptive capacity means the ability of a system to adjust to climate change (including climate variability and extremes), to moderate potential damages, to take advantage of opportunities, or to cope with the consequences.

Climate change means to a statistically significant variation in either the mean state of the climate or in its variability, persisting for an extended period (typically decades or longer). Climate change may be due to natural processes or external forcing, or to persistent anthropogenic changes in the composition of the atmosphere or in land-use.

Resilience means the capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure.

Sustainability means the ability of our city-region's environmental, social & cultural, governance, and economic systems to maintain their health and resilience in perpetuity.

Sustainable Development means Development that meets the needs of present generations without compromising the ability of future generations to meet their own needs.

Vulnerability means the degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes.

ROLES AND RESPONSIBILITIES

This policy applies to all City staff, and other stakeholders, agencies and community groups involved with the City of Greater Geraldton.

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton Community Strategic Plan 2017-2027

City of Greater Geraldton Employee Code of Conduct OP054

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Infrastructure Services		Manager Engineering Services	Biennial	January 2020
Version	Decision Reference	Synopsis		
2.	IS163 23 January 2018	Policy Review		

City of Greater Geraldton

1.2 YOUTH

SUSTAINABILITY THEME

Community

OBJECTIVES

The Youth Policy aligns with the City of Greater Geraldton Strategic Community Plan 2017 – 2027 to guide Council directions, programs and resource allocation required to meet the needs and initiatives for young people.

POLICY STATEMENT

Through this policy, The City of Greater Geraldton is committed to providing direction on matters pertaining to young people aged 12 to 25 years. This policy defines the City's position for:

- The engagement with young people and Youth service providers;
- The facilitation of youth programs and events;
- The provision of facilities and infrastructure for Youth; and
- The annual budget allocation for Youth programs and projects.

POLICY DETAILS

Guiding Principles

1. The City of Greater Geraldton is committed to creating, enhancing and sustaining our built, natural and cultural environments for our young people through the following guiding principles:
 - 1.1. The City of Greater Geraldton will engage collaboratively with young people in the development and planning of relevant infrastructure, facilities, programs and opportunities for young people.
 - 1.2. The City of Greater Geraldton will maintain best practice principles in Community Development, Youth engagement and networking and will connect and foster positive relationships with Government agencies and Youth Service providers.
 - 1.3. The City of Greater Geraldton recognises that staff, volunteers and contractors working directly with children are required to have police clearances and Working with Children checks in line with legislative requirements.
 - 1.4. The City of Greater Geraldton will activate public hub locations for Youth participation including the Geraldton Foreshore and Mullewa Youth Centre and develop and promote the usage of other facilities including swimming pools, skate parks, sports and recreation parks, community centres and libraries.
 - 1.5. The City of Greater Geraldton will provide a range of opportunities, programs and events that are primarily for the participation and development of young people.

- 1.6. The City of Greater Geraldton will work with appropriate agencies to provide opportunities and activities to vulnerable and at risk young people.
- 1.7. The City of Greater Geraldton will promote safe environments and provide information that supports young people in their development.
- 1.8. The City of Greater Geraldton will recognise and celebrate the achievements of young people.

Resourcing

- 1.9. The resourcing for youth by the City will come from an adopted operating budget and other funding opportunities which include actively seeking appropriate opportunities for grant funding, partnerships and sponsorships for youth programs and events.

KEY TERM DEFINITIONS

Youth means persons between 12-25 years of age.

ROLES AND RESPONSIBILITIES

The Director of Development and Community Services is responsible for implementing this Policy.

WORKPLACE INFORMATION

Local Government Act 1995

Freedom of Information Act 1992, including associated regulations,

City of Greater Geraldton's Code of Conduct

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Development and Community Services		Youth Development Coordinator	Biennial	2020
Version	Decision Reference	Synopsis		
2.	DCS392 – 27 November 2018	Policy Reviewed		

City of Greater Geraldton

1.3 HERITAGE

SUSTAINABILITY THEME

Community

OBJECTIVES

The overall aim of this policy is to highlight the importance of heritage to the identity and character of the City, while providing guidance for the protection, conservation and enhancement of the City's identified places of cultural heritage significance.

Specifically, Council Policy CP 1.3 Heritage:

- Provides for the establishment of the Heritage Advisory Committee, whereby advice and recommendations may be made to Council on the development of heritage assets, services and facilities, and contemporary heritage issues within the City,
- Promotes a wider appreciation of the region's heritage and its value in cultural, educational and economic terms; and
- Creates a structured long term approach to the delivery and management of heritage services and City owned heritage assets by following recommendations set in the *City of Greater Geraldton Heritage Strategy 2017-2022*.

POLICY STATEMENT

This policy applies to members of the Heritage Advisory Committee and to employees of the City of Greater Geraldton.

POLICY DETAILS

The *Heritage Act 2018* and associated Regulations, along with adopted planning schemes, provide clear policies and guidelines which provide the legislative framework for the City's statutory obligations.

The *Aboriginal Heritage Act 1972* protects all Aboriginal Heritage sites in Western Australia, whether or not they are registered with the Department of Planning, Lands and Heritage.

The City of Greater Geraldton wishes to be the exemplar local government in the Midwest Region of Western Australia in relation to heritage management. The City values our cultural heritage and our creative community.

Our residents have a strong sense of belonging and value our region as a unique location to live and work. The historic fabric of the Greater Geraldton area is well recognized for its important contributory role in the story of Western Australia, and that its significance warrants protection for future generations.

Principles of sustainability will guide current heritage management decisions to help retain a rich variety of social, economic and environmental outcomes.

To assist this, Council Policy CP 1.3 Heritage aligns with the *City of Greater Geraldton Heritage Strategy 2017-2022*, which provides a number of prioritised actions, based around the themes of *knowing, protecting, supporting and communicating*. The Heritage Advisory Committee will base its recommendations to Council on those prioritised actions as outlined by the Heritage Strategy.

In addition, this Policy recognises that the Local Heritage Survey (LHS) (formerly known as the Municipal Inventory) as adopted by Council on 15 December 2015 (Item DRS241) as the

Heritage List, will guide the identification and recording of places that are, or that might become, of cultural heritage significance.

The LHS is a starting resource for local heritage planning and in itself has no statutory role. The LHS helps local governments make decisions that reflect local heritage values, and supports the creation of a heritage list or heritage areas, which identify places to be protected under the local planning scheme.

The City recognises the use of the HERCON factors to assess cultural heritage significance. HERCON is based on the values of the *Burra Charter (Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013)*.

KEY TERM DEFINITIONS

Heritage means something inherited from the past and valued enough today to leave for future generations (National Trust of Western Australia). Heritage encompasses natural, historic and Aboriginal tangible and intangible elements. Heritage is expressed through places – buildings, landscapes, public parks and gardens, archaeology, infrastructure, monuments and public art. It is also represented in objects, artefacts, archives, photographs, maps, drawings; as well as our traditions, events and celebrations, people's memories, artist's expressions, Dreaming stories and the more subtle marks of past people and their cultures (*CGG Heritage Strategy 2017-2022*, p. 6).

HERCON Criteria means national criteria for the assessment of heritage significance adopted by Environment Protection and Heritage Council of the Australia and State/Territory Governments in April 2008.

ICOMOS means International Council on Monuments and Sites which is a non-government, not for profit organisation of cultural heritage professionals. The mission of the Australia ICOMOS branch is to lead cultural heritage conservation by raising standards, encouraging debate and generating innovative ideas.

ROLES AND RESPONSIBILITIES

The Heritage Advisory Committee will use this policy in their consideration of heritage matters, when engaging with key stakeholders regarding heritage matters and when providing advice and recommendations to Council for the progress of this Policy.

Employees of the City will ensure their actions and activities are consistent with this Policy as well as the Heritage Strategy, in accordance with budget adopted by Council.

WORKPLACE INFORMATION

Heritage Act 2018

Aboriginal Heritage Act 1972

Heritage Council of WA Strategic Plan 2019-2023

Heritage Advisory Committee Terms of Reference

City of Greater Geraldton Heritage Strategy, 2017-2022

Australia ICOMOS Charter for Places of Cultural Significance (The Burra Charter), 2013

National Standards for Australian Museums and Galleries (Version 1.5, 2016)

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Development and Community Services		Manager Libraries, Heritage and Gallery	Biennial	2022
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	CP023 – EXISTING POLICY transferred to new template		
2.	DCS355 – 19 December 2017	Policy Review		
3.	DCS429 – 26 November 2019	Policy Review		

City of Greater Geraldton

1.4 DISABILITY ACCESS & INCLUSION

SUSTAINABILITY THEME

Community

OBJECTIVES

The Disability Access and Inclusion Policy and the Disability Access and Inclusion Plan and framework is aligned with the City of Greater Geraldton Community Strategic Plan 2017- 2027 that will guide Council directions, programs and resource allocation required to integrate and respond to community needs and initiatives.

The intent is to service the community under the provisions of the legislative requirements of the WA Disability Services Act 2004, and the National Disability Strategy 2010-2020.

POLICY STATEMENT

The policy provides the working principles for the directions and development of activities and services applied by the City of Greater Geraldton to provide for the needs of people with a disability.

This policy is regulated and is to be reviewed in accordance with changes in Federal and State policy relating to Disability Access and Inclusion.

This mandatory policy relates to all Councillors, staff and contractors providing services on behalf of the City.

POLICY DETAILS

1. The City of Greater Geraldton is committed to ensuring that its community is an accessible and inclusive one for people with disabilities, their families and carers; recognising that people with a disability have a right to quality services, facilities, programs and events that enable them to live and fully participate in their communities by providing them with the same opportunities, rights and responsibilities enjoyed by other people in the city through the following;
 - 1.1 Commitment to consulting with people with disabilities and disability organisations to ensure that barriers to access and inclusion are addressed appropriately.
 - 1.2 Commitment to advocating to local community groups and businesses to facilitate the inclusion of people with disabilities through improved access to facilities and services in the community.
 - 1.3 Implementation and review its Disability Access and Inclusion Plan in accordance with the Western Australian Disability Services Act (1993) by taking all practical measures to ensure the implementation of the plan by its Councillors, staff and contractors.
 - 1.4 Submission of a Disability Access and Inclusion Plan and the provision of annual achievement reports to the Disability Services Commission.
 - 1.5 Commitment to achieving the 7 outcomes listed in Schedule 3 of the WA Disability Service Regulations, 2004 and the implementation of a Disability Access and Inclusion Plan.
 - Outcome 1 – People with disability have the same opportunities as other people to access services and events organised by City of Greater Geraldton.

- Outcome 2 – People with disability have the same opportunities as other people to access buildings and other facilities of City of Greater Geraldton.
 - Outcome 3 - People with disability receive information from the City of Greater Geraldton in a format that will enable them to access the information as readily as other people are able to access it.
 - Outcome 4 – People with disability receive the same level and quality of service from the staff of City of Greater Geraldton as other people receive from the staff.
 - Outcome 5 – People with a disability have the same opportunities as other people to provide feedback and make complaints to the City of Greater Geraldton.
 - Outcome 6 – People with disability have the same opportunities as other people to participate in any consultation by the City of Greater Geraldton.
 - Outcome 7 – People with disability have the same opportunities as other people to obtain and maintain employment at the City of Greater Geraldton.
2. The strategies within the Disability Access and Inclusion Plan will remain throughout the 5-year life of the plan and the implementation plan will be reviewed annually to evaluate the effectiveness of the actions from each strategy guided by the following objectives.
- 2.1 Endeavouring to address and progress all items in the Disability Access and Inclusion Plan and prioritise and set budgets within its resource capabilities.
 - 2.2 Undertaking responsibility for implementing the Disability Access and Inclusion Plan is inclusive of all areas within the City, and all Directors and Managers are responsible for ensuring that reporting requirements are met and that staff and contractors apply best practice access and inclusion principles and are familiar with any relevant legislation, policy, applicable universal design requirements and applicable items of the Disability Access and Inclusion Plan.
 - 2.3 Actively apply best practice access principles to services, facilities, programs and events and apply and review policy and procedures for functional implementation of the Disability Access and Inclusion Plan.
 - 2.4 The City will promote disability awareness and advocate to the community by providing access guidelines to community and commercial sectors to consider the needs of people with a disability.

3. LEGISLATIVE REQUIREMENTS

The WA Disability Services Act 2004 stipulates that local government authorities must submit a Disability Access and Inclusion Plan every 5 years to the WA Disability Services Commission and an annual progress report on the Disability Access and Inclusion Plan.

The legislative requirements of the WA Disability Services Act 2004, also frame and include the Commonwealth Disability Discrimination Act 1992, and the WA Equal Opportunity Act 1984.

KEY TERM DEFINITIONS

Disability means a disability, which is attributed to cognitive and intellectual impairment, as well as physical, sensory and psychosocial disability either temporary or permanent.

Universal Design means the design of products and environments to be useable by all people to the greatest extent possible without the need for adaption or specialised design.

Disability Access and Inclusion Plan outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

Disability Services Commission is the body operated under the WA Disability Services Act 2004, as the governing body for Disability in Western Australia; and

National Disability Strategy is the over-arching federal strategy creating the framework for policy makers, service providers, community groups, businesses and families to engage with people with disability.

ROLES AND RESPONSIBILITIES

The Director of Development & Community Services is responsible for implementing this policy.

WORKPLACE INFORMATION

Local Government Act 1995

Commonwealth Disability Services Act 1986

Western Australian Disability Services Act 1993

Commonwealth Disability Discrimination Act 1992

Western Australian Equal Opportunity Act 1984

National Disability Strategy 2010-2020

Western Australian Language services Policy 2008

AS 1428 Design for Access and Mobility

National Construction Code Standards

Premises Standards 2010

The City of Greater Geraldton Community Engagement Policy 2017

The City of Greater Geraldton Community Strategic Plan 2017 - 2027

The City of Greater Geraldton Equal Employment Opportunity Policy 2017

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Development & Community Services		Community Development Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	DCS366 – 27 March 2018	Policy reviewed and amended to incorporate additional Outcome 7 of the WA Disability Service Regulation.		

City of Greater Geraldton

1.5 FORESHORE USE & DEVELOPMENT

SUSTAINABILITY THEME

Community

OBJECTIVES

The overall aim of this Policy is to provide an effective framework for the management of proposals for commercial business infrastructure development, recreational and other usages on the foreshore reserve in order to achieve:

- Activation of the foreshore recognising that while public open space is a high priority and should not be compromised, people want amenities and activities that enhance their experience of the foreshore.
- The effective use and management of the foreshore reserve resulting in a space that is people focused; not building focused and promotes active and passive recreation that promotes health and wellbeing.
- To enable opportunities for activities that respects the essence of the place and enables providers to offer services and facilities to the public to enhance their visit to the foreshore.
- Recognition, respect, celebration and inclusion of Yamaji cultural significance of the Geraldton foreshore.
- Recognise the role of the Foreshore as a vehicle for community expression
- Open and transparent engagement and communication with stakeholders and the community on all significant matters relating to the foreshore.

POLICY STATEMENT

This policy applies to Crown Land Reserve 50100 (Lot 506) known as “Geraldton Foreshore Reserve” and Crown Land Reserves 42069 (Lot 2959) and Reserve 5660 (Lots 748 and 749) known as “Beresford Foreshore” under the control and management of the City of Greater Geraldton.

POLICY DETAILS

This policy acknowledges the significant economic, social, cultural and heritage benefits that the Geraldton and Beresford foreshore has to the Community. The policy identifies the following six key principles as effective framework for the management of the foreshore reserve. These are:

- 1. Activation of the foreshore recognizing that while public open space is a high priority and should not be compromised, people want amenities and activities that enhance their experience of the foreshore.**

This policy recognizes that the Foreshore is a treasured community asset and the primary playground for the community. As such, the City will retain the foreshore reserve (where appropriate) as a place for passive and/or active recreation for residents and visitors.

The City will not permit any permanent structures, except City structures installed by the City to enhance the amenity i.e. BBQ/lighting/seating areas etc. But will allow temporary and transportable structures where it is in keeping the character and increases activation and visitation of the foreshore. (see principle 3)

2. The effective use and management of the foreshore reserve resulting in a space that is people focused; not building focused and promotes active and passive recreation that promotes health and wellbeing.

The City has a responsibility to manage the foreshore reserve entrusted to it for its social and economic values and for the appreciation and benefit of present and future generations. In doing so, this policy recognises that the City has a significant asset that provides recreational, aesthetic, cultural material benefits for both residents and visitors alike.

This policy also acknowledges that the foreshore reserve has the capacity to satisfy an important portion of the public demand for outdoor recreation and tourism, and in so doing contribute significantly to the social, physical and economic well-being of the municipality.

This policy also recognises that the current built form as outlined in Appendix 1 – aerial plan will serve as a guide to the adherence to this key principle.

3. To enable opportunities for activities that respects the essence of the place and enables providers to offer services and facilities to the public to enhance their visit to the foreshore.

This policy will enable providers of services or facilities to locate temporary or transportable structures that are capable of being removed within a 48 hour period.

The Local Planning Policy – Commercial Recreational Tourism Activity on Crown Land (see Workplace Information/References) provides a guiding document that will enable the City to assess each application on its merits and combined with this policy will ensure the key for assessment of foreshore usage and proposals for commercial operators.

This policy provides a framework to regulate the level and intensity of commercial activities on reserves as necessary to ensure that it does not compromise the value and nature of the activity and the resource on which it is based and the six key objective principles of this policy.

4. Recognition, respect, celebration and inclusion of Yamaji cultural significance of the Geraldton foreshore.

Yamaji historical and cultural significance of the areas is identified in the Yamaji Cultural Significance of the Geraldton Foreshore Report – 1 January 2015 that recognises the cultural importance of the Geraldton Foreshore precinct to Aboriginal people in the Midwest region. The report identifies four places of significance for Yamaji people on the Foreshore that are appreciated for their importance as they are rich in anecdotal history and photographs.

The infrastructure provides a point of reference for these sites; however the importance of these areas on the foreshore to the Yamaji People long precedes any built infrastructure. The policy recognises that in more recent times the areas were shared spaces that were enjoyed by the whole community.

The specific areas of interest to the Yamaji community are in the vicinity of the following:

- 4.1** The old bough sheds and the original Esplanade (rear of current Geraldton Yacht Club);
- 4.2** The offshore swimming platforms (commonly referred to by the Aboriginal community as the Little Plat and the Big Plat) the U shaped jetty and front beach (front beach location rear current Geraldton Yacht Club);
- 4.3** The viaduct jetty (previously situated at the east end of Marine Terrace near Durlacher Street and along the area of Foreshore Drive); and
- 4.4** The Green (lawn area situated between Geraldton Yacht Club and the Geraldton Visitors Centre).

These locations are depicted on the aerial map, appendix 1 and marked A, B, C and D.

5. Recognise the role of the Foreshore as a vehicle for community expression;

The foreshore provides an opportunity to showcase our community and its heritage and contemporary narrative via public art, lines of sight, wayfinding and connectivity. This needs to be managed in a way that is complementary, cohesive, does not compromise on open space and maintains the sense of aesthetic look consistent with the attached.

6. Open and transparent engagement and communication with stakeholders and the community on all significant matters relating to the foreshore.

This policy recognises the requirement to engage with the community and all relevant stakeholders on all significant matters relating to the foreshore in an open, timely and transparent manner.

KEY TERM DEFINITIONS

Permanent structure means:

1. Any building structure that is intended to be permanently fixed or placed on the foreshore.
2. A structure that has a permanent foundation, solid load bearing walls, and is solid in its built form.
3. Is not capable of being removed within a 48 hour period.

Temporary Structure means a structure that is not attached to a permanent foundation and is erected for a maximum term of 9 years.

Transportable Structure means:

1. A structure that is brought to a property, held in place primarily by its own mass or affixed to the ground and includes, but is not limited to, sea containers, decommissioned railway carriages, transport conveyances and prefabricated transportable buildings.
2. A structure less than 50M²
3. Is capable of being removed within a 48 hour period.

ROLES AND RESPONSIBILITIES

This policy is administered by the Department of Development and Regulatory Services.
All applications made under this policy are to be approved by Council.

WORKPLACE INFORMATION

Appendix 1 – Aerial plan – Crown Reserve 50100

Appendix 2 – Aerial Plan – Crown Reserves 42069 and 5660

Commercial Recreational Tourism Activity on Crown Land – Local Planning Policy – Adopted by Council 1 July 2011.

Community Focus Group – Foreshore Development Survey & Results 20 January 2009

Our Foreshore Survey – October 2009

Yamaji Cultural Significance of the Geraldton Foreshore report – 1 January 2015

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Development & Community Services		Manager Land and Regulatory Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	DCS384 – 25 September 2018	Policy Review		

APPENDIX 1.



APPENDIX 2.



City of Greater Geraldton

1.6 COMMUNITY ENGAGEMENT

SUSTAINABILITY THEME

Community

OBJECTIVE

Council is committed to engaging with the community to:

- Respond to our external environment by continually adapting our approach to community engagement to reflect how our community communicates and engages with the City and Council;
- Respond to the increasing complexity of public policy issues which, increases the need to provide information to the community about the complexity and gather their response;
- Provide the public with a clear understanding of Council's commitment to community and stakeholder engagement;
- Continually identify opportunities to engage with the community and integrate the engagement process in project planning and service delivery;
- Ensure the community's expectation to be engaged in the decision making process is met with appropriate, consistent and coordinated engagement;
- Ensure our diverse communities of interest have the opportunity to engage in decision-making processes; and
- Report community engagement outcomes.

POLICY STATEMENT

The City and Council will engage with the community to better understand their wants, needs and aspirations; address issues affecting their wellbeing; and to identify and deliberate solutions to commonly recognised problems.

This Policy defines the principles and mechanisms for engaging with the community.

Rationale: Community engagement strengthens relationships and builds trust between the City, Council and the community. It enables informed decision making in relation to strategic policy, planning and prioritisation of resource allocation. An engaged community is an outcome and is characteristic of good democratic government. Good governance reflects contributions to the decision making process by those impacted by the decision.

POLICY DETAILS

Community engagement occurs under different circumstances and for different reasons:

1. Community engagement may occur:
 - 1.1. Where a proposed change to Council strategic direction, functions or programs may significantly affect the community in terms of the economy, lifestyle, environment, wellbeing or amenity;
 - 1.2 When developing new or reviewing existing strategies, plans and Capital Works;
 - 1.3 When introducing a new service, discontinuing an existing service or substantially changing or reviewing a service that may significantly affect how services are provided;

- 1.4 When proposals are made for changing the way in which public space looks, is used or enjoyed;
- 1.5 When the community raises a significant issue with Council for deliberation and there are likely to be competing community interests and adverse media and public attention;
- 1.6 During the planning, development and delivery of major projects and the capital works plan; and/or
- 1.7 When we are required to do so by law.
2. Community engagement isn't always applicable, or possible, due to time constraints and generally may not occur when:
 - 2.1 An immediate resolution is required;
 - 2.2 Technical or other expertise is required;
 - 2.3 The City is responding in an emergency where public health and safety are at risk;
 - 2.4 Decisions relate to the City's day-to-day business operations; and/or
 - 2.5 Legal, commercial or confidential restrictions are involved.
3. The policy does not apply to advocacy campaigns and does not negate the need to adhere to statutory and legal obligations regarding community consultation.
4. The type and level of community engagement will vary depending on the nature of the project/proposal and level of impact it may have. A highly effective tool to determine the appropriate level of engagement is the International Association for Public Participation's universally recognised participation spectrum. The following table has been adapted from the IAP2 participation spectrum. It identifies the five levels of increasing engagement, their goals and the role of the community at each level.

Low level → Mid-Level → High Level

	Inform	Consult	Involve	Collaborate	*Empower
Goal	One-way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened.	Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered.	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred solutions.	To give the community the knowledge, means, responsibility and accountability so the final decision can be placed in their hands.
Role of the community	Listen	Contribute	Participate	Partner	Lead

Table 1: Public Participation Spectrum.

*In the Local Government context, the highest level of 'empower' is rarely achievable or appropriate as the ultimate authority to make final decisions rests with the elected Councillors.

5. 'Inform' is the core business of the Corporate Communications team and will be undertaken with the assistance of relevant staff utilising available channels including social media.

POLICY PRINCIPLES

Councillors will endeavor to support and observe community engagement activities. The choice of engagement method and outcomes will be reported to Council through Agenda items and Briefing Notes.

Council's commitment to engage with the community:

City of Greater Geraldton Strategic Community Plan 2017-2027

Governance

We value an open and trusting relationship between the community, Local Government and other decision makers.

4.1 Community Engagement

- 4.1.1 *Continuing to engage broadly and proactively with the community.*
- 4.1.2 *Promoting and celebrating the City's achievements.*
- 4.1.3 *Providing innovative and accessible customer service and information systems.*

4.4 Financial Sustainability and Performance

- 4.4.2 *Ensuring the City's long term financial planning delivers the community goals and aspirations in a sustainable and affordable manner.*

4.5 Good Governance and Leadership

- 4.5.1 *Strengthening the governance role of Councillors by informing, resourcing, skilling and supporting their role.*

The following universal principles provide guidance for community engagement processes:

1. Open and transparent: they are accessible and encourage participation with no hidden agendas;
2. Genuine commitment: there is a clear sense that there will be follow through and that the community will be kept informed on how input has been used to inform decision-making;
3. Inclusive: all voices and opinions are valued and considered. Participants should reflect the diverse needs of the community and include all communities of interest. Community demographics such as socio-economic disadvantage, gender, age, impairments and cultural background or beliefs must be considered;
4. Consensus seeking: in style and approach of the dialogue;
5. Proactive: an open, forward-looking process, using every engagement experience as a learning opportunity to improve community engagement practices will be implemented;
6. Timely: activities should be planned during the project planning stages to optimise the level of influence the community is able to have and ensure it is given genuine attention, appropriate resourcing and realistic timeframes. Engagement activities, where possible, should avoid school/public holidays and religious/cultural festivals. The time of day an activity is held must also be considered to ensure a broad range of people are able to attend;
7. Access and equity: barriers that may hinder awareness and communication including equitable access to participate; choice of engagement techniques; use of alternative formats and presentation of information; providing assistance with transport, childcare and communication aids (translating, visual support); and choice of venue should be considered;
8. Value local wisdom: the collective wisdom of various groups and individuals in the community is useful and important. Additional time, different techniques, communication tools, resources and supports may be needed so individuals or groups are able to participate and share their wisdom and expertise; and

9. Acknowledges past engagement: the results of previous engagement are taken into consideration and built upon when re-engaging with the community.

RISKS

All community engagement involves levels of risk. The financial, legal, social and reputational risks of engagement activities and their outputs must be identified and mitigated in the planning stages.

APPROVALS

All community engagement activities must be approved by the Executive Management Team.

All high-level engagement activities must also secure from EMT and/or Council a determination of the extent or degree of responsibility and level of accountability the community will be given in regard to the output and/or final decision making.

REPORTING AND EVALUATION

Results of community engagement activities on significant matters must be reported to Council, participants and the broader community.

To ensure engagement activities meet their objectives and are continually improved upon, mid and high-level engagement activities must conduct post activity participant surveys and all high-level engagement activities require an evaluation report.

KEY TERM DEFINITIONS

Accountability - the tasks where someone is answerable for their actions.

Authority - the power to make and enforce decisions.

Community - a group of people who share something in common. It may be location, interests, culture, language, beliefs, age, ethnicity, values or traditions.

Community Engagement is the process of working together with the community to address issues affecting their wellbeing and to identify solutions to commonly recognised problems. The process takes into consideration the aspirations, concerns, needs and values of the community and incorporates them in the decision making process.

Participation - involving the community in a participatory process.

Responsibility - the tasks one is given the means to accomplish or perform.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this policy.

Community engagement is the responsibility of all Council service areas, teams and employees. As such, engagement activities must be considered and resourced via project budgets. To ensure the effective application of engagement principles and processes, a Community Engagement Framework and Toolkit have been developed to provide guidance for Council employees.

WORKPLACE INFORMATION

Local Government Act 1995 - Section 1.3 – Content and intent

(2) This Act is intended to result in —

(a) better decision making by local governments; and

(b) greater community participation in the decisions and affairs of local governments;

Local Government Act 1995 - Section 2.10 – The Role of Councillors

A Councillor:

a) represents the interests of electors, ratepayers and residents of the district;

b) provides leadership and guidance to the community in the district;

c) facilitates communication between the community and the council;

- d) *participates in the local government's decision-making processes at council and committee meetings; and*
- e) *performs such other functions as are given to a councillor by this Act or any other written law.*

Local Government Act 1995 - Section 2.7 – Role of Council

(1) The council —

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) Without limiting subsection (1), the council is to —

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

Local Government Act 1995 - Section 3.1– General Function

- (1) *The general function of a local government is to provide for the good government of persons in its district;*
- (2) *The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions; and*
- (3) *A liberal approach is to be taken to the construction of the scope of the general function of a local government.*

Statutory Compliance

The City has a number of functional areas where community engagement or public consultation processes are governed by legislative requirements. It is acknowledged that these legislative processes are the minimum requirement regarding public consultation processes and are to be utilised in conjunction with the Community Engagement Strategy.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Communications Officer - Engagement	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS337 – 26 June 2018	Policy Review		

City of Greater Geraldton

1.7 GERALDTON CITY CENTRE VIBRANCY

SUSTAINABILITY THEME

Community

OBJECTIVES

This policy establishes the guiding principles for:

- Creating a structured long term approach and a strong foundation to reposition Geraldton's City centre as a vibrant place that looks and feels good, is attractive and proactively managed, and one that offers a broad range of activities and uses that cater to all kinds of needs for the general community and visitors of City of Greater Geraldton.
- Aligning the City's existing resources to deliver a series of short, medium and longer term initiatives which cement the city as a destination of choice that delivers measurable benefits into the future.
- Ensuring that meaningful community engagement is integrated with the City's Vibrancy planning, policies and implementation.

POLICY STATEMENT

The policy is applicable to all of the City's formal planning processes and major projects implementation related to Geraldton's City Centre Vibrancy. It also applies to any external stakeholders, which plays a vital role as catalyst for the City's vibrancy planning in the future.

This Policy should be read in conjunction with the Geraldton City Centre Vibrancy Strategy prepared by Place Match, the appointed project consultant for the City of Greater Geraldton and attached to this Policy.

POLICY DETAILS

The City Vibrancy Strategy focuses solely on increasing vibrancy of Geraldton's City Centre, in response to CGG's brief. It builds on the City Centre's existing assets and key infrastructure such as the following:

- Excellent community infrastructure and facilities including Batavia Coast Marina, the foreshore, WA Museum, Geraldton Regional Art Gallery, Yamaji Arts Centre and Queens Park Theatre;
- Two good anchor shopping centres and main street retail by the sea;
- An increasingly diverse and unique blend of cafes, restaurants and eateries; and Beautiful heritage buildings.

The City is committed to ensuring that the city's vibrancy planning and development is consistent with the following policy principles;

- Commitment to and ownership of bringing the vision to life through physical delivery;
- Development of a vibrant City core offering diverse attractions and things to do;
- Creating a place that is safe, welcoming, authentic and attractive; and
- Encouraging investment to facilitate diverse living and working opportunities.

In delivering the vibrancy strategy, the City strives to harness local strengths and partnerships, and aligning resources to meet the following course of actions:

- Define City centre's role, purpose and unique qualities and identity;
- Improve access and connectivity for vehicles, pedestrians and cyclists;
- Achieve increased density and population in the City centre;
- Improve comfort and amenity of the City centre;
- Attract investment to the City centre and encourage private sector redevelopment;
- Cement Geraldton as a leading regional destination in Western Australia; and
- Position Geraldton as a hub for creative industries.

The following principles will guide processes for external stakeholder engagement:

- Open and transparent: is accessible and encourages participation with no hidden agendas;
- Genuine Commitment: there is a clear sense that there will be follow through and that the stakeholder will be kept informed on how input has been used in decision making;
- Inclusive: all voices and opinions are valued and considered. Everyone is respectful of views and values of those involved in the process;
- Consensus Seeking: in style and approach of the workshop discussion; and
- Proactive: an open, forward looking process, using every engagement experience as a learning opportunity to improve our community engagement practices.

KEY RECOMMENDATION

The Geraldton City Centre Vibrancy has outlined six key recommendations for CGG and its key stakeholders to achieve vibrancy in the City centre:

1. Place management:

1.1 Vibrancy Goal - Cooperative and collaborative place management

- Strong partnerships and participation (collaborate and cooperate);
- Establish governance structures with adequate resourcing and clear accountabilities.

2. Marketing and investment attraction:

2.1. Vibrancy Goal - Create and market a strong City brand

- Reposition Geraldton through a strong place brand;
- Investment attraction strategy for the CBD.

2.2. Vibrancy Goal - Create and market a strong City Brand

- Continue to facilitate the transition to increased trading hours through place management, programming and activation.

3. People and destinations:

3.1 Vibrancy Goal - Key destinations designed for people

- Focus planning and development efforts around five key destinations, focal points and attractions;
- Tailor uses and activities to key target audiences within the CBD.

4. Land use, layout and planning:

4.1 Vibrancy Goal - Attract the right uses in the right locations

- Optimise strategic sites;
- Leverage the planning framework;
- Establish movement corridors.

5. Activation programming and public realm:

5.1 Vibrancy goal - Entice people to come - and then not want to leave

- Facilitate place activation initiatives through capacity building and infrastructure;
- Consolidate a regular programme of strategic events and community activities in the CBD;
- Develop a Food & Entertainment Hub, with three year 'Rate Holiday' for any new restaurant, Cafe or Bar within the food precinct;
- Deliver quality public realm and streets;
- Place and asset management;
- Improve way finding and signage.

6. Quick wins:

6.1 Vibrancy goal: Get started now - deliver quick wins.

FINANCIAL AND BUDGET IMPLICATIONS

To support the policy/strategy outcomes, the City proposes an equivalent of 1% of rate revenue towards funding and implementing the recommendations and outcomes of the Strategy. This will be subject to annual budget consideration by Council, and availability of funds in compliance with Council's Financial Sustainability Policy.

Review and develop an Economic 'Incentives' Policy which will look at options such as 'rates holiday's', lease discounts, subsidies or other measures which can be used by Council on an equal basis to encourage new developments or economic development (job creation) projects.

Relevant actions and priorities will be considered for funding during the budget process. Inclusion in the Policy does not assure or commit the funding.

ROLES AND RESPONSIBILITIES

The Geraldton City Vibrancy Policy owner is the Chief Executive Officer. The CEO shall oversee the implementation of this Policy and subsequent policies through receiving reports and giving directions through the Executive Management Team.

All strategic planning and major city vibrancy projects will make specific reference to this policy, and choose the level of engagement that is appropriate to the circumstances. Councillors will endeavor to support and participate in external stakeholder's engagement activities. The choice of engagement method and outcomes will be reported to Council through Agenda Items and briefings.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Economic Development	Biennial	2016
Version	Decision Reference	Synopsis		
2.	CCS231 – 24 January 2017	CP055 EXISTING POLICY transferred to new template. Review cycle amended.		

City of Greater Geraldton

1.8 COMMUNITY FUNDING PROGRAMS

SUSTAINABILITY THEME

Community

OBJECTIVES

The objective of this policy is to provide clarity on the provision of funding by the City of Greater Geraldton to the community through its community funding programs.

POLICY STATEMENT

The City is committed to providing funding to community groups.

This policy provides the working principles to how the various funding programs offered by the City are to be delivered and administered (including budgets, accessibility, authorisation etc.).

This is a discretionary Council Policy.

POLICY DETAILS

1. Community Grants Program

The Community Grants Program aids local community groups and organisations that make positive contributions to the quality of life within the Greater Geraldton region.

Key points to the Community Grants Program are as follows:

- Budget is \$200,000 per annum. Any changes to the budget is to be set by Council.
- Funding of \$2,000 to \$20,000 is available. Maximum amount to be requested is \$20,000 or 50% of the total cost of the project, whichever is the lesser.
- Determination is made by the Community Grants Committee who make their recommendations to the CEO who has delegated authority to endorse the Committee's recommendations. Should the CEO wish to make any changes to the Committee's recommendations, the changes are to be approved by Council.
- The Community Grants Program is offered twice per year.
- Applicants can request a two year funding commitment. If a two year funding commitment is granted, the funding available for distribution in the second year will reduce by said amount.
- Funding awarded over \$10,000 must be audited
- Items ineligible for funding include:
 - Recurring operational costs (i.e. wages, insurances, utilities etc.)
 - Uniforms
 - Activities with the main purpose to raise funds for distribution back to the community
 - Retrospective funding
 - Activities that are exclusive to the Recipient's members
 - Activities that have already secured assistance from the City through another funding program

- Activities that have received assistance through the Community Grants Program within the past twelve months
- Private / commercial ventures and activities
- Relocation costs
- Support for an individual pursuit
- Activities that are held outside of the Greater Geraldton region.

2. Community Project Support Program

The Community Project Support Program aids local community groups and organisations that make positive contributions to the quality of life within the Greater Geraldton region.

Key points to the Community Project Support Program are as follows:

- Budget is \$15,000 per annum. Any changes to the budget is to be set by Council.
- Maximum amount to be requested is \$2,000. No co-contribution is required.
- Determination is made by the City's Grants Review Panel who make their recommendations to EMT for their approval.
- The Community Project Support Program is offered each quarter, or until all funding has been dispersed.
- Quarterly report submitted to Council on program funding.
- Items ineligible for funding include:
 - Recurring operational costs (i.e. wages, insurances, utilities etc.)
 - Uniforms
 - Activities with the main purpose to raise funds for distribution back to the community
 - Retrospective funding
 - Activities that are exclusive to the Recipient's members
 - Activities that have already secured assistance from the City through another funding program
 - Activities that have received assistance through the Community Grants Program within the past twelve months
 - Private / commercial ventures and activities
 - Relocation costs
 - Support for an individual pursuit
 - Activities that are held outside of the Greater Geraldton region.

3. Service Agreements

Service Agreements are offered to local organisations that provide a service to the Greater Geraldton community that the City may be required to provide if the said organisations didn't.

Service Agreements are to be offered to the following local organisations:

- | | |
|---|---|
| • Geraldton Surf Life Saving Club | \$10,000 in 2018-19
\$5,000 in 2019-20 |
| • Sailors, Soldiers & Airmen Memorial Trust | \$4,000 per annum |
| • Mid West Sports Federation | \$10,000 per annum |
| • Mid West Academy of Sport | \$25,000 per annum |

- | | |
|------------------------------------|---------------------|
| • Geraldton Regional Cricket Board | \$45,000 per annum |
| • Geraldton Cemetery Board | \$30,000 per annum |
| • Geraldton Tennis Club | \$21,435 in 2018-19 |
| | \$10,718 in 2019-20 |

Key points to the Service Agreements are as follows:

- Budget is to reflect the above allocations. Any changes to the budget and approved allocations are to be determined by Council.
- Service Agreements are to be locked in for a three (3) year term, with an annual review to ensure compliance with the terms and conditions of funding.
- Determination to renew the Service Agreement for the new financial year is made by EMT. If the City is to enter into a new Service Agreement or amend the value to the Service Agreement from the previous year, an item will need to be presented to Council for their endorsement.
- Phasing of all Service Agreements is to be considered to ensure Recipients aren't becoming reliant on the City to continue their operations.

4. Mayoral Discretionary Fund

The Mayoral Discretionary Fund is for the Mayor to approve requests for financial assistance at his discretion.

Key points to the Mayoral Discretionary Fund are as follows:

- Budget is \$50,000 per annum. Any changes to the budget is to be set by Council.
- Mayor has authority to approve funding up to \$5,000. Anything above \$5,000 must be presented to Council for their endorsement.
- Quarterly report submitted to Council on approved disbursements.

Guidelines:

- 4.1. Provide support for City of Greater Geraldton region based not for profit charitable institutions, organisations or individuals;
- 4.2. Assist in the development of initiatives or ventures for regional community based sporting, cultural, philanthropic or youth institutions, organisations or individuals;
- 4.3. Facilitate the promotion of community relations, within the context of communities with which there is established an understanding of exchange or cooperative venture;
- 4.4. Assist with the promotion of economic or community development initiatives within the City of Greater Geraldton; and
- 4.5. Further potential in the establishment or conduct of initiatives that will provide benefit to the broader community.

5. Signature Event Program

The Signature Event Program is for large scale events within the City of Greater Geraldton which bring tourists and an economic boost to the region. Events eligible for funding are to be run by the Recipient, they are not to be City managed events.

Signature Event Agreements are to be offered to the following local organisations:

- | | |
|---|--------------------|
| • Mullewa Muster & Rodeo | \$30,000 per annum |
| • Geraldton Greenough Sunshine Festival | \$20,000 per annum |
| • Funtavia | \$20,000 per annum |

Key points to the Signature Event Program are as follows:

- Budget is to reflect the above allocations. Any changes to the budget and approved allocations are to be determined by Council.
- Signature Event Agreements are to be locked in for a three (3) year term, with an annual review to ensure compliance with the terms and conditions of funding.
- Determination to renew the Signature Event Agreement for the new financial year is made by EMT. If the City is to enter into a new Signature Event Agreement or amend the value to the Agreement from the previous year, an item will need to be presented to Council for their endorsement.
- Phasing of all Signature Event Agreements is to be considered to ensure Recipients aren't becoming reliant of the City to continue their operations.

6. Self-Supporting Loans

Self-Supporting Loans are for community and sporting groups for the purposes of capital asset acquisition or development.

Self-supporting loans will only be considered for capital asset acquisition or development and will not be approved by Council for operational equipment or operating expenses purposes.

Council will consider providing self-supporting loans to community or sporting groups:

- In exceptional circumstances to mitigate serious risks and/or meet urgent capital requirements that will deliver substantial benefits to the community consistent with the City's Strategic Community Plan and priorities identified in the Corporate Business Plan.
- Where the self-supporting loan forms part of a matching community grant component (e.g. CSRFF)
- Where in the view of Council, the use of City borrowings for the intended purpose will deliver benefits to the community materially outweighing likely benefits from the alternative purposes from which the said borrowings would have to be diverted.
- Where in the view of Council there is compelling justification for the City to act as lender instead of a bank or other financial institution.

6.1. Matters to be considered by Council

- 6.1.1** The City's Long Term Financial Plan and forecast debt financing capacity – across the prospective life of a requested loan.
- 6.1.2** Regulated borrowing limits as determined by WA Treasury Corporation.
- 6.1.3** Debt Service Coverage Ratio (calculated as annual surplus before interest expense and depreciation divided by annual debt service payments) meets required Department of Local Government Standard.
- 6.1.4** Standard is NOT met if ratio is less than two (2).
- 6.1.5** Basic Standard is ratio is between two (2) and five (5).
- 6.1.6** Advanced Standard if greater than five (5).
Note: This indicator is used by the WA Treasury Corporation in considering loan applications from the City.
- 6.1.7** Indebtedness Ratio – measures the extent to which past borrowings principal outstanding relate to the City's discretionary general revenue. Target = < 0.4.
- 6.1.8** Limit on the use of loan funds in any one year to a level where the aggregate costs of servicing interest and principal repayments does not exceed ten (10) percent of operating revenues generated from rates, fees and charges.
- 6.1.9** Annual budget and current financial position of the City.

- 6.1.10** New Capital Works program priorities and funding requirements.
- 6.1.11** Asset renewal/replacement funding requirements.
- 6.1.12** Demands for use of borrowings for City requirements.
- 6.1.13** Compliance with legislative requirements associated with borrowing of monies under Section 6.20 of the Local Government Act 1995.

6.2 Limits

- 6.2.1** Funding is to be limited to the provision of only one active SSL loan per group. Council to determine the amount to be borrowed on a “case by case” determination but the amount cannot be such that the level of consolidated self-supporting assistance to groups in any one year would exceed annual repayment of principal and interest that is more than 0.75 per cent of rates revenue.
- 6.2.2** The term of borrowing will be limited to a ten (10) year period or such lesser period as may be determined by the prevailing terms of the City’s debt financier.

6.3. Assessment

Based on an application having no significant of adverse impact in relation to the abovementioned general principles and it also meets criteria and guidelines principles, the application will be assessed based on the following:

- 6.3.1.** Provision of a fully completed application form.
- 6.3.2.** Provision of proof of incorporation
- 6.3.3.** Provision of latest audited financial statements (Operating, Cash Flow & Financial Position Statements).
- 6.3.4.** Provision of a forward financial plan in relation to the required term of borrowing.
- 6.3.5.** Provision of compelling evidence on ongoing capacity to service and repay the loan from its operations.
- 6.3.6.** Provision of a Business Case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.

7. CSRFF Funding

7.1 General Information

- 7.1.1** The contribution will be tied directly to successful CSRFF support and financial contribution is to be on a dollar for dollar matching basis with the Department of Sport and Recreation.
- 7.1.2** Maximum City contribution (Small Grants) will be limited to the lesser of \$66,666 (Funding projects \$200,000 or less) or 1/3 of the total project cost.
- 7.1.3** City will allocate up to \$100,000 per year (Small Grants) for contributions towards approved minor sporting facility development projects, subject to annual budget consideration.
- 7.1.4** All “Annual” and “Forward Planning” (Funding projects above \$200,000) grant submissions will be considered by the City on an individual basis adhering to the guidelines outlined within the CSRFF application whilst aligning with City’s principles outlined in section (7.2) of this policy.
- 7.1.5** Only single-stage, stand-alone projects will be considered eligible for funding. Applications for ‘phased’ projects or for project design costs will not be considered.

- 7.1.6 Applicants required to adhere to the City's Fundamental Objectives as per the Strategic Community Plan.
- 7.1.7 Only clubs located within the City's boundaries are considered eligible to receive funding.
- 7.2 **The Sporting Club applicants have the following roles:**
 - 7.2.1 Ensure and provide evidence that the club has the resources and financial capacity to contribute to and coordinate the project.
 - 7.2.2 Ensure project is aligned with the City's Fundamental Objectives as per the Strategic Community Plan.
 - 7.2.3 Contact the City prior to submitting any application to discuss project.
 - 7.2.4 Obtain any necessary licences or approvals, meet design and documentation requirements, provide robust cost estimates and any additional information as requested for the project by the City. Documentation and cost estimates need to take into account all Occupational Health and Safety obligations, and Environmental requirements, Work Methods, and must include all other project costs.
- 7.3 **The City has the following roles:**
 - 7.3.1 Make provision in the annual budget for small grants funding, subject to prevailing financial circumstances.
 - 7.3.2 Accept applications as part of the Department of Sport & Recreation's CSRFF Small Grants Round bi-annually and follow Department of Sport & Recreation' funding guidelines for processing application.
 - 7.3.3 Give consideration to the LTFP and SSL guiding principles when assessing annual and forward planning grants and the capacity to resource.
 - 7.3.4 Assess each eligible application against the City's Fundamental Objectives and provide recommendations and priority listings to Council for consideration.
 - 7.3.5 Submit eligible applications and Council minutes to the Department of Sport and Recreation as per guidelines.

KEY TERM DEFINITION

City means the City of Greater Geraldton.

Annual Budget means a statutory requirement outlining the financial estimates to deliver the Corporate Business Plan.

Asset means a physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

Asset Renewal Costs (Capital Renewal Expenditure) – Expenditure on an existing asset which returns the service potential or the life of the asset to that which it had originally.

Corporate Business Plan means the Corporate Business Plan adopted by Council.

Long Term Financial Plan (LTFP) means a ten year rolling financial plan incorporated into the local government's Corporate Business Plan that activates Strategic Community Plan priorities. Annual Budgets aligned with strategic objectives result from these planning processes.

Replacement means the complete replacement of an asset that has reached the end of its life, so as to provide a similar or agreed alternative level of service.

Strategic Community Plan means the Strategic Community Plan adopted by the Council.

ROLES AND RESPONSIBILITIES

Chief Executive Officer: Review the Community Grants Committee recommendation (approve/not approve).

Community Grants Committee: Review and assess each individual application for funding through the Community Grants Program.

Council:

- Community Grants Program – Review recommendation and make final determination to approve or not approve any changes the Chief Executive Officer has made to the Community Grants Committee's recommendations.
- Service Agreements – Review recommendation and make final determination to approve or not approve offer financial assistance via a Service Agreements.
- Mayoral Discretionary Fund – Review recommendation and make final determination to approve or not approve any commitment of funding over \$5,000.
- Signature Events – Review recommendation and make final determination to approve or not approve the offer of financial assistance via a Signature Event Agreement
- Self-Supporting Loan - Review recommendation and make final determination by absolute majority to approve or not approve self-supporting loan application.
- CSRFF Grants - Review recommendation and make final determination by absolute majority to approve or not approve funding.

Executive Management Team:

- Community Project Support Program - Review the Grants Review Panel recommendations (approve/not approve).
- Service Agreement – Annual review of compliance to the terms and conditions of the funding.
- Signature Events – Annual review of compliance to the terms and conditions of the funding.
- CSRFF Grants - Review each individual application assessment.

Grants Review Panel: Review and assess each individual application for funding through the Community Project Support Program.

Manager Treasury & Finance: It is the responsibility of the Manager of Treasury & Finance to implement this Council policy and assess each individual application for a Service Agreement, Signature Event and Self-supporting Loan.

Mayor: Review and assess each individual application for funding through the Mayoral Discretionary Fund.

Manager Sport & Leisure: Review and assess each individual application for funding through the CSRFF funding Programs.

WORKPLACE INFORMATION

Strategic Community Plan
Corporate Business Plan
Long Term Financial Plan
Sporting Futures Report
Local Government Act 1995

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS343 – 24 July 2018	New Council Policy		

City of Greater Geraldton

1.9 COMMEMORATIVE PLAQUES

SUSTAINABILITY THEME

Community

OBJECTIVES

The City of Greater Geraldton (The City) from time to time receives requests for placement of commemorative plaques in public locations in the Greater Geraldton Region.

This policy deals with the format, installation, maintenance and approval of commemorative plaques:

- Specifically, in the grounds of HMAS *Sydney* II Memorial Site on Mount Scott (as delineated in Appendix 1 Memorial Boundaries, HMAS *Sydney* II Memorial, Conservation Framework); and
- On all other encompassing structures in the Greater Geraldton region.

Plaques will commemorate:

- Military service for those Australian and Allied nation units pertaining to HMAS *Sydney* II.
- The significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton Region.

POLICY STATEMENT

This policy provides guidance on the eligibility and style of commemorative plaques as well as the process and responsibilities of The City and the Applicant.

POLICY DETAILS

1. HMAS *Sydney* II Memorial Site

1.1. Guidelines

The following guidelines relate to eligibility for the installation of commemorative plaques in the area shown as the Narrative Space on the grounds of the HMAS *Sydney* II Memorial site on Mount Scott.

- All Australian and Allied nations recognised Ex-Service organisations or unit associations whose service is related to the HMAS *Sydney* II are eligible to request the installation of a plaque.
- An Australian unit is considered to be a Royal Australian Navy ship, Ship's company or element thereof, RAAF squadron, or detachment thereof. Allied Nation units should follow similar guidelines. Consideration may also be given to commemorating organised groups of units pertaining to HMAS *Sydney* II that served together at the one time.
- Proposals for placement will only be considered if they are put forward by the recognised governing body of a recognised Ex-Service organisation or Unit Association. Proposals from individuals or non-veteran groups purporting to represent a unit (such as re-enactment groups or similar) will not be considered.

- Wording on plaques must be approved by HMAS Sydney II Advisory Committee. Text should be written following research from a wide range of authoritative sources and be accompanied by written verification by a suitably qualified historian.
- Text must be provided to The City for proofing and checking prior to manufacture of the plaque.
- All production and installation costs will be borne by the association proposing the plaque.
- The City will provide a written quote for installation at the time of a request.

1.2. Plaque Design

Plaques must conform to The City's plaque design specifications in material, size and style as follows:

- Engraved stainless steel.
- Dimensions 450mm x 350mm.
- Any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design.
- Sponsorship recognition will be positioned in a way that does not detract from the commemorative focus of the plaque.

Plaques will be placed randomly within gardens, walkways and walls at locations, as approved by The City, adjacent to the formal Commemorative Space as delineated on the map contained in Appendix 1. The City will determine the location of the plaque in accordance with its management plan for Mount Scott, while also taking into account any existing plaques, current and future landscaping plans and other features.

In the event of the future construction of the Wall of Attributes design concept, the Wall of Attributes will supersede the area adjacent to the formal Commemorative Space with regard to location for the installation of commemorative plaques.

2. Encompassing Structures (Memorial Seating and Other Structures)

2.1. Guidelines

Groups, families or individuals may nominate a deceased person or a group who has made a highly significant contribution to the cultural, political, economic, industrial or social development of the City of Greater Geraldton or the Greater Geraldton region during their lifetime.

Unless otherwise agreed, the applicant must meet all costs associated with design, manufacture and installation of the plaque. The City will provide a written quote for design, manufacture and installation at the time of a request.

Plaques will be placed on seating within gardens and parks or fixed objects/structures in the Greater Geraldton region. Applicants are invited to nominate a preferred site (general location) for the placement of the plaque. However, this will depend on available seating as well as taking into account any existing plaques, current and future landscaping plans and other features.

The City will consider the option of the applicant purchasing a seat for a specific location. This will be undertaken and approved on an individual basis.

Plaques do have a finite life and, while every reasonable effort will be made to extend the life of the plaque, The City cannot guarantee that a plaque will remain at the designated site indefinitely. The plaque shall be located and maintained at the designated site for a period of not less than 10 years from the time of installation, with

the exception of the site being redeveloped or the use of the site changing significantly in character. Prior to any change to the location every reasonable attempt will be made to contact the Applicant to discuss the relocation. Should the plaque be lost or vandalised, repair and replacement costs remain the responsibility of the donor of the plaque. Payment in full will be required prior to the commencement of work.

2.2. Plaque Design

2.2.1. Memorial Seating

- A rectangular metal plaque – maximum size 100mm x 200mm.
- 3mm brass or 1.6mm stainless steel.
- One plaque is permitted per seat.
- No imagery to be used.
- Typeface should be clearly legible and text should be centered.
- Maximum text of 70 words, depending on size of plaque.
- Proposed text will be brief and language accessible to the public.
- Installation to be on the backrest of seat or bench.

2.2.2. Walls, Fences or Rocks

- A rectangular metal plaque – maximum size 300mm x 200mm.
- 3mm brass or 1.6mm stainless steel.
- One plaque is permitted per object.
- No imagery to be used.
- Maximum text of 100 words depending on size of plaque.
- Proposed text will be brief and language accessible to the public.
- Installation to be on the face of the wall, fence or rock.

3. Application

Applications should be addressed to:

**The Chief Executive Officer
City of Greater Geraldton
PO Box 101
GERALDTON WA 6531**

Applicants will be advised in writing of the progress of their application within one month of receipt of their application.

No application will be considered outside this process.

KEY TERM DEFINITIONS

City means the City of Greater Geraldton.

Narrative Space is an area reserved for narrative elements regarding HMAS *Sydney* II, her life, loss and discovery, which serve educational purposes. As the “buffer” between the Commemorative Space and Grounds, its use is permitted for quiet and respectful activities only.

Commemorative Space is the area committed to the core function of the Memorial and is only to be used for private contemplation and reflection, approved ceremonies and tour visits accompanied by authorised Guides.

ROLES AND RESPONSIBILITIES

Infrastructure Services will provide advice and guidance on development and production elements and manage installation.

The Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text and maintain a register of plaques.

The Director Development and Community Services is responsible for ensuring this policy is implemented, maintained and reviewed on a biennial basis.

WORKPLACE INFORMATION/REFERENCES

HMAS Sydney II Memorial Geraldton Conservation Framework (D-13-82679)

HMAS Sydney II Memorial Public Facility – Wall of Attributes (D-18-067190)

Military Memorials of National Significance Act 2008

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Development and Community Services	Manager Libraries, Heritage & Gallery	Biennial	2021
Version	Decision Reference	Synopsis	
2.	DCS420 – 27 August 2019	Policy Review	

APPENDIX 1 – Memorial Boundaries, HMAS Sydney II Memorial, Conservation Framework



Use of this map is restricted to the purposes for which it was prepared. It is not to be used for any other purpose. The map is not to be used for any other purpose. The map is not to be used for any other purpose.

Operator:	
Department:	
Drawing No:	
Date: 12/11/0	Scale: 1:1000

2. ECONOMIC

City of Greater Geraldton

2.1 INVESTMENT

SUSTAINABILITY THEME

Economy

OBJECTIVES

To provide guidelines for the investment of council funds.

POLICY STATEMENT

This policy applies to all investments associated with the operation of the City of Greater Geraldton.

POLICY DETAILS

1. The City of Greater Geraldton shall invest its surplus funds with due consideration of risk and at the most favourable rate of interest available to it at the time, while ensuring that its liquidity requirements are being met.
2. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity and the return on investment.
3. Preservation of capital is the principle objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
4. The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
5. The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

5.1. Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14
- The Trustees Act 1962 – Part III Investments
- Local Government (Financial Management) Regulations 1996 – Regulation 19, 28 and 49
- Australian Accounting Standards Board (AASB)

5.2. Prudent Person Standard

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

5.3. Ethics and Conflicts of Interest

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

5.4. Approved Investments

Without approval from Council, investments are limited to:

- Bonds that are guaranteed by the State or Commonwealth Government with a maturity of 3 years or less
- Interest bearing deposits with an ADI or WATC with a maturity of 3 years or less
- Bank accepted / endorsed bank bills

5.5. Prohibited Investments

Unless explicitly authorised by Council, this investment policy prohibits any investments in:

- Derivative based instruments
- Principal only investments or securities that provide potentially nil or negative cash flow
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind
- Commercial Paper
- Bank negotiable Certificates of Deposit

This policy also prohibits the use of leveraging (borrowing to invest) of an investment however, nothing in the policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the spending occurring.

5.6. Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital – the requirement for preventing losses in an investment portfolio's total value.
- Credit Risk – The risk that a party or guarantor to a transaction will fail to fulfil its obligations; risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
- Diversification – the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
- Liquidity Risk – the risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs or is unable to execute its spending plans.
- Market Risk – the risk that fair value or future cash flows will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return.
- Maturity Risk – the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities.
- Rollover Risk – the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future.

5.7. Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Long Term Rating Range	Short Term Rating Range	Direct Investment Maximum %
AAA Category	A-1+	100%
AA Category or Major Bank	A-1+	100%
A Category	A-1	60%
BBB Category	A2 to A3	20%
Unrated ADI's	Not Rated	20%

For the purpose of this Policy, "Major Banks" are currently defined as the ADI deposits issued by the major Australian banking groups:

- Australia and New Zealand Banking Group Limited (ANZ);
- Commonwealth Bank of Australia (CBA);
- National Australia Bank Limited (NAB);
- Westpac Banking Corporation (WBC)

Including, ADI subsidiaries (such as BankWest) whether or not explicitly guaranteed, and brands (such as St George).

Council may ratify an alternative definition from time to time. Standard & Poor's ratings attributed to each individual institution will be used to determine maximum holdings. In the event of disagreement between agencies as to the rating band ("split ratings") Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.

5.8. Counterparty Credit Frameworks

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below.

Long Term Rating Range	Short Term Rating Range	Direct Investment Maximum %
AAA Category	A-1+	60%
AA Category or Major Bank	A-1+	50%
A Category	A-1	40%
BBB Category	A2 to A3	20%
Unrated ADIs	Not rated	10%

Investments not explicitly rated, but issued by an ADI, will be grouped according to the highest rating of the parent ADI.

Note: The "Direct Investment Maximum %" only applies if the City's investment portfolio at any one time exceeds \$7 million.

If any of the City of Greater Geraldton investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

5.9. Investment Horizon Framework

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Once the primary aim of liquidity is met, Council will ordinarily diversify its maturity profile as this will ordinarily be a low-risk method of obtaining additional return as well as reducing the risks to Council's income. However, Council always retains the flexibility to invest as short as required by cash-flow requirements or the economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capital expenditure forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's surplus funds.

Description	Investment Horizon	Minimum Allocation	Maximum Allocation
Working Capital	0-3 months	10%	100%
Short Term	3-12 months	0%	100%
Medium Term	1-3 years	0%	70%

6. Investment Advisor

Should the City of Greater Geraldton wish to employ the services of an investment advisor it must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy. Independence includes receiving no commissions or other benefits in relation to the investments being recommended or reviewed, except as fully rebated to Council, promptly. The City must advise Councillors if it engages an investment advisor.

KEY TERM DEFINITIONS

ADI: Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 (Cth) to take deposits from customers.

Bond: A fixed rate obligation guaranteed by an eligible counter party.

Council Funds: Surplus monies that are invested by Council in accordance with section 6.14 of the Local government Act.

Derivative instruments – instruments which derive their value from the value and characteristics of one or more underlying entities such as an asset, index, or interest rate.

ROLES AND RESPONSIBILITIES

The Manager of Finance & Treasury is responsible for implementing this Policy.

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton's Code of Conduct

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Corporate and Commercial Services	Chief Financial Officer	Biennial	2020
Version	Decision Reference	Synopsis	
2.	CCS364 – 23 October 2018	Policy Review	

City of Greater Geraldton

2.2 ESTABLISHING INTERNATIONAL RELATIONS

SUSTAINABILITY THEME

Economy

OBJECTIVES

The purpose of this policy is to set out the goals, objectives, selection criteria, and the requirements for managing processes associated with the development and operation of formal relationships between the governments of the City of Greater Geraldton and Cities in other Nations.

POLICY STATEMENT

The Council of the City of Greater Geraldton may establish formal or informal relationships with the Governments of Cities in other Nations for the purposes of economic, social, cultural or environmental development in the mutual interests of the Cities.

For the purposes of this policy - Sister City Relationships and Strategic Partnerships are defined as:

Sister City Relationships are formal agreements between City governments with economic, social and cultural dimensions.

Sister City relationships are much broader in scope than a Strategic Partnership, with emphasis on developing and nurturing long-term relationships on behalf of, and involving, their respective businesses and communities

Strategic Partnerships are formal relationships between cities that are typically less broad in scope than a Sister City relationship. This may involve strong business or community level synergies, focused toward specific areas.

POLICY DETAILS

1. Goals and Objectives

International relationships will offer benefits to the City of Greater Geraldton and should align with the City of Greater Geraldton's strategic directions as outlined in the City's current Community Strategic Plan, and other key planning documents, including the *Geraldton Jobs and Growth Plan*.

All international relationship proposals should be analysed based on the following goals and objectives and must be submitted to the Executive Management Team for endorsement and then to Council for deliberation.

Benefits may include:

- Enhanced economic development and trade relationships
- Increased tourism
- Cross cultural community development
- International cooperation
- Educational exchanges and learning.

2. Principles of Establishing International Relationships

The following principles should apply to International relationships:

- The City of Greater Geraldton may have one Sister City per country and a maximum of 6 Sister city relationships at any one time;
- The City of Greater Geraldton may only add one Sister City per year;
- The proposed Candidate City must be with a country with which the Federal Government of Australia and/or Government of Western Australia has a positive relationship;
- In addition to formal Sister Cities, the City may also establish Strategic Partnerships as determined by Council;
- Proposals that conform to the selection criteria will be submitted for endorsement by Executive Management Team followed by a Council decision.

3. Selection Criteria

The following criteria should be utilised in the selection of Sister City or Strategic Partner City.

General Criteria:

- Gross Domestic Product: should be comparable to the Mid West region or larger or of an equivalent proportional GDP ratio of country to region;
- Growth: Candidate Cities should have favourable growth rates;
- Economic Activity: Candidate Cities should have strong trade activity;
- Potential: Candidate Cities should be identified as priorities for future development;
- Investment: Candidate Cities should have potential for mutual investment;
- Commercialisation: Candidate Cities should have potential for cooperation in commercially applicable research;
- Academic organisations: Candidate Cities should have academic institutions such as colleges, universities and research centres;
- Innovation: Candidate Cities should encourage new technologies, research and invention;
- A new Relationship needs to be based on agreed projects / programs for which Council has endorsed a resource allocation.

Economic Development:

- Support the City of Greater Geraldton's strategic priorities
- Expand the City's network of business contacts and relationships
- Increase international private sector investment in the Mid West
- Provide a conduit between local innovation and international industry
- Accelerate economic growth through commercial partnerships
- Leverage existing industry strengths into increased innovation and job creation
- Grow the Traded Sectors of the City's regional economy
- Promote the Mid West region as an attractive tourist destination

Cross Cultural Development:

- Promote City of Greater Geraldton as an innovative City

- Promote City of Greater Geraldton's cultural community
- Establish relationships between cultural institutions, universities and colleges, museums, heritage institutions, community arts, libraries and sports

International Cooperation:

- Support international education, research and cooperation
- Increase global awareness of the City of Greater Geraldton and the Mid West

4. Process to Establish a New International Relationship

All international relationship proposals should be analysed based on the goals and objectives and must be submitted to the Executive Management Team for endorsement and then to Council for deliberation.

5. Management of International Relationships

After a new relationship has been approved by Council, all activities associated with programs (such as visits overseas, hosting visits and coordinating local groups seeking to engage with Sister Cities or Strategic Partner Cities) should be coordinated by the Economic Development Officer responsible for foreign affairs, in consultation as necessary with the Mayor and CEO, to ensure that all activities meet the objectives of this policy.

6. Relationship Plan

Every International relationship under consideration should have a relationship plan outlining:

- The key objectives of the relationship. For example, encouraging and facilitating economic, social-cultural and environmental exchanges, developing networks;
- Long-term goals;
- Key focus areas for the relationship;
- The main stakeholders;
- Key performance indicators to measure benefits/outcomes.

7. Budget and Resource Commitment

Currently, the City of Greater Geraldton has an on-going and budgeted operational level of funding in order to support existing Sister City or Strategic Partner relationships. This recurrent allocation is reflected in the City's Long Term Financial Plan (LTFP) and aligned with actions set out in the City's Corporate Business Plan. Each year the level of funding is reviewed through the annual budget process and review of the LTFP.

Where an existing or proposed new relationship requires a new project or program to be established by the City of Greater Geraldton, a proposal should be developed containing all costs and resource commitments associated with the project or program. This will be subject to the annual budget allocation processes of the City of Greater Geraldton and will be treated as a new proposal to be assessed by Council on its merit alongside any other new projects competing for funding through the annual budget process.

8. Termination of Relationships:

Termination of relationships should be based on consensus by both parties, due to the following reasons:

- No actual interactions in 2 years
- Not reaching the goals and objectives set by this Policy

ROLES AND RESPONSIBILITIES

The Director Corporate & Commercial Services is responsible for implementing this policy.

City of Greater Geraldton is the facilitator/enabler of all City-to-City International relationships, including Sister City Relationships and Strategic Partnerships. The City will work with local industries and other groups to maximise benefits from developing international relationships.

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton's Code of Conduct

Community Strategic Plan

Corporate Business Plan

Long Term Financial Plan

Geraldton Jobs and Growth Plan

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate & Commercial Services		Economic Development Officer	Biennial	2021
Version	Decision Reference	Synopsis		
3.	CCS458 17 December 2019	Scheduled Review		

City of Greater Geraldton

2.3 ABROLHOS ISLAND TOURISM

SUSTAINABILITY THEME

Economic

OBJECTIVE

To grow and diversify the local economy through the development of ecologically sustainable tourism on the Abrolhos Islands including the development of tourist access control and management regimes, utility infrastructure, permanent resort and other accommodation and related facilities and amenities for tourists.

POLICY STATEMENT

The City of Greater Geraldton supports the development of sustainable Tourism on the Abrolhos Islands as a means to diversify and expand the City region economy, and grow local employment in the tourism industry.

POLICY DETAILS

1. The Houtman Abrolhos Islands (the Abrolhos islands – see Appendix 1 maps) are included within the local government district boundaries of the City of Greater Geraldton.
2. **Jurisdiction**
 - 2.1. The Abrolhos Islands A-Class Reserve 20253 is vested in the Minister for Fisheries for the purposes of conservation of flora and fauna, tourism and for purposes associated with the fishing and aquaculture industries. The Department of Fisheries (or its successor agencies) is responsible for managing the Reserve for these purposes, pursuant to the *Fish Resources Management Regulations 1995* (FRMR), relevant State Government policies and management plans, and land leases between the Minister for Fisheries and the four Abrolhos Islands Bodies Corporate.
 - 2.2. The Department of Fisheries also manages State waters within the Abrolhos Islands Fish Habitat Protection Area for the purposes as set out in section 115 of the *Fish Resources Management Act 1994*.
 - 2.3. The Department of Fisheries manages the existing commercial fishing and aquaculture community and its associated infrastructure including buildings and jetties. The Department maintains government owned infrastructure established to support its operations and is responsible for maintaining land- based public use infrastructure (e.g. airstrips, shelters, toilets) on the Abrolhos Islands, and marine infrastructure (e.g. public jetties, public moorings, dive trails) and management of aquatic resources in the Fish Habitat Protection Area.
 - 2.4. The Abrolhos Islands Management Advisory Committee reports to the Minister for Fisheries. The City is not represented on that Committee.
 - 2.5. As a Class-A reserve, the Islands are effectively excluded from the land use planning and management jurisdiction of the City under the State's Planning legislation, and the City has jurisdiction limited to building and health matters.
 - 2.6. The City has no formal responsibility for the provision of infrastructure, amenities or municipal services on the Islands.

3. The City will actively support development of Abrolhos Islands tourism by:

- 3.1 Advocacy with Government for development of Abrolhos Islands tourism.
- 3.2 Active participation in related State Government committees and working groups.
- 3.3 Continuing direct support for tourism sector development via Progress Midwest, and implementation of the *Growing Greater Geraldton Plan*.
- 3.4 Development of destination management plans for Abrolhos tourism experiences.
- 3.5 Promotion and advertising of Abrolhos tourism in conjunction with industry and Tourism WA.
- 3.6 Facilitating initiatives for private sector investment in Abrolhos Islands Tourism.
- 3.7 Provision of building and public health regulatory services for on-Island developments within the City's local government jurisdiction.

KEY TERM DEFINITIONS

Abrolhos Islands – see Appendix 1.

ROLES AND RESPONSIBILITIES

The Director of Corporate and Commercial Services is responsible for implementing this policy.

WORKPLACE INFORMATION

Mid West Regional Blueprint (MWDC) pages 76,78, 130

Mid West Tourism Development Strategy (MWDC)

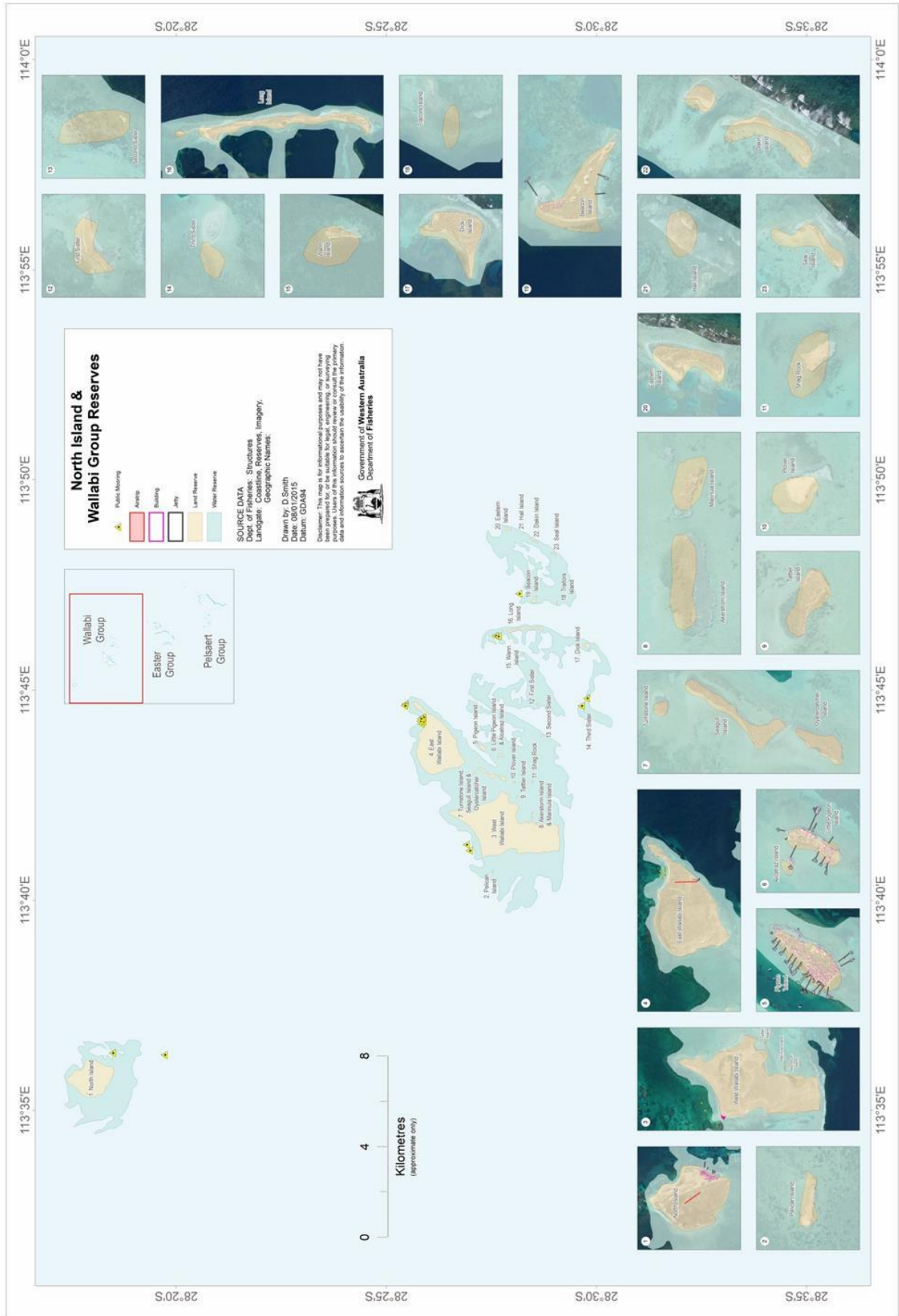
Growing Greater Geraldton Plan – City of Greater Geraldton 2017

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Director Corporate and Commercial Services	Biennial	August 2019
Version	Decision Reference	Synopsis		
1.	Notice of Motion	New Policy		

Appendix 1





City of Greater Geraldton

2.4 TRAVELLERS SUPPORT POLICY

SUSTAINABILITY THEME

Economic

OBJECTIVE

To maximize economic activity from trade with travellers.

POLICY STATEMENT

Policy: The City can support travellers, as provided in this policy.

Rationale: The urban centre of the City of Greater Geraldton is a regional transport and services hub, to and through which private, government and commercial travellers journey by road, sea and air.

Support for travellers from provision by the City of appropriate facilities and amenities, and provision by the private sector of transport options, accommodation, hospitality, fuel, supplies, and comprehensive commercial products and services, generates Trade, supports Employment, and injects revenue into the local economy.

This is a discretionary Council Policy.

POLICY DETAILS

The City welcomes and supports travellers journeying to and through Greater Geraldton.

1. The City can support travellers journeying by *all modes of transport* by:

- Facilitating provision of Visitor Information via printed material, the Internet, conventional media and physical visitor information centres.
- Provision of directional and wayfinding signage.
- Ensuring that statutory town planning enables the appropriate use and development of land consistent with contemporary traveller transport and support requirements.

2. The City will support travellers journeying by Sea on Cruise Ships by:

- Collaborating with Tourism WA and the Mid West Ports Authority, for coordination of cruise ship visits to Port of Geraldton.
- Annual budget provision of funds for expenses for City-coordinated passenger visitation activities, planned in conjunction with the local tourism sector.

3. The City will support travellers journeying by Air by:

- Planning, developing, maintaining and operating the Geraldton Regional Airport for use by regular transport services by commercial airlines.
- Enabling operation of commercial charter operators.
- Enabling operation of private aircraft.
- Enabling operation of RFDS and Emergency service aircraft.
- Enabling operation of ADF and other Government aircraft.
- Enabling provision of vehicle hire services at the airport.
- Maintaining and operating the Mullewa aerodrome.

4. The City will support travellers journeying by Road as follows:

4.1. All Types of Vehicles – by:

- Liaison and coordination with the WA State Government Department of Transport/Main Roads in the planning and delivery of State highways and associated infrastructure and facilities (including location and development of passing lanes, rest areas, and location of fuel and service stations).
- Planning, development and maintenance of Local Government roads.
- Planning, development and maintenance of Car Parking facilities.
- Facilitating commercial accommodation and hospitality development in the City, to ensure accommodation and food options are available for travellers.
- Facilitating the provision of commercial Caravan and Camping Parks offering self-contained or other cabin options, communal shared toilet, shower and laundry facilities, with powered/serviced and unpowered/non-serviced caravan, trailer, car-top or tent site options.
- Provision of designated public camping sites.
- Regular patrolling by Rangers of designated public camp sites to manage free overnight camping privileges .
- Regular patrolling of all other public space areas to manage illegal camping and encourage legal camping at commercial or designated public camp sites.

4.2. Vehicles towing a Caravan or Camper Trailer – by:

- Facilitating the provision of commercial Caravan and Camping Parks.
- Provision of designated public camping sites.

4.3. Self-Contained Motorised Recreation Vehicles (RVs) – by:

- Facilitating the provision of commercial Caravan and Camping Parks.
- Provision of designated public camping sites.
- Maintaining national certification as an “RV-Friendly” destination.
- Provision of a limited number of RV-Only free overnight-only parking bays with nearby liquid waste dump point, near to the Geraldton City Centre.

4.4. Non-Self-Contained Motorised Camper Vehicles – by:

- Facilitating the provision of commercial Caravan and Camping Parks.
- Provision of designated public camping sites.
- Provision of a limited number of overnight-only free parking bays at appropriate locations with close access to a public toilet, public BBQ, and waste bins.

4.5. Motorcycles – by:

- Development of a ‘Motorcycle Friendly Region’ framework with other Councils in the Mid West, in collaboration with the Tourism sector.
- Provision of motorcycle parking bays in the City Centre.
- Biker-friendly signage.
- Provision of Z-card brochure maps (or similar) from visitor centres.

4.6. Coaches providing intrastate public transport services – by:

- Advocating with State agencies to ensure continuation of regular coach services connecting Geraldton with other regional centres and metropolitan Perth.

4.7. Freight transport vehicles – by:

- Liaison and coordination with the WA State Government Department of Transport/Main Roads in the planning and delivery of State highways and associated infrastructure and facilities (including truck stop rest areas, lay down areas, road train assembly areas, and location of fuel and service stations).
- Planning, development and maintenance of Local Government roads utilized for freight transport services.
- Provision of a lay-down area at Mullewa.

KEY TERM DEFINITIONS

Recreation Vehicles (RV): Self-contained *Motorised* camping vehicles that provide internal sleeping accommodation, have internal kitchen and dining facilities including refrigerators and/or freezers, carry their own internal water supply, and have internal shower and toilet facilities with a holding tank that requires access from time to time to a liquid waste dump point. (*Excludes* all towed Caravans or towed camper trailers, whether self-contained or otherwise).

Camper Vehicles: *Motorised* camping vehicles of all types other than self-contained Recreation Vehicles as defined in this policy above. (*Includes* vehicles with roof rack-mounted camping facilities. For camping site compliance purposes also includes trucks, buses, vans, utility vehicles, station wagons, or sedans, in which people elect to sleep overnight. *Excludes* all towed caravans or towed camper trailers).

Caravans and Camper Trailers: *Non-motorised vehicles that must be towed behind a motorised vehicle*, which provide accommodation facilities that may range from:

- Basic camper trailers with little more than rudimentary cover for sleeping, and space for stowing conventional camping gear; through to:
- Fully self-contained facilities, with internal sleeping accommodation, internal kitchen and dining facilities including refrigerators and/or freezers, own internal water supply, and internal shower and toilet facilities with a holding tank that requires access from time to time to a liquid waste dump point. (These are non-motorised and are expressly *excluded* from the definition of RV above).

Definitions rationale: In relation to what is, or is not, a 'recreation vehicle', the key distinguishing points for the purposes of this policy are that:

- The vehicle must be a Motorised; and
- The vehicle must be fully self-contained, as described in the RV definition above.

Examples:

- A motorised 'camper vehicle' that is not fully self-contained is not an RV.
- A caravan, because it is not motorised, is not an RV.

ROLES AND RESPONSIBILITIES

Director Corporate & Commercial Services is responsible for oversight of implementation and operation of this policy.

Director Infrastructure Services is responsible for delivery and maintenance of existing or new infrastructure, facilities or public amenities approved by Council consistent with this policy.

Director Development & Community Services is responsible for oversight by City Rangers of all matters of compliance with local laws and regulations.

Director Infrastructure Services is responsible for delivery and maintenance of existing or new infrastructure, facilities or public amenities approved by Council consistent with this policy.

Director Development & Community Services is responsible for oversight by City Rangers of all matters of compliance with local laws and regulations.

WORKPLACE INFORMATION

Growing Greater Geraldton Plan 2017

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Director Corporate & Commercial Services	Biennial	Feb 2020
Version	Decision Reference	Synopsis		
1.	CCS310 – 27 February 2018	Endorsed by Council		

City of Greater Geraldton

2.5 ECONOMIC DEVELOPMENT AND INVESTMENT ATTRACTION

SUSTAINABILITY THEME

Economy

OBJECTIVE

To maximise economic activity within Greater Geraldton.

POLICY STATEMENT

Policy: The City will support economic development, as provided in this policy.

Rationale: The City of Greater Geraldton is a regional node and focus for economic development in the Midwest. The City adopted the Growing Greater Geraldton Growth Plan in March 2017. The document is centered on collaborative action to bring more wealth into the region by growing the traded economy.

Other policy and strategy documents which aim at stimulating local economic or spatial development and employment, support and inform this policy document. These include:

- Strategic Community Plan 2017 - 2027
- Growing Greater Geraldton Growth Plan
- Geraldton City Centre Revitalisation Plan
- Geraldton CBD Revitalisation Program
- Geraldton City Centre Vibrancy Strategy
- City Centre Planning Policy
- City of Greater Geraldton Commercial Activity Centres Strategy
- Midwest Innovation Agenda

These strategies are subject to annual review and update.

Support for economic development include a range of initiatives such as:

- Advocacy of Federal and State Governments on behalf of the City, business, industry clusters, not for profits and its community;
- City Centre revitalisation and the development of commercial activity centres and industrial areas;
- Industry development and business support for existing and emerging clusters with proven potential;
- Support for new investment including a concierge service;
- Coordination across government, industry and research stakeholders and general support from a special purpose entity established to this end namely Progress Midwest. This includes support for new investment and a concierge service;
- Support for innovation and smart technologies and Infrastructure provision.

This is a discretionary Council Policy.

POLICY PRINCIPLES

1. The City welcomes and supports economic development and investment in Greater Geraldton.
2. Council will make annual budget allocations to implement and support programs consistent with Council priorities of the day.
3. Council will support suitable development investment in target industries to stimulate economic and community benefits including:
 - Create new jobs
 - Create direct value-add through construction and operations
 - Catalyse growth in a key strategic area
 - Support growth of other businesses.
4. Council will develop and review strategies from time to time to reflect the economic conditions and priorities of the day and these strategies will inform the annual budget process.

POLICY DETAILS

1. **The City will support centre revitalisation by:**
 - Facilitating the provision of a regularly reviewed Geraldton City Centre Revitalisation Plan in consultation with all relevant stakeholders;
 - Facilitating collaboration and communication with relevant stakeholders on the implementation of initiatives from the Geraldton City Centre Revitalisation Plan;
 - Providing support and assistance to prospective business via the City of Greater Geraldton Planning Department or Progress Midwest.
2. **The City will support commercial activity centres development by:**
 - Provision of incentives that support development in the Level 1 and 2 activity centres. Incentives may include a number of concessions (City rates and fees; rent if on leased City land) from the City of Greater Geraldton with applications assessed on a case by case basis and influenced by a minimum eligibility criteria.
 - Ensuring that the activity centres strategy is reviewed to keep up to date with City growth, expansion and demand for activity centres;
 - Providing support and assistance to prospective business via the City of Greater Geraldton Planning Department or Progress Midwest.
3. **The City will support industrial area project development by:**
 - Facilitating provision of required infrastructure to support industrial development;
 - Provision of incentives that support industrial project development in any of the nine (9) Economic Sector Clusters identified in the Growing Greater Geraldton Growth Plan, or any Sector displaying growth potential. Incentives may include a number of concessions (City rates and fees ;rent if on leased City land) from the City of Greater Geraldton with applications assessed on a case by case basis and influenced by a minimum eligibility criteria that may include:
 - The location of the project;
 - The degree of economic, social and environmental benefits;
 - A minimum capital investment;

- Project creates a minimum number of full time equivalent jobs;
 - If a project, is contestable;
 - Proven commercial viability;
 - Project does not cause detriment to existing industries.
- 4. The City will support Industry development by:**
- Provision of business support to emerging enterprise in established and emerging Clusters through Progress Midwest either by means of direct assistance or facilitating liaison with appropriate funding, business support or research organisations;
 - Enabling collaboration with other members of a Cluster by way of the Clusters programs.
- 5. The City will support new business investment, or the significant expansion of existing businesses, in established and emerging Clusters by:**
- Facilitating provision of business support enterprise through Progress Midwest either by means of direct assistance in navigating Council processes and procedures or facilitating liaison with appropriate funding, business support or research organisations;
 - Facilitating international trade missions to promote investment and export opportunities for local businesses;
 - Assisting in site selection for businesses looking to expand or relocate in City of Greater Geraldton;
- 6. The City will support New Investment attraction by:**
- Provision of a dedicated concierge service that provides assistance to existing and new developers in terms of liaison with relevant stakeholders, information or any other requirement through the Progress Midwest website and other inquiries;
 - Collaborating with local stakeholders to ensure that new investment opportunities are dealt with in a coordinated and effective manner.
- 7. The City will advocate for the support of Infrastructure provision for Industrial Development and City centre regeneration.**
- 8. The City will support Innovation and smart technologies by:**
- Facilitating the support of entities and individuals seeking assistance from Federal and State programs.
- 9. The City will support Aboriginal Business Development by:**
- Facilitating the support of entities and individuals seeking assistance from Federal and State programs.

ROLES AND RESPONSIBILITIES

Director Corporate & Commercial Services is responsible for oversight of implementation and operation of this policy.

Director Infrastructure Services is responsible for delivery and maintenance of existing or new infrastructure, facilities or public amenities approved by Council consistent with this policy.

Director Development & Community Services is responsible for oversight by City Rangers of all matters of compliance with local laws and regulations.

WORKPLACE INFORMATION

Growing Greater Geraldton Plan 2017

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Economic Development	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS379 – 27 November 2018	New Policy		

City of Greater Geraldton

2.6 MINE RESOURCING

SUSTAINABILITY THEME

Economy

OBJECTIVE

To position Geraldton as a Fly-In/Fly-Out (FIFO) and Drive-In/Drive-Out (DIDO) hub as appropriate for workers employed with the mining companies operating in the Pilbara, Murchison, Midwest and Gascoyne regions, as opposed to Perth dominating servicing of the region's resource sector workforce needs.

To advocate support for hinterland Mid West region Local Government Authorities to ensure that mining operations deliver maximum economic and social benefit to the communities in direct proximity to each mining operation.

POLICY STATEMENT

Policy: The City will support strengthening the position of Geraldton as a Fly-In/Fly-out (FIFO) and Drive-In/Drive-Out (DIDO) hub and establish a 'hub and spoke' approach to support mine site economic & social development opportunities for regional hinterland communities in which the mines are located.

Rationale: The City of Greater Geraldton is a key regional centre and focus for economic development in the Mid West. Significant investment in large-scale mining and mineral projects and supporting infrastructure is taking place in the region. In-region benefits are not captured with Perth as the main FIFO hub for mine workforces. Geraldton is of significant population size, capacity and livability to act as an alternative resource source for mine site FIFO or DIDO operations.

Current practice for mines in hinterland areas commonly sees mining camps established as 'independent communities' outside of rural town boundaries. This represents a lost opportunity for both miners and the local communities, with many rural settlements experiencing population loss, lower school enrolments and reduced business/economic growth.

This Policy envisages City action within resources made available via Council budgets from time to time to:

- Encourage existing and new regional mining ventures to use Geraldton as a FIFO or DIDO hub for mine workers, with Geraldton developed as a source for specialist staff;
- Collaborate with mining companies to attract their workforces and families to live in Geraldton;
- Locate mining camps in or near to rural Midwest towns reasonably adjacent to mine sites (e.g. within 1 hour drive), rather than create separate settlements, and pursue opportunities to integrate mining camp operations into the economic and social fabric of existing towns;
- Support local procurement contact points (such as the MWDC-based Principal Local Content Advisor) and encourage the local sourcing of products, services and staff by mining companies and their contractors; and
- Ensure that the planning and development of workforce accommodation is consistent with local planning strategies and schemes, except where the Mining Act 1978 and State Agreement Acts prevail.

Two significant State-based initiatives provide context for this approach:

- The Queensland State Government's regulatory measures to enforce better regional outcomes via their "*Strong and Sustainable Resource Communities Act 2017*"; and
- The Western Australia Planning Commission (WAPC) State Policy view on mining camps/town locations included in their January 2018 "*Position Statement on Workforce Accommodation*".

POLICY DETAILS

1. The City will encourage existing and new regional mining ventures to use Geraldton as a workforce source and FIFO or DIDO hub as appropriate.
2. The City's Economic Development Unit will collaborate with mining companies to attract their workforces to live in Geraldton.
3. The City will encourage existing and new regional mining ventures to source products, services and staff from the local community.

ROLES AND RESPONSIBILITIES

Director Corporate & Commercial Services is responsible for oversight of implementation and operation of this policy.

Director Infrastructure Services is responsible for delivery and maintenance of existing or new infrastructure, facilities or public amenities approved by Council consistent with this policy.

Director Development & Community Services is responsible for oversight by City Rangers of all matters of compliance with local laws and regulations.

WORKPLACE INFORMATION

Growing Greater Geraldton Growth Plan 2017

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Economic Development	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS380 - 27 November 2018	NEW POLICY		

3. ENVIRONMENT

City of Greater Geraldton

3.1 CLIMATE CHANGE

SUSTAINABILITY THEME

Environment

OBJECTIVES

The objective of this policy is to outline the City of Greater Geraldton's commitment to addressing climate change by:

- Understanding its impacts in a local, regional and international context;
- Evaluating the implications of operational decisions and policies on climate change;
- Reducing green-house emissions through appropriate mitigation and adaptation strategies.

POLICY STATEMENT

This policy applies to all Council staff, Council Members, contractors and consultants acting on behalf of or employed by the Council.

POLICY DETAILS

Definition and Vision

Climate change has a range of legal, indemnity, budgetary, asset management, infrastructure, planning and environmental implications. These need to be embedded in strategic frameworks and actioned at both a political and operational level. This will ensure climate change liability issues are adequately addressed.

The *Local Government Act 1995* states "In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity".

The City of Greater Geraldton is the closest sphere of Government to the community. It recognises that the community expects the City to take a leadership role. This policy outlines that leadership intent.

Climate Change – Acknowledging Impacts

The City of Greater Geraldton needs to understand the relevance of climate change impacts to operational and strategic frameworks. The City of Greater Geraldton recognises that:

- Global climate change is occurring as a consequence of greenhouse gas emissions in the atmosphere. Further climate change will occur as a result of past, present and future emissions;
- It has an ethical obligation and an opportunity to play a leadership role for addressing the impacts of climate change;
- Addressing the impacts of climate change is a direct responsibility of the State and Federal Governments. The State and Federal Governments have an obligation to cooperate with Local Government and the Australian community as a whole.

Mitigating Climate Change – Emission Reductions

The City of Greater Geraldton acknowledges that meeting appropriate emission reduction targets should be ongoing. No single policy measure or technology will provide a solution to climate change. The City of Greater Geraldton is committed to:

- Reducing its operational greenhouse gas emissions;
- Supporting the reduction of greenhouse gas emissions in the community;
- Contributing towards agreed national emission reduction targets and supporting the national emissions trading scheme;
- Using appropriate research frameworks and data to inform its own strategies, decision-making and leadership activities;
- Encouraging and supporting community and business in the transition towards sustainable lifestyles that reduce greenhouse impact.

Adapting to Climate Change – Collaborative Action

The City of Greater Geraldton should, through planning, investment and project decisions, involve the community to adapt to the impacts of climate change. This will reduce its risks and vulnerabilities arising from these impacts. The City of Greater Geraldton is committed to:

- Supporting the establishment of institutions and regulations that ensure effective, action by stakeholders for climate change management;
- Ensuring that Western Australia's communities and natural ecosystems have the resources necessary to adapt to climate change impacts;
- Developing individuals and communities to understand and adapt to the impacts of climate change;
- Ensuring that planning, investment and project decisions take into consideration the likely impact of climate change through:
 - Including the impact on current and future human settlements, natural resources and ecosystems;
 - Assessing the adaptive capacity of the plan, investment or project.

Resilience to Climate Change – Equity and Social Justice

The City of Greater Geraldton acknowledges that the impacts of climate change and policy responses have significant equity implications. It advocates that the burden of reducing greenhouse emissions must be equitably dispersed. The City of Greater Geraldton is committed to:

- Supporting local development of policies and strategies that identify and minimise the impacts of climate change;
- Working with State and Commonwealth governments to resource adaptation and resilience building within the community.

Climate Change Action – Priorities and Objectives

The management of climate change impacts must reflect the priorities of the City of Greater Geraldton and its community. The City of Greater Geraldton is committed to:

- Identifying and working towards regionally specific priorities and outcomes impacts with regard to their environmental, social and economic opportunities and risks;
- Cooperative regional climate change management across the political and operational areas under its jurisdiction;
- Minimising climate change risks to its operations/communities;
- Working with State and Commonwealth Governments to plan and implement appropriate strategies.

KEY TERM DEFINITIONS

Adaptation means adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Adaptive capacity means the ability of a system to adjust to climate change (including climate variability and extremes), to moderate potential damages, to take advantage of opportunities, or to cope with the consequences.

Climate change means to a statistically significant variation in either the mean state of the climate or in its variability, persisting for an extended period (typically decades or longer). Climate change may be due to natural processes or external forcing, or to persistent anthropogenic changes in the composition of the atmosphere or in land-use.

Mitigation. Means dealing with the causes of climate change by reducing emissions.

Resilience means the capacity of a system, community or society potentially exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure.

ROLES AND RESPONSIBILITIES

Climate change management is the responsibility of all Local Government Officers and Elected Members.

WORKPLACE INFORMATION

Local Government Act 1995

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Infrastructure Services		Coordinator Coastal & Natural Environment	Biennial	January 2020
Version	Decision Reference	Synopsis		
2.	IS164 23 January 2018	Policy Review		

City of Greater Geraldton

3.2 COASTAL ADAPTATION

SUSTAINABILITY THEME

Environment

OBJECTIVES

To provide direction for coastal management of Greater Geraldton.

- Reference to State Planning Policy 2.6;
- Reference CHRMAP adaptation pathways:
 - “Avoid” as the preferred option for undeveloped land;
 - “Planned or Managed Retreat” provides equity for the community;
 - “Accommodate” for inundation areas.
- The option to “Protect” assets and properties is considered in accordance with CHRMAP recommendations:
 - Consideration of a specified area rate;
 - Consideration in Council’s long-term financial plan;
 - Lobbying State and Federal Government.
- Creation of Special Control Areas.

POLICY STATEMENT

This policy applies to all land identified as being at risk within Geraldton Coastal Hazard Risk Management and Adaptation Planning report.

POLICY DETAILS

1. Leadership

- Best practice coastal management to create opportunities for current and future generations to use our shores, adjoining land and infrastructure as secure places for their enjoyment and enrichment;
- Global recognition for leadership in coastal management;
- Guide and inform new and existing land-holders in their investment decisions in the City region.

2. Prosperity

- Support economic growth and prosperity of the coastal zone;
- Create investment confidence.

3. Lifestyle

- Continue development of our nationally recognised foreshore, which provides superior lifestyle opportunities;
- Give generations now and into the future direction and support to safely grow and enjoy all liveable space within the coastal precincts of Greater Geraldton;

- Recognise the community values our beaches and lifestyle;
- Create enviable long-term coastal lifestyle opportunities.

The policy comes into effect once adopted by Council and remains in effect until otherwise determined by Council.

KEY TERM DEFINITION

CHRMAP means Coastal Hazard Risk Management and Adaptation Planning

ROLES AND RESPONSIBILITIES

Coastal adaptation is the responsibility of everybody with a stake in the coastal zone.

WORKPLACE INFORMATION

Geraldton CHRMAP Report 2018

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Infrastructure Services		Manager Engineering Services	Biennial	2021
Version	Decision Reference	Synopsis		
1.	IS200 – 24 November 2019	NEW POLICY		

4. GOVERNANCE

City of Greater Geraldton

4.1 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT & TRAVEL

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to provide clear guidelines to council members with regard to:

- Completion of training in accordance with the *Local Government Act 1995* section 5.126(1) and regulations.
- Access to training and development programs that may enhance and improve the skills necessary to perform their role and function as a council member.
- Travel and accommodation arrangements when required to travel on City business.

POLICY STATEMENT

This policy provides a framework to all council members on training, professional development and travel related to City Representation, for the benefit of the council and the community.

POLICY DETAILS

1. Professional Development

1.1. Commitment to professional development

- 1.1.1. As the public face of the council and as community representatives, council members play an integral leadership role in the processes for the development, communication and representation of the Council Strategic Plan and the council's policies, strategies and programs.
- 1.1.2. Professional development for council members contributes towards a positive presentation of the council for the betterment of the organisation and the community.
- 1.1.3. Council will allocate funds through its budget process to meet approved professional development needs of council members.

1.2. Mandatory Training

Each council member must complete training in accordance with the *Local Government Act 1995* section 5.126(1) and the *Local Government (Administration) Regulations 1996*:

1.2.1. Council Member Essentials

A council member must pass the course titled *Council Member Essentials* in accordance with the *Local Government (Administration) Regulations 1996* within a period of twelve months beginning on the day on which the council member is elected. The course consists of the following modules:

- Understanding Local Government;
- Serving on Council;

- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets; and

Is provided by any of the following bodies –

- i. North Metropolitan TAFE;
- ii. South Metropolitan TAFE;
- iii. WALGA

1.2.2. Exemption from Mandatory Training

A council member is exempt from the requirement in section 5.126(1) of the *Local Government Act 1995* if:

1.2.2.1. the council member passed either of the following courses within the period of five years ending immediately before the day on which the council member is elected:

- *Council Member Essentials*;
- *52756WA Diploma of Local Government (Elected Member)* ; or

1.2.2.2. the council member passed the course titled *LGASS00002 Elected Member Skill Set* before 1 July 2019 and within a period of five years ending immediately before the day on which the council member is elected.

1.2.2.3. A person who is a council member on the day on which the *Local Government Regulations Amendment (Induction and Training) Regulations 2019* regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.

1.3. Personal development

1.3.1. Council members are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual council members may vary, each member is encouraged to seek the assistance of the Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

1.4. Conferences, seminars, forums or delegations

1.4.1. A Council member who is funded by the council to attend a conference, seminar, forum, delegation or similar event, shall participate as a representative of the council, not as an individual.

1.4.2. Council members may participate in conferences, seminars, forums, delegations or similar events where it can be demonstrated that attendance will:

- Provide information on a contemporary issue, so that the council can contribute to discussion or debate;
- Put forward the council's viewpoint during formation of a collaborative policy, or stance on an issue;
- Meet community expectations that the council representation is necessary for the benefit of the community;
- Provide development to the member in his/her role; or
- Provide improvements to the built, social, economic and natural well-being of the community.

- 1.4.3.** Where voting delegates are required to represent the City of Greater Geraldton – i.e. Western Australia Local Government Association (WALGA) Week, this is to be approved by the council.

1.5. Funding for Professional Development

The council will allocate funds for professional development during the budget process each year to provide for the professional development of council members.

1.6. Applications for professional development funding

- 1.6.1.** To maximise the effectiveness of allocated resources, the council will only meet the cost of professional development outlined in this policy, subject to approval of the mayor or deputy mayor.
- 1.6.2.** A council member is required to complete an application form (**Appendix A**) to facilitate participation in professional development.
- 1.6.3.** If a request for professional development cannot be accommodated within the budget allocation the mayor, in conjunction with the CEO, will determine if additional funding may be available from another area of the budget.
- 1.6.4.** Applications to attend any interstate and overseas conferences, seminars, forums, delegations or similar events under this policy must be discussed with the mayor or deputy mayor prior to seeking council approval.
- 1.6.5.** The mayor or CEO may limit the attendance of multiple council members to a conference to ensure the effective governance of the council.

2. Report on Training

The City must prepare a report for each financial year on the training completed by council members in the financial year. The report must be published on the City's website within one month after the end of the financial year to which the report relates.

3. Travel and Accommodation

Travel and accommodation expenses incurred as part of attending professional development activities must be in accordance with Section 3 of this policy - Travel and Accommodation.

3.1. Travel within Western Australia

Council Members may attend City Representation events within Western Australia during their term of office upon the following conditions:

- 3.1.1.** The travel falls within the definitions for conference, professional development or delegation;
- 3.1.2.** Prior approval has been granted by the mayor or deputy mayor as applicable;
- 3.1.3.** In deciding whether approval is to be granted the mayor or deputy mayor should take into consideration the council members remaining term of office; and
- 3.1.4.** There is sufficient budget allocation for the council members travel.

3.2. Travel outside of Western Australia

Council Members may attend City Representation events held outside WA and overseas during their term of office upon the following conditions:

- 3.2.1.** The travel falls within the definitions for conference, professional development or delegation;

3.2.2. An item has been presented to the council with the exclusion of the mayor's and/or councillor acting in that office, interstate travel specifying:

- the benefit to the City of the attendance at the conference, professional development or delegation;
- whether, if applicable, there is a necessity to send more than one council member; and
- whether the information to be discussed at the conference or professional development can be sourced from within Western Australia.

3.2.3. Approval has been granted by council resolution; and

3.2.4. There is sufficient budget allocation for the council members travel.

3.3. General conditions of travel

3.3.1. Bookings

Travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer upon receipt and approval of the Application Form Council Member Professional Development (Appendix A). This will allow the City to take advantage of any discounts offered. Where practicable, travel requests should be provided at least one month before travel to allow adequate time for bookings to be made.

3.3.2. Travel

3.3.2.1. The cost of air travel to and from destinations is to be by the shortest most practical route unless additional travel is contemplated before or after a conference.

3.3.2.2. Where a council member chooses to arrive earlier or extend their stay at the location of a conference or deviates from the travel arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes. The exception would be if the flight schedules determine an extended stay is required.

3.3.2.3. Air travel will be booked as economy class on the most economical flight. The cost of any upgrade to business class shall be paid from the council members personal funds or personal frequent flyer points.

3.3.2.4. The mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.

3.3.2.5. Hire cars may be booked only if required to meet the reasonable travel requirements of the conference or professional development.

3.3.2.6. Taxi fares for reasonable travel requirements relevant to the conference and/or council business:

- will be reimbursed upon return on the production of receipts to verify the expense; or
- may be paid with Cabcharge card or vouchers issued to the council member prior to departure.

3.3.2.7. Council members who use their private vehicle for conference travel will be reimbursed for vehicle costs in accordance with the Public Service Award Motor Vehicle Allowance to a maximum amount equivalent to what it would have cost to travel by air.

3.3.2.8. A Council Member Reimbursement of Travel Expenses form (**Appendix B**) is to be completed and submitted to the Office of the CEO to process for approval and payment.

3.3.2.9. A part of the City's business travel insurance policy, any travel insurance for Council Members or their spouses is provided for as part of that certificate of currency.

3.3.3. Accommodation

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Bookings will include accommodation the night before and/or after the event where necessary because of travel, airline flights and/or event timetables.

3.3.4. Meal and Incidentals

3.3.4.1. The City will pay to a daily and combined level for reasonable costs of meals and incidentals per annual ATO Taxation Determination for these expense amounts as denoted on attached Reimbursement of Expenses form. Such expenses which will be paid or reimbursed by the City include:

- Taxi, rideshare (i.e. Uber), train, bus and tram fares to/from the airport and the venue;
- Vehicle hire, petrol and parking fees;
- Breakfasts, lunches, dinners not included in the registration fee.
- Reasonable telephone and internet charges and ICT expenses;
- Optional activities related to the conference/training; and
- Laundry and dry cleaning if the stay is for more than three days.

3.3.4.2. All costs are to be fully substantiated by receipts and invoices and a Council Member Reimbursement of Expenses form (**Appendix C**) is to be completed and submitted to the Office of the CEO to process for approval and payment.

3.3.4.3. The City will not pay for or reimburse:

- Alcohol expenses of any type;
- Entertainment costs not associated with those scheduled as part of the City Representation event.
- Any expenses associated with matters other than those attended to while attending the City Representation event.
- A meal allowance if the conference provides meals as part of the package.

3.3.5. Accompanying persons

3.3.5.1. A partner or spouse may accompany a council member to a City Representation event.

3.3.5.2. All expenses incurred by the accompanying person are to be paid by the accompanying person or council member, except the following which will be paid or reimbursed by the City:

- Official conference meals; and

- Accommodation provided there is no increase in accommodation costs arising if the council member attending the event on their own.

3.3.5.3. Where the City meets an account containing any expenditure of cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the City by the council member/accompanying person within 30 days of being invoiced for such expenditure.

4. Workplace Information

Following participation in an event covered by section 1 or a City Representation event of more than 5 days' duration covered in section 2 (excluding Local Government Week):

- 4.1.** The council member(s) is expected to submit an individual or composite report (where approval has been granted for more than one member to attend) for inclusion in the "Reports to be Received" in the next Council Agenda, within 30 days of attendance.
- 4.2.** The report should document;
 - the program and major points of interest to the city;
 - whether the objectives of the participation were met;
 - the benefits to the council member, council and the community; and
 - the value of future attendance or representation by council at similar events.
- 4.3.** All conference and training papers remain the property of the City.

KEY TERM DEFINITION

Council Member(s) means Mayor, Deputy Mayor and Councillors.

Conference means conferences, seminars, congresses, forums, workshops, study tours, delegations and events relevant to the role of a councillor.

Professional Development means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a councillor in their broad civic leadership role.

Delegation means any formal group visit, authorised by Council, to an external organisation representing the City of Greater Geraldton.

The Terms "Conference, Professional Development and Delegation" are collectively used in this policy under the term "**City Representation**".

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for implementing this policy.

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton - Code of Conduct for Council Members and Committee Council Members

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		Chief Executive Officer	Biennial	2021
Version	Decision Reference	Synopsis		
2.	CCS441 – 24 September 2019	Policy Review		

Application Form

Council Member Professional Development

Elected Member Name: _____

Type of Professional Development

Tick Box



Professional Development

☐

Mandatory Training

☐

Conference, Seminar or Forum

☐

Delegation

☐

Other

☐

Name of Event* _____

Date/s: _____ Location: _____

Cost: _____

** Attach any information, flyer etc. you may have*

How will participation in this professional development event meet the criteria[#] in Council's policy?

[#] For criteria refer to [CP 4.1 Council Member Continuing Professional Development & Travel](#).

Council Member:

Signature: _____ **Date:** _____

Office Use only

Budget Allocation Available: \$ _____ Ledger No.: _____

Does the request for professional development meet the criteria in Council's Council Member Training & Travel Policy? **Yes / No*** (*Circle option)

Approved: _____ **Date:** _____
Mayor / Deputy Mayor

Submit completed form to the Office of the CEO for processing.

Council Member Reimbursement of Travel Expenses

Council Member Name: _____

In accordance with [CP 4.1 Council Member Continuing Professional Development & Travel](#), I hereby certify that the following expenses are true and correct and were incurred to enable me to undertake my functions as a Council Member of the City of Greater Geraldton.

Period Claim From: _____ To: _____

Item No.	Date	Details of Meeting/duty	Location	Kms travelled
No.1	1/1/2019	Attended the Northern Country Zone Meeting	Mingenew Sports Centre, Mingenev	117Km
No.2				
No.3				
No.4				
No.5				
No.6				
No.7				
No.8				
No.9				
No.10				
No.11				
No.12				
No.13				
No.14				
No.15				
Total Kms being claimed				

Council Member:

Signature _____ Date: _____

Office Use only

2018/19 - Kms x (rate) [*\$0.68c/KM for all motor vehicles*]

Authorised by CEO:

Signature: _____ Date: _____

Approved by Financial Accountant:

Name: _____ Title: _____

Signature: _____ Date: _____

This page can be reprinted/copied if more than one page is required

Submit completed form and receipts to the Office of the CEO for processing.

Council Member Reimbursement of Expenses

Council Member Name: _____

In accordance with [CP 4.1 Council Member Continuing Professional Development & Travel](#), I hereby certify that the following expenses are true and correct and were incurred to enable me to undertake my functions as a Council Member of the City of Greater Geraldton.

All Receipts must accompany this claim for reimbursement.

Period Claim From: _____ **To:** _____

Receipt No.	Date	Details of expenses	Meeting / event name	Total Cost
No.1	3/4/19	Taxi from RCAWA Meeting to Perth Airport	RCAWA	\$45.00
No.2				
No.3				
No.4				
No.5				
No.6				
No.7				
No.8				
No.9				
No.10				
No.11				
No.12				
			Total Claim	\$

ATO Determined Reasonable Claim Amounts

Note: Food and drink (\$) breakfast 36.10 lunch 51.15 dinner 71.55 Incidentals 28.70

Council Member:

Signature: _____ **Date:** _____

Office Use only

Authorised by CEO

Signature: _____ Date: _____

Approved by Financial Accountant:

Name: _____ Title: _____

Signature: _____ Date: _____

This page can be reprinted/copied if more than one page is required

Submit completed form and receipts to the Office of the CEO for processing.

4.2 CODE OF CONDUCT FOR COUNCIL MEMBERS AND COMMITTEE MEMBERS

SUSTAINABILITY THEME

Governance

OBJECTIVES

The primary objective of this Code of Conduct is to set out the standards of behaviour expected of Council Members and Committee Members. The code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in Local Government.

POLICY STATEMENT

This Code of Conduct applies to Council Members and Committee members of the City of Greater Geraldton.

PREAMBLE

The Code of Conduct is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

- better decision-making by local governments;
- greater community participation in the decisions and affairs of local governments;
- greater accountability of local governments to their communities; and
- more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members and Committee Members. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

Regulation 3 of the Local Government (Rules of Conduct) Regulations 2007

3. General principles to guide the behaviour of council members

- (1) *General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should —*
- (a) *act with reasonable care and diligence; and*
 - (b) *act with honesty and integrity; and*
 - (c) *act lawfully; and*
 - (d) *avoid damage to the reputation of the local government; and*
 - (e) *be open and accountable to the public; and*
 - (f) *base decisions on relevant and factually correct information; and*
 - (g) *treat others with respect and fairness; and*
 - (h) *not be impaired by mind affecting substances.*

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* .s. 5.103- *Codes of Conduct*, and *Local Government (Rules of Conduct) Regulations 2007*.

VALUES

These values establish the parameters within which Council Members and Committee members are expected to work in order to build the desired culture within our organization and to which all will be held accountable. The City's values are:

- Service
- Trust
- Accountability
- Respect
- Solidarity



1. ROLES

1.1. Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995.

Section 2.10 Local Government Act 1995

2.10. Role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) facilitates communication between the community and the council; and*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a councillor by this Act or any other written law.*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2. Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

Local Government Act 1995

2.7. Role of council

- (1) *The council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

1.3. Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

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

Local Government (Rules of Conduct) Regulations 2007

10. Relations with local government employees

- (1) *A person who is a council member must not —*
 - (a) *direct or attempt to direct a person who is a local government employee to do or not to do anything in the person's capacity as a local government employee; or*
 - (b) *attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is a local government employee in the person's capacity as a local government employee.*
- (2) *Subregulation (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.*
- (3) *If a person, in his or her capacity as a council member, is attending a council meeting, committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means —*
 - (a) *make a statement that a local government employee is incompetent or dishonest; or*
 - (b) *use offensive or objectionable expressions in reference to a local government employee.*

2. CONFLICTS AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

Council Members and Committee Members will ensure there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their public duties and functions.

In applying this principle:

- Council Members and Committee Members must lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the City's functions (other than purchasing or leasing their principal place of residence);

- Council Members and Committee Members who exercise a discretionary function must make written disclosure to the Chief Executive Officer before dealing with relatives or close friends, and will disqualify themselves from dealing with those persons during the matter requiring a discretionary function.

2.2 Financial Interests

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

Local Government Act 1995

Sections 5.59-5.90 establish the requirements for disclosure by Elected Members, a Committee Members or employees of financial interests (including proximity interests).

The onus is on members to identify possible financial interests (including proximity interests and non-financial interests), to determine whether an interest exists, and whether any statutory exemption applies.

2.3 Impartiality Interest

For the purposes of this code the meaning of impartiality interest has the meaning given in Regulation 11(1) of the *Local Government (Rules of Conduct) Regulations 2007*.

Local Government (Rules of Conduct) Regulations 2007

11. Disclosure of interest

(1) In this regulation —

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

An impartiality interest does not apply to an interest referred to in section 5.60 of the Act, a financial interest or a proximity interest.

2.3.1 Requirement to Disclose

A Member who has an impartiality interest in any matter to be discussed at a Council or Committee Meeting attended by that person must disclose the nature of the impartiality interest

- In a written notice given to the Chief Executive Officer before the meeting ; or
- At the meeting immediately before the matter is discussed.

Local Government (Rules of Conduct) Regulations 2007

11. Disclosure of interest

(2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

A Member is excused from the requirements to disclose an impartiality interest if the failure to disclose occurs because the person:

- did not know he or she had an impartiality interest in the matter; or

- the person did not know that the matter in which he or she had an impartiality interest would be discussed at the meeting, and the person discloses the interest as soon as possible after becoming aware of the discussion of that matter.

Local Government (Rules of Conduct) Regulations 2007:

4) Subregulation (2) does not apply if —

- (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
- (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.

The disclosure of an impartiality interest does not affect the ability of the member to discuss or vote on the matter.

2.3.2 Notice of Recording

Where an impartiality interest is disclosed in a written notice given to the Chief Executive Officer:

- before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.

Where an impartiality interest is disclosed or brought to the attention of the persons present at a meeting the nature of the interest is to be recorded in the minutes of the meeting.

2.4 Disclosure of Financial Interests in Returns

Council Members must lodge with the Chief Executive Officer a primary return in the prescribed form within three months of their start date, and an annual return in the prescribed form by the 31 August of each year, in accordance with the requirements of section 5.75 and 5.76, of the *Local Government Act 1995*.

Local Government Act 1995.

5.75. Primary returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who
 - (a) has lodged a return within the previous year; or
 - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10 000 or imprisonment for 2 years.

5.76. Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10 000 or imprisonment for 2 years.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members and Committee Members shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent

with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. This applies not only to the proper disclosure of that information, but also to the appropriate measures to be taken to ensure that the security of the information is not compromised.

Council Members and Committee Members must not disclose to another person, unless it is required for the performance of their duties at the City, written or oral information that is provided to them, or obtained by them, in confidence or, in the case of a document, is marked by the Chief Executive Officer to be confidential.

Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the City (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Local Government (Rules of Conduct) Regulations 2007 prohibit a Council Member from disclosing confidential information, or information acquired at a closed meeting.

6. Use of information

(1) *In this regulation —*

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO to clearly show that the information in the document is not to be disclosed;

non-confidential document means a document that is not a confidential document.

(2) *A person who is a council member must not disclose —*

- (a) *information that the council member derived from a confidential document; or*
- (b) *information that the council member acquired at a closed meeting other than information derived from a non-confidential document.*

Nothing in this section prevents a Council member from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

Local Government Rules of Conduct (Regulations) 2007

6. Use of information

(3) *Subregulation (2) does not prevent a person who is a council member from disclosing information —*

- (a) *at a closed meeting; or*
- (b) *to the extent specified by the council and subject to such other conditions as the council determines; or*
- (c) *that is already in the public domain; or*
- (d) *to an officer of the Department; or*
- (e) *to the Minister; or*
- (f) *to a legal practitioner for the purpose of obtaining legal advice; or*
- (g) *if the disclosure is required or permitted by law.*

3.2 Improper Use of Information

Council Members must not make improper use of any information acquired in the performance by the person of any of his or her functions under the Local Government Act 1995 or any other written law.

Local Government Act 1995

5.93. Improper use of information

A person who is a council member, a committee member or an employee must not make improper use of any information acquired in the performance by the person of any of his or her functions under this Act or any other written law —

- (a) to gain directly or indirectly an advantage for the person or any other person; or*
- (b) to cause detriment to the local government or any other person.*

Penalty: \$10 000 or imprisonment for 2 years.

3.3 Improper or Undue Influence

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

Council Members or Committee Members shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.

Similarly, Council members and committee members shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Regulation 7 of the Local Government (Rules of Conduct) Regulations 2007

7. Securing personal advantage or disadvantaging others

- (1) A person who is a council member must not make improper use of the person's office as a council member —*

- (a) to gain directly or indirectly an advantage for the person or any other person; or*
- (b) to cause detriment to the local government or any other person.*

4. GIFTS

Definitions:

In this section and in accordance with Regulation 12 of the Local Government (Rules of Conduct) Regulations 2007-

12. Gifts

- (1) In this regulation —*

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

gift has the meaning given to that term in section 5.82(4) of the Act except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1) of the Act; or*
- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or*
- (d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);*

notifiable gift, in relation to a person who is a council member, means —

- (a) a gift worth between \$50 and \$300; or*

- (b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is a council member, means —

- (a) a gift worth \$300 or more; or
(b) a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.

In general, Council and Committee Members must not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit, reward, donation or hospitality) for themselves, or for any other person or body, as a result of their role with the City.

Despite the general presumption against seeking or accepting gifts or acts of hospitality, Council members may accept some types of gifts which are excluded from this Code's coverage.

For the purposes of this Code, a gift has the extended meaning set out in section 5.82(4) of the *Local Government Act 1995*:

Local Government Act 1995

5.82 (4) gift means any disposition of property, or the conferral of any other financial benefit, made by one person in favour of another otherwise than by will (whether with or without an instrument in writing), without consideration in money or money's worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel.

4.1 Prohibited Gifts

A person who is a Council or Committee Member must not accept a prohibited gift from a person —

- who is undertaking or seeking to undertake; or
- who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.

4.2 Notifiable Gifts

A person who is a Council Member or Committee Member may accept a notifiable gift. However if the notifiable gift is from a person —

- who is undertaking or seeking to undertake; or
- who it is reasonable to believe is intending to undertake, an activity involving a local government discretion.

The Member must, within 10 days of accepting the gift, notify the CEO of the acceptance of the gift.

Notification is to be in writing and is to include —

- the name of the person who gave the gift; and
- the date on which the gift was accepted; and
- a description, and the estimated value, of the gift; and
- the nature of the relationship between the person who is a council member and the person who gave the gift; and

- if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,
 of each other gift accepted within the 6 month period.

This clause does not apply to gifts received from a relative (as defined in S.5.74(1) of the Local Government Act 1995).

The CEO must maintain a register of gifts in which notification are recorded.

4.3 Gifts received on behalf of the City

Nothing in this Code prevents a gift from being received on behalf of the City in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer and used or retained exclusively for the benefit of the City.

If it is considered inappropriate to reject a gift worth \$300 or more (such as in the case of a foreign dignitary) the gift may be received on behalf of the City and provided to the Chief Executive Officer at the earliest possible opportunity.

4.4 Disclosure of Election Campaign Contributions

All electoral candidates must comply with the Local Government Act 1995 and the Local Government (Elections) Regulations 1997 in disclosing electoral donations or ‘gifts’. A candidate must disclose to the Chief Executive Officer information about any electoral or related gift with a value of \$200 or more that is promised or received within 6 months before the relevant election Day.

Requirements relating to the disclosure of electoral gifts are set out in the Local Government (Elections) Regulations 1997, particularly Part 5A.

4.5 Disclosure of Gifts and Contributions to Travel

Council Members and Committee Members who receive gifts or contribution to travel must disclose under the provisions of section 5.82 and 5.83 of the Local Government Act 1995.

The Local Government Act 1995 makes provisions for disclosure of gifts and contributions to travel under the Act.

Section 5.82 Gifts – Prescribed amount for disclosure \$200 Local Government (Administration) Regulations 1996 r.25

Section 5.83 Contributions to travel.— Prescribed amount for disclosure \$200 Local Government (Administration) Regulations 1996 r.26

Section 5.89B Offence to fail to disclose under 5.82 and 5.83

5. CONDUCT OF MEMBERS

5.1 Objectives

As members, high standards of professional conduct ensure that a positive image of the City is conveyed when the City interacts with its stakeholders and the general public. The conduct displayed should encourage fair, equitable and lawful management and operation of the City.

5.2 Personal Behaviour

5.2.1 Council Members and Committee Members will:

- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- perform their duties impartially and in the best interests of the City uninfluenced by fear or favour;
- act in good faith in the interests of the City and the community;
- make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any person unwarranted offence or embarrassment; and
- always act in accordance with their obligations to the City and in line with relevant policies and procedures.

5.2.2 Council Members must represent and promote the interests of the City, while recognising their special duty to their own constituents.

Regulation 10(3) of the Local Government (Rules of Conduct) Regulations 2007 prohibit an Council Member from:

- a) *making a statement that a local government employee is incompetent or dishonest; or*
- b) *using offensive or objectionable expressions in reference to a local government employee*

5.3 Honesty and Integrity

Council Members and Committee Members will:

- observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- bring to the notice of the Mayor any dishonesty or possible dishonesty on the part of any member;
- be frank and honest in their official dealings with each other.

5.4 Personal Communications and Social Media

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

5.4.2 Council Member comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

5.5 Performance of Duties

Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits.

Members will be as informed as possible about the functions of the Council and will treat all members of the community honestly and fairly.

5.6 Compliance with Lawful Orders

Council Members and Committee Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.

Council Members and Committee Members will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

5.7 Administrative and Management Practices

Council Members and Committee Members must comply with the proper and reasonable administrative practices and conduct, and professional and reasonable management practice.

5.8 Corporate Obligations Communication and Public Relations

5.8.1 Communications and Public Relations

As representatives of the community Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so members must acknowledge that:

- as a member of the Council or a Committee, there must be respect for the decision making processes which are based on a decision of the majority of the Council;
- information of a confidential nature must not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council, approvals, permits and so on must be communicated in an official capacity only by the Mayor (or his/her representative); or with the agreement of the Mayor, by the Chief Executive Officer (or CEO's representative);
- information concerning adopted policies, procedures and decisions of the Council must be conveyed accurately.

Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

5.8.2 Standard of Dress

Council Members and Committee Members are expected to comply with neat and responsible dress standards at all times. Accordingly Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

5.8.3 Appointments to External Organisations

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

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

5.8.4 Defamation Actions

Council members do not have the protection of absolute privilege from actions for defamation for what is said at meetings of council or committee meetings.

Council Members fulfil a public duty in a council meeting and are therefore given limited 'qualified' protection from legal actions of defamation.

Councillors must ensure that statements at Council Meetings are made in good faith as statements made with malice or made recklessly are not protected by qualified privilege.

Councillors should also note that statements made outside of council meetings are unlikely to attract qualified privilege.

6. DEALING WITH THE CITY'S PROPERTY

6.1 Use of Resources

Council Members will:

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

Local Government (Rules of Conduct) Regulations 2007

Regulation 8 prohibits an Elected Member from using the resources of a local government for electoral purposes, or for any other purpose, unless authorised under the Local Government Act 1995 or by the Council or the Chief Executive Officer.

6.2 Travelling and Sustenance Expenses

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

6.3 Reimbursement of Expenses

Members may claim for reimbursement of expenses only in accordance with the relevant policy.

6.4 Access to Information

Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

7. BREACHES AND MISCONDUCT

7.1 Breaches

A Council Member commits a minor breach if he or she contravenes the Local Government (Rules of Conduct) Regulations 2007, or a Local Law under the Local Government Act 1995.

A person who has reason to believe that a Council Member has committed a minor breach may complain to the complaints officer (The Chief Executive Officer). The complaint must be made in writing on the prescribed form.

Local Government Act 1995

Part 5 Division 9 deals with minor and serious breaches by Council Members

If it appears that a complaint a person seeks to make under the *Local Government Act 1995* discloses a serious breach, the complaints officer is required to send the complaint to the Departmental Chief Executive Officer.

7.2 Misconduct

The Chief Executive Officer has a statutory obligation under the Corruption Crime and Misconduct Act 2003 to report to the Corruption and Crime Commission:

- any allegation of misconduct;

- any situation that otherwise comes to his or her attention involving misconduct, where the Chief Executive Officer considers on reasonable grounds that misconduct may have occurred.

Corruption, Crime and Misconduct Act 2003
Section 3, 4 and 28 deal with Misconduct and misconduct notification.

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for implementing this policy.

WORKPLACE INFORMATION

Local Government Act 1995

Local Government (Official Conduct) Amendment Act 2007

Local Government (Rules of Conduct) Regulations 2007

Corruption Crime and Misconduct Act 2003

City of Greater Geraldton Local Laws

City of Greater Geraldton Council Policy Register

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
3.	CCS352 – 25 September 2018	Biennial Review		

City of Greater Geraldton

4.3 CIVIC CEREMONIES

SUSTAINABILITY THEME

Governance

OBJECTIVES

To provide a process which governs ceremonial functions, by which council can formally recognise outstanding contributions, achievements and meritorious service to the community of the City of Greater Geraldton.

POLICY STATEMENT

City of Greater Geraldton will conduct various civic functions and ceremonies from time to time, as the need arises. This policy provides guidance on the nomination and approval process applicable to particular civic honors, functions and award ceremonies.

POLICY DETAILS

1. Honorary Freeman of the City of Greater Geraldton

Council may bestow the honorary title of Freeman of the City upon a person for their contribution and dedication to the community on a continuous basis for greater than 15 years, in an outstanding and meritorious manner. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.

Nomination Criteria

The title of the Freeman of the City may be conferred on any person:

- 1.1. Whose exceptional service to the community is a matter of public record; and
- 1.2. Who has identifiable and long-standing connections with the community in the City of Greater Geraldton or its former entities; and
- 1.3. Whose personal endeavours have benefited the community in an outstanding and meritorious manner that stands above contributions of most other persons in assisting in both the advancement of the City's strategic direction and the provision of benefits for the greater community.

Entitlements

- 1.4. Any person upon whom the title Honorary Freeman of the City has been conferred may designate him/herself "Honorary Freeman of the City of Greater Geraldton".
- 1.5. The recipient shall be presented with a special badge which identifies them as Freeman of the City along with a plaque and certificate to commemorate receiving the award.
- 1.6. Any Honorary Freeman of the City shall be invited to all subsequent formal Civic functions conducted by the City.

Limitations on Holders of Award

- 1.7. To avoid any potential perception of bias, the title of "Honorary Freeman of the City of Greater Geraldton" shall not be bestowed on any person currently holding the office of Councillor at the City.

- 1.8.** In recognition of the standing of this award a maximum of 10 living persons only may hold the title “Honorary Freeman of the City of Greater Geraldton”, at any one time.

Nomination Procedure

To preserve the integrity and importance of bestowing the honour of “Honorary Freeman of the City of Greater Geraldton” upon an individual, the following procedure shall be adopted:

- 1.9.** Nominations for an “Honorary Freeman of the City of Greater Geraldton” clearly outlining in chronological order the history of community service of the person being nominated, must be made in writing to the Chief Executive Officer in the strictest confidence.
- 1.10.** Any resident or elector of the City may make a nomination but it must be sponsored by an Elected Member and supported in writing by at least three Elected Members.
- 1.11.** A nominee must not be made aware of their nomination.
- 1.12.** On receipt of the nomination, the Chief Executive Officer will circulate the nomination to Elected Members for consideration on a strictly confidential basis.
- 1.13.** Elected Members shall have reasonable time, being no less than two weeks, to consider the proposal.
- 1.14.** If an Elected Member expresses an objection to the nomination that Elected Member must give their reasons for the objection in writing to the Chief Executive Officer within the prescribed timeframe. Elected Members who do not formerly respond in writing will be presumed not to object to the proposal.
- 1.15.** Any nominations received will be validated and the finding presented at a meeting of Council behind closed doors, with recommendation to approve/not approve a nominee for the award.
- 1.16.** The Chief Executive Officer will submit a confidential report to a meeting of Council with details of the nomination, including any objections raised, for determination by Council behind closed doors. Any decision to support the nomination shall be resolved by an absolute majority of Council.
- 1.17.** The nominee’s name and identifying information will be maintained as ‘confidential’ in all meeting papers.
- 1.18.** In the event Council supports the nomination, prior to any announcement, the Chief Executive Officer shall make personal contact with the nominee to confirm their acceptance of the honour.
- 1.19.** Should the nomination be supported and accepted the award shall be presented to the nominee at a Civic Function.

2. Keys to the City

The granting of the Keys to the City is a symbolic presentation, which represents the highest honour that a city can confer on an individual or an organisation.

The tradition of using a key dates back to medieval times, when many cities were enclosed within walled fortifications. The key symbolised the political relationship between a city and the King/Queen or ruler of the land on which the city was located. When that ruler visited the city for the first time after assuming power, the authorities would formally greet him/her at the gates and hand over a key to signify that the city was now under his/her control. The key would then be returned by the ruler to the city authorities to acknowledge that he/she intended to respect the political authority of those who administered the city.

The Keys to the City of Greater Geraldton is traditionally presented by the Mayor at a civic ceremony to acknowledge the contribution of an individual or organisation in furthering the ideals of the City, or to recognise outstanding achievement in sport or humanitarian work at an international level.

- 2.1. Keys to the City will be awarded to an individual or organisation in furthering the ideals of the City of Greater Geraldton, or to recognise outstanding achievement in sport or humanitarian work at an international level.
- 2.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Keys to the City, or alternatively Council may grant Keys to the City without an application.
- 2.3. All applications must be formalised on the Request for Keys to the City form, by the applicant forwarding the form marked attention to the CEO. This form needs to be received 8 weeks before the date of the event.
- 2.4. Granting of Keys to the City is to be determined by absolute majority of Council.
- 2.5. A civic function may be granted in conjunction with a Keys to the City event. The Mayor, together with the Chief Executive Officer, shall determine the date, time, location and invitation list.
- 2.6. The applicant will be advised of the outcome after the Council resolution and within 5 working days. If approved, the applicant will be notified of the particulars of the function.
- 2.7. An appropriate certificate with a gift symbolising the event may be given.

3. Freedom of Entry

Freedom of Entry to the City of Greater Geraldton is a ceremonial honour, which became popular during the nineteenth century and draws some inspiration from medieval history. A military or civilian unit accorded this privilege is granted the right of entry to the City "with bayonets fixed, colours flying and drums beating".

This award is restricted to Australian military and civilian units that have, through their command, a significant attachment to the City of Greater Geraldton. It is conferred in recognition of their achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in the defence of Australia. Freedom of Entry to the City of Greater Geraldton is celebrated with a parade of the unit through the streets.

- 3.1. Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Greater Geraldton.
- 3.2. Individuals or organisations may apply to the City of Greater Geraldton to receive Freedom of Entry, or alternatively Council may grant Freedom of Entry without an application.
- 3.3. All applications must be formalised on the Request for Freedom of Entry form by the applicant forwarding the form, marked attention to the CEO. This form needs to be received 8 weeks before the date of the event.
- 3.4. Granting of Freedom of Entry to the City is to be determined by absolute majority of Council.
- 3.5. A civic function may be granted in conjunction with Freedom of Entry event. The Mayor, together with the Chief Executive Officer, shall determine the date, time, location and invitation list.
- 3.6. The applicant will be advised of the outcome after the Council resolution within 5 working days. If approved, the applicant will be notified of the particulars of the function.
- 3.7. An appropriate certificate with a gift symbolising the event may be given.

4. Australia Day Community Citizen of the Year Awards Selection

The Australia Day Council of Western Australia provides the guidelines for the Community Citizen of the Year Awards. These awards focus on community contribution and participation rather than personal achievement. The Community Citizen of the Year Awards are administered by the City of Greater Geraldton as a joint initiative between the City, Australia Day Council WA and Department of Local Government, Sport and Cultural Industries - Office of Multicultural Interests.

The Community Citizen of the Year awards foster, recognise and celebrate significant contributions to community in the City of Greater Geraldton in the locations of Geraldton and Mullewa in the following categories:

- Community Citizen of the Year
- Community Citizen of the Year – Youth (26 and under)
- Community Citizen of the Year – Senior (55 and over)
- Active Citizen of the Year – Group or Event

In addition to the Community Citizen of the Year Awards, the City of Greater Geraldton coordinates the Young Achiever of the Year Award. This award seeks to foster, recognise and celebrate significant contributions to community life and active citizenship of a person who is aged 18 years and below and currently enrolled as a student in the City of Greater Geraldton. This award is in addition to the four Community Citizen of the Year Award categories.

- 4.1.** Award recipients will be people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.
- 4.2.** The City of Greater Geraldton invites nominations for the awards from community groups and private citizens.
- 4.3.** Nominations will close on the 31 October annually.
- 4.4.** The selection panel will comprise of a minimum of four CGG Councillors.
- 4.5.** The nominees will be judged according to the following criteria:
 - 4.5.1.** Made a significant contribution to the local community.
 - 4.5.2.** Demonstrated leadership on a community issue resulting in the enhancement of community life.
 - 4.5.3.** Established a significant initiative which has brought about positive change and added value to community life.
 - 4.5.4.** Demonstrated inspiring qualities as a role model for the community.
- 4.6.** Nominees must meet the following eligibility criteria:
 - 4.6.1.** Nominees should reside or work principally within the City of Greater Geraldton.
 - 4.6.2.** Awards may be granted posthumously in recognition of recent achievements.
 - 4.6.3.** Groups of people or couples will be considered under the criteria for a community group.
 - 4.6.4.** A person cannot receive the same award twice, but can be considered for another award.
 - 4.6.5.** Unsuccessful nominees may be nominated in future years.
 - 4.6.6.** Self-nominations are not eligible.

4.6.7. Sitting members of State, Federal and Local Government are not eligible.

4.7. Awards will be presented at the Australia Day celebrations on 26 January annually.

CONSEQUENCES

This Council policy represents the formal policy and expected standards of the City. Unless appropriate approvals are obtained (specified in above), deviations from the standards outlines may invoke disciplinary action to be taken as per the City's performance counselling process.

KEY TERM DEFINITION

Civilian unit in relation to Freedom of Entry means civilian military forces, for example Australian Air Force Cadets or Army Reserve units.

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for implementing this Policy (Section 1-3).

The Manager Community and Cultural Development is responsible for implementing this Policy (Section 4).

WORKPLACE INFORMATION

Local Government Act 1995

Australia Day Council (www.ausdaywa.com.au)

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		Director Corporate & Commercial Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS354 – 25 September 2018	POLICY REVIEW - ENDORSED		

City of Greater Geraldton

4.4 OPERATION OF ADVISORY COMMITTEES

SUSTAINABILITY THEME

Governance

OBJECTIVES

The objective of this policy is to provide the basis upon which all new committees of the Council will be appointed.

Committees formed and operated by organisations external to the City of Greater Geraldton (CGG) are not subject to this policy even if they have as members, elected members or officers appointed to represent the interests of the City of Greater Geraldton.

POLICY STATEMENT

This policy applies to all committees established by Council.

POLICY DETAILS

1. Number of Committees

The creation of new committees is to be restricted by allocating new tasks to an existing committee wherever possible. Officers are to refer to the Committee Book on the City's website for an up-to-date list of committees and their terms of reference.

2. Creating New Committees

All Committees of Council are Advisory Committees. Any recommendations from Committees are to be determined by Council (refer to 8.3).

When compiling a report/recommendation for establishment of a new committee, the following information is to be included:

- 2.1. The purpose of the committee;
- 2.2. The terms of reference of the committee;
- 2.3. The number of council members, officers and other persons to be appointed to the committee;
- 2.4. The names or titles of the council members and officers to be appointed to the committee;
- 2.5. The names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments;
- 2.6. Details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- 2.7. Details of those City of Greater Geraldton staff members responsible for providing assistance to the committee, for example
 - Director/Support staff
 - Technical/professional guidance
 - Secretarial support/minute taking

Note: The person that provides support and liaises with the Presiding Member of the committee to convene meetings is known as the "Support staff" of the committee.

2.8. Details of a funding source for operation for operation of the committee.

3. Membership – Current Membership Records

3.1. Support staff are to ensure records of the members of committees are current, and include relevant contact details.

3.2. In the event that a committee member is absent from three (3) consecutive meetings without having first been granted formal leave of absence by the other members of the committee his/her seat on that committee shall become vacant. If required by the Presiding Member of the committee, the support staff will advertise the vacancy.

3.3. Other persons that join a Council Committee are to be endorsed by Council Resolution with their term expiring at the next Local Government Election, unless otherwise specified.

4. Code of Conduct – Committee Members

4.1. Committee members are subject to the same rules concerning confidentiality, public statements and conflict of interest as member of Council pursuant to the Local Government (Rules of Conduct) Regulations 2007.

4.2. Other persons appointed to Council Committees are to be provided with a Welcome Pack, attaching the relevant Policies, Meeting Procedures and Regulations to be followed when attending Council committee meetings and are to follow the same rules as per 4.1 above. This will also apply to Individual Representatives from Organisations. This is required explicitly for Committees.

4.3. Other persons will be required to agree to the terms of appointment by signing a declaration prior to joining the committee as a member. This will also apply to Individual Representatives from Organisations.

4.4. The Presiding member is to refer to these documents when chairing a meeting.

5. Appointment of Presiding Member

5.1. An Elected Member is to be appointed as the Presiding Member (Chair) of each Council Committee.

6. Convening Meeting (Agenda Preparation)

6.1. Members and proxies are to be invited to Committee Meetings using the elected member's meetings diary. Any late changes to meeting dates/times members are to be notified by phone with follow up update to diary invitation.

6.2. Support staff are to advise the Presiding Member if there is no quorum for a Committee Meetings– S.5.19 of the Act.

The quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

Without a quorum no decisions can be made at the meeting, but the committee can still meet if a quorum is not determined until the meeting.

6.3. An Elected Member can attend a committee meeting of which they are not a member, as a non-voting observer.

6.4. At least once each year local public notice is to be given of times, dates and the place at which Committee Meetings, if required under the Act to be open to the public or that are proposed to be open to the members of the public, are to be held in the next twelve months. Local public notice is also to be given of any change to the date time or place of such meeting.

- 6.5. Committee agendas and minutes are to be in the authorised City of Greater Geraldton format.
- 6.6. Support staff to call for Agenda Items two weeks prior to the meeting, to be approved by the Presiding Member for listing.
- 6.7. Members to provide full details of an item for discussion, including general business, with formal recommendations as a written report, in order for support staff to research if required within the specified time frame.
- 6.8. Support staff are to ensure agendas for meetings are prepared and delivered to members of the committee at least 72 hours before the meeting – not including the day of the meeting.
- 6.9. Late Items are to be approved by the Presiding Member prior to being tabled at the meeting. If approved, the committee are then to approve that the late item can be accepted and discussed at the meeting. If not approved, it is to be listed for the next meeting.

7. Conducting Meetings and Recording Minutes

- 7.1. Meeting Procedures Local Law 2011 as amended is to be used by the Presiding Member as a tool for the conduct of the meeting.
- 7.2. Disclosure of financial (or other) “interests” by members at meetings as stipulated under the Local Government Act 1995 and Meeting Procedures Local Law 2011 are to be recorded in the minutes.
- 7.3. Minutes are to be prepared and referred to the Presiding Member of the committee for approval before being distributed to committee members.
- 7.4. All Members appointed (whether as an Individual or representing an Organisation) have one vote. If proxies are appointed for committee members, they may only vote in the absence of their committee member.
- 7.5. Proxies may only attend committee meetings as non-participating observers if their committee member is in attendance, and they may not participate in discussion/debate when their committee member is present.
- 7.6. Records of all committee decisions and actions required are to be in the Committee Minutes.
- 7.7. Copies of meeting minutes (approved by the Presiding Member) are to be distributed within ten (10) days of the meeting date, to:
 - All committee members; and
 - Director of the team overseeing the committee.

8. Action Following Meeting

- 8.1. Following a meeting, the support staff of the committee are to immediately advise the Director of any ‘action’ required of staff arising from the minutes of a meeting and are not to proceed with such action(s) unless the Director first gives their authorisation to proceed.
- 8.2. Once notified, the Director is to ensure that the action(s) required by staff in meeting minutes are commenced within fourteen (14) days of the minutes being available to them. If the action required by the committee is contentious, the matter is to be referred to the CEO.
- 8.3. The committee’s support staff are to ensure that all recommendations listed in the committee’s minutes are referred to Council (as a written report) within twenty- eight (28) days of the committee meeting for Council consideration.

- 8.4.** A copy of the draft Committee Minutes (which remain subject to later confirmation at the next Committee meeting) is to be provided to the Mayor; and each Councillor, and to the CEO and Directors. Such distribution to be via digital channels rather than hardcopy within ten (10) days of the meeting. Unconfirmed and confirmed minutes are to be recorded in accordance with the City's information management practices.

9. Roles of Elected Members & Officers Appointed to Committees, Management Boards & Regional Councils

9.1. Advisory Committees Appointed by the Council

9.1.1 Role of a Committee Member

- Attend meeting and act in accordance with *Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members*.
- Consider only those matters that are within the committee's adopted *Terms of Reference*.
- Report to Council on the activities of the committee (if requested to do so by the Council).
- Disclose financial (or other) "interests" at meetings as stipulated under the *Local Government Act 1995* and Meeting Procedures Local Law 2011 and these are to be recorded in the minutes.

9.1.2 Roles of a Presiding Member

(Essentially the same as the role for a Committee Member, except for the following points).

- Determine meeting dates together with the support staff.
- Preside at meetings of the committee, ensuring the debate and meeting procedures comply with the Meeting Procedures Local Law 2011 as amended.
- Check and sign-off meeting minutes.
- Liaise with the support staff.

9.1.3 Role of the Support staff

- Convene meetings of the committee.
- Prepare meeting agendas, record minutes of meetings and ensure minutes are recorded in accordance with the City's records management practices.
- Refer recommendations of the committee for inclusion in a council meeting agenda to obtain a formal council decision on the issue.
- Expend budgeted funds (if authorised to do so).

9.1.4 Role of the Council of the City of Greater Geraldton

- Appoint members to the committee during its term of operation as and when required.
- Make formal decisions on reports and recommendations received from the committee.
- Conduct an annual review of the committee's Terms of Reference [and Delegation(s) of Authority if applicable] to determine whether they are relevant and whether the committee is still required.

9.2 Committees Appointed (And Reporting To) External Bodies

9.2.1 Role of Elected Members Appointed to External Groups as Representatives of the City of Greater Geraldton

- Attend meetings or advise the proxy to attend in the elected member's absence (if a proxy has been designated).
- Provide the committee/group with guidance on City policies and activities.
- Liaise regularly with coordinators of the committee/group so as to be fully informed of its current activities, aims and objectives.
- Liaise regularly with the nominated support staff at the City of Greater Geraldton.
- Report to elected members at Council Meetings on the activities of the committee/group if requested.

9.3 Role of Support staff

- Act as a point between the coordinator of the committee/group and any CGG elected members who are members of the committee/group.
- Attend meetings of the committee/group (only if invited to do so).
- Liaise regularly with coordinators of the committee/group so as to be fully informed of its current activities, aims and objectives.
- Where the committee/group receives Council funding, oversee expenditure of budget funds and ensure Council's financial reporting requirements are met.
- Assist members of the public with queries relating to the activities of the committee/group.

9.4 Management Boards (Appointed By Legal Agreement) & Regional Councils

9.4.1 Role of Elected Members Appointed to the Board to Represent the City of Greater Geraldton

- Make every effort to attend meetings and lodge a formal apology for those meetings that cannot be attended.
- Represent the City's interests on the Board and provide guidance to the Board on Council activities when requested.
- Comply with the aims, objectives and rules set out in the Board's Constitution.
- Liaise regularly with the Board Chair/Secretary so as to be fully informed of its current activities.
- Report to Council at council meetings on the activities of the Board if requested.

9.4.2 Role of the Support Staff

- Act as a point of contact between the Chair/Secretary of the Board and any CGG elected members that have been appointed to the Board to represent the interests of the City of Greater Geraldton.
- Attend meetings of the Board (if necessary).
- Liaise regularly with the Chair/Secretary of the Board so as to be fully informed of its current activities, aims and objectives.

- If membership of the Board or its Rules or Constitution are subject to endorsement by Council, report to Council on any amendments required.
- Submit all financial and annual reports produced by the Board for noting by elected members at Council meetings.
(And where the Board receives Council funding)
- Make application for appropriate funding on the annual budget each year on behalf of the Board.

10. Disbanding a Committee

10.1. Council may determine at any time that a committee is no longer required and is to be disbanded.

10.2. A record is to be kept of disbanded committees.

11. Dissolving of Council Committees

11.1. After the Local Government Elections, which occur every two years, (October) all Council Committees are to be dissolved.

11.2. Representation on External Committees may remain unless there is a change in Elected Member. New appointments will require a Council Resolution.

11.3. The Support Staff is to advise external committees where there is a change to representation.

11.4. No meetings are to be scheduled or held while Council Committees are dissolved.

11.5. At the November Ordinary Meeting of Council after an Election, Elected Members are to be appointed to committees by Council Resolution.

11.6. Individuals are to be appointed by Council resolution after Committees are re-established (Ref 3.3).

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for administering this Policy.

WORKPLACE INFORMATION

Local Government Act 1995.

Local Government (Administration) Regulations 1996. Local Government (Rules of Conduct) Regulations 2007.

City of Greater Geraldton Meeting Procedures Local Law 2011 as amended.

Council Policy CP4.2 Code of Conduct for Elected Members and Committee Members.

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Office of the CEO	Chief Executive Officer	Biennial	2020
Version	Decision Reference	Synopsis	
2	CEO054 – 23 October 2018	Policy Review	

City of Greater Geraldton

4.5 ASSET MANAGEMENT

SUSTAINABILITY THEME

Governance

OBJECTIVES

To set out a broad framework to ensure a co-ordinated corporate approach to asset management within the organisation and to provide clear direction in the provision and management of all City of Greater Geraldton assets that ensures sustainable outcomes and agreed levels of service, for present and future stakeholders.

POLICY STATEMENT

This policy applies to Council, Councillors, Executive Management, Staff, Committees of Management and the Community involved in the operations, maintenance, refurbishment, renewal, upgrading and development of Council's existing and new infrastructure assets.

This policy applies to all of the City's infrastructure assets which include physical features with City Road and Park / Recreational Reserves such as roads, drainage, buildings, parks, pathways and play grounds.

POLICY DETAILS

1. The City will undertake to provide the agreed level of service of the assets and services it is responsible for, in a whole-of-life and economically sustainable manner. Budgeting priority will be given to the maintenance and renewal of existing assets and services, and adequate resources will be provided to manage these assets in a cost effective and timely manner.
2. The City will follow the following key principles of asset management:
 - 2.1. Prior to consideration of any major works for renewal or improvement to an asset, undertake a critical review of the need of that asset;
 - 2.2. Will consider the "whole of life" cost for all new assets and for any major renewal or improvements and incorporate into the City's long terms financial plan;
 - 2.3. Undertake to develop industry standard asset management plans that are financially sustainable;
 - 2.4. Involve and consult with the community and key stakeholders on determining levels of service and asset service standards;
 - 2.5. Manage its assets utilising a corporate team approach using a multi discipline cross- functional Asset Management Working Group (AMWG);
 - 2.6. Ensure asset information is accurate and up to date allowing for appropriate asset planning, both in the short and long term, and for informed decision making to occur;
 - 2.7. Allocate appropriate resources to ensure asset management practices can be undertaken and the timely maintenance and renewal and or upgrade of those assets so that "life cycle" costs are optimised (existing and new assets);
 - 2.8. Continually seek opportunities for multiple use of assets;
 - 2.9. Undertake annual audits to determine compliance with the documented processes; and

- 2.10.** Implementation of asset management as an organisational philosophy will occur through the Asset Management Practices Improvement Strategy.

KEY TERM DEFINITIONS

Asset means a physical component of a facility which has value enables services to be provided and has an economic life of greater than twelve (12) months.

ROLES AND RESPONSIBILITIES

The Director of Community Infrastructure through the Asset Management Team is responsible for implementing this policy.

WORKPLACE INFORMATION

Annual Budget allocations

Forward City Financial Plan

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Infrastructure Services		Manager Maintenance Operations	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	CP004 EXISTING POLICY transferred to new template		

4.6 INTEGRATED STRATEGIC PLANNING FRAMEWORK

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to outline the City's obligation to the Local Government Act in maintaining integrated strategic planning processes and to provide a framework in which these processes will operate.

This policy and associated framework will enable the City of Greater Geraldton to plan for the future to ensure that community aspirations are linked with the Council's long term strategy.

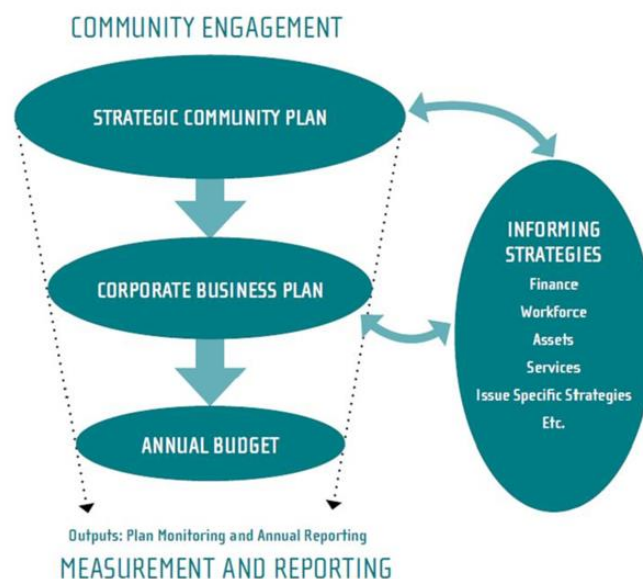
POLICY STATEMENT

This Policy applies to the whole of organisation.

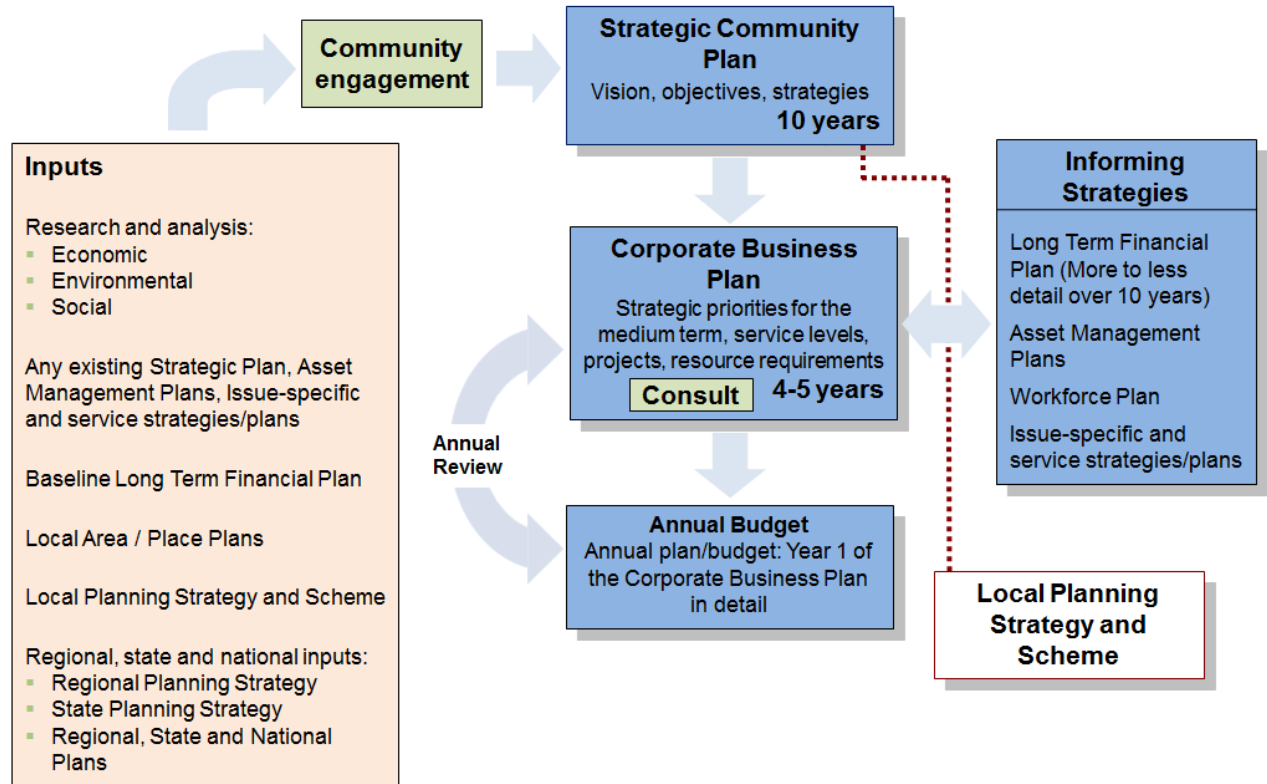
POLICY DETAILS

1. The City of Greater Geraldton is committed to undergoing an integrated strategic planning process in accordance with Local Government Regulations S5.56(2):
 - 1.1. That local governments develop a Strategic Community Plan that links community aspirations with the Council's long term strategy.
 - 1.2. That the local government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.

WA Framework for Integrated Planning and Reporting



2. The planning process will be flexible, adaptable, self-managing and entrepreneurial. The plan will design for and will change according to the unique economic and social conditions of the local and regional area.
3. The planning process will include internal assessments, audits, and external reports commissioned by the City, government, regional and community inputs.



4. Plans to be developed will be:

4.1. Strategic Community Plan

- Minimum 10-year timeframe
- States community and local government aspirations, vision and objectives
- Developed with community engagement
- Has regard to current and future resource capacity, demographic trends and strategic performance measurement
- Minor review by Council every 2 years
- Major review by Council with renewed visioning every 4 years
- Adopted or modified through an absolute majority of Council

4.2. Corporate Business Plan

- 4-year plan
- Identifies and prioritises the principal strategies and activities Council will undertake over 4 years in response to the aspirations and objectives stated in the Strategic Community Plan
- Includes the services, operations and projects, and the method for delivering these and the associated costs

- References informing strategies including asset management plan, workforce plan and long term financial plan
- Reviewed annually by Council
- Adopted or modified by absolute majority of Council

KEY TERM DEFINITIONS

Corporate Business Plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56.

Strategic Community Plan means a plan made under regulation 19C that, together with a corporate business plan, forms a plan for the future of a district made in accordance with section 5.56.

ROLES AND RESPONSIBILITIES

Elected members, CEO and senior staff have the responsibility to implement this policy.

WORKPLACE INFORMATION

Local Government Act 1995

Department of Local Government Integrated Planning and Reporting Standard

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2021
Version	Decision Reference	Synopsis		
2.	CCS433 – 27 August 2019	Policy Review		

City of Greater Geraldton

4.7 RISK MANAGEMENT

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this Policy is to state the City of Greater Geraldton's commitment to managing risk to its ongoing operations.

POLICY STATEMENT

This Policy applies to all City of Greater Geraldton operations.

POLICY DETAILS

1. The City recognises that risk is inherent in all of its operations and that effective management of risk is necessary in order to protect its people, assets, liabilities and community against potential losses and negative consequences.
2. The City will maintain the City of Greater Geraldton Risk Management Framework consistent with the guidelines and principles of risk management as set out in the Australian Risk Management Standard AS/NZS ISO31000.
3. The City will utilise the City of Greater Geraldton Risk Management Framework which details the process that the City will follow when undertaking risk management within the organisation.
4. The City will communicate with the Community about the City's approach to managing risk.
5. The City will integrate risk management into its corporate culture and its everyday business operations at the strategic, project, operational and emergency risk levels.
6. The City will develop and implement a Strategic and Operational Risk Management Plans to ensure the ongoing management of City risk exposures.

KEY TERM DEFINITION

Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, and analysing, evaluating, treating, monitoring and communicating risk.

ROLES AND RESPONSIBILITIES

The CEO is responsible for the implementation of this Policy.

The City of Greater Geraldton Risk Management Framework outlines in detail all roles and responsibilities associated with managing risk within the City.

WORKPLACE INFORMATION

City of Greater Geraldton Risk Management Framework
Department of Local Government & Communities Risk Management Resources
AS/NZS 31000:2009 Risk Management – Principles and Guidelines

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS378 – 27 November 2018	Policy Review		

City of Greater Geraldton

4.8 LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES

SUSTAINABILITY THEME

Governance

OBJECTIVES

To provide a framework and guidelines to assist the Council in determining when the City should provide financial assistance to Council members and employees for legal representation.

POLICY STATEMENT

Under the *Local Government Act 1995*, the City of Greater Geraldton is empowered to protect the interests of individual Council members and employees (including past members and former employees) where they become involved in legal proceedings because of their official functions.

In each case it will be necessary to determine whether assistance with legal costs is justified for the good government of the City.

This policy provides criteria & circumstances for assessing the appropriateness of expending City funds on the legal representation of Council members and employees.

POLICY DETAILS

1. Payment Criteria

There are four major criteria for determining whether the City will pay legal representation costs of a Council member or employee. These are –

- 1.1. the legal representation costs must relate to a matter that arises from the performance by the Council member or employee, of his or her functions;
- 1.2. the legal representation costs must be in respect of legal proceedings that have been, or may be, commenced;
- 1.3. in performing his or her functions, to which the legal representation relates, the Council member or employee, must have acted in good faith, and consistently with the City's Codes of Conduct, *Local Government (Rules of Conduct) Regulations 2007* (Council members), and other written laws;
- 1.4. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of Legal Representation Costs that may be Approved

- 2.1. If the criteria in clause 1 of this policy are satisfied, the City may approve the payment of legal representation costs –
 - 2.1.1. where proceedings are brought against a Council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council member or employee;
 - 2.1.2. to enable proceedings to be commenced and/or maintained by a Council member or employee to permit him or her to carry out his or her functions – for example, where a Council member or employee seeks to take action to obtain

a restraining order against a person using threatening behavior to the Council member or employee;

2.1.3. where exceptional circumstances are involved such that the Council member or employee is unable to continue to fulfill the functions of his or her office by reason of a loss of confidence in the individual – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council members or employees; or

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

3. Application for Payment

3.1. A Council member or employee who seeks assistance under this policy is to make an application(s), in writing, to the CEO (unless the CEO is the applicant, in which case the application is to be made to the Director Corporate and Commercial Services).

3.2. A written application for payment of legal representation costs is to give details of –

3.2.1. the matter for which legal representation is sought;

3.2.2. how that matter relates to the functions of the Council member or employee making the application;

3.2.3. the lawyer (or law firm) who is to be asked to provide the legal representation;

3.2.4. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);

3.2.5. an estimated cost of the legal representation; and

3.2.6. why it is in the interests of the City for payment to be made.

3.3. The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4. As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

3.5. The application is to be accompanied by a signed written statement by the applicant that he or she –

3.5.1. has read, and understands, the terms of this policy;

3.5.2. acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and

3.5.3. undertakes to repay to the City any legal representation costs in accordance with the provisions of clause 5.7 and 7 as may be required by the terms of this policy.

3.6. In relation to clause 3.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

3.7. When an application is received in accordance with this policy a report is to be prepared by the CEO (or, where the CEO is the applicant, the Director Corporate and Commercial Services).

4. Legal Representation Costs – Limit

- 4.1.** Unless otherwise determined by absolute majority of Council, payment of legal representation costs in respect of a single application is not to exceed \$10,000.
- 4.2.** A Council member or employee may make one or more additional applications to the Council in respect of the same matter. Such further application must be supported by a comprehensive explanation in respect to the increase and a letter confirming the details from the approved lawyer.

5. Council's Powers

- 5.1.** The Council may –
 - refuse;
 - grant; or
 - grant subject to conditions,an application for payment of legal representation costs.
- 5.2.** Conditions under clause 5.1 may include, but are not restricted to:
 - 5.2.1.** a financial limit; and/or
 - 5.2.2.** a requirement to enter into a formal agreement with the City, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3.** In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the City's Council members 'or employees' insurance policy or its equivalent.
- 5.4.** The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5.** The Council may, subject to clause 5.6, determine that a Council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
 - 5.5.1.** not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - 5.5.2.** given false or misleading information in respect of the application.
- 5.6.** A determination under clause 5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7.** Where the Council makes a determination under clause 5.5, and gives the Council member or employee written notification of the determination:
 - 5.7.1.** no further payments of legal representation costs are to be made;
 - 5.7.2.** the legal representation costs paid by the City are immediately repayable by the Council member or employee in accordance with clause 7.
- 5.8.** Where the Council resolves to vary an approval under clause 5.4 , but no determination has been made under clause 5.5
 - 5.8.1.** the Council member or employee is to be notified in writing as soon as possible of the decision; and
 - 5.8.2.** subject to clauses 5.7 and 7 , the Council member or employee is not required to bear the cost of or to refund , any legal representation costs incurred prior to notification as long as those costs were incurred in accordance with the prior approval.

- 5.9. Nothing in clause 5.8 prevents a later determination being made under clause 5.5 that required repayment under clause 5.7 or clause 7.

6. Delegation to Chief Executive Officer

- 6.1. In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under clause 5.1 and 5.2, to a maximum of \$10,000 in respect of each application.
- 6.2. Where the CEO is the applicant, the powers in clause 6.1 may be exercised by Director Corporate and Commercial Services.
- 6.3. An application approved by the CEO under clause 6.1., or by the Director Corporate and Commercial Services under clause 6.2., is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 5.4.

7. Repayment of Legal Representation Costs

- 7.1. A Council member or employee whose legal representation costs have been paid by the City is to repay the City –
- 7.1.1. all or part of those costs – in accordance with a determination by the Council under clause 5.7;
 - 7.1.2. as much of those costs as are available to be paid by way of set-off – where the Council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the legal representation costs.
- 7.2. The City may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

KEY TERM DEFINITION

Approved lawyer is to be –

1. a 'local legal practitioner' under the *Legal Profession Act 2008*;
2. from a law firm on the City's panel of legal service providers, if relevant, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. approved in writing by the Council or the CEO under delegated authority.

City – City of Greater Geraldton.

Council member or employee means a current or former commissioner, Council member, non-elected member of a Council committee or employee of the City.

Legal Proceedings may be civil, criminal or investigative.

Legal Representation is the provision of legal services, to or on behalf of a Council member or employee, by an approved lawyer that are in respect of –

1. a matter or matters arising from the performance of the functions of the Council member or employee; and
2. legal proceedings involving the Council member or employee that have been, or may be, commenced.

Legal Representation Costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal Services includes advice, representation or documentation that is provided by an approved lawyer.

Payment by the City of legal representation costs may be either by –

1. a direct payment to the approved lawyer (or the relevant firm); or
2. a reimbursement to the Council member or employee.

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for administering this policy.

WORKPLACE INFORMATION

Local Government Act 1995

Local Government Insurance Services

DLGSC Operational Guideline Number 14 – Legal Representation for Council Members and Employees

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS353 – 25 September 2018	Biennial Review of Policy		

4.9 PROCUREMENT OF GOODS AND SERVICES

SUSTAINABILITY THEME

Governance

OBJECTIVES

The objectives of this Policy are to ensure that all procurement activities:

1. Demonstrate that best value for money is attained for the City;
2. Are compliant with relevant legislation, including the Act and Regulations;
3. Are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the City;
4. Mitigate probity risk, by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers;
5. Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
6. Are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

POLICY STATEMENT

This policy applies to all procurement activities undertaken by the City.

The City of Greater Geraldton (the “City”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “Act”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “Regulations”). Procurement processes and practices to be complied with are defined within this Policy, the City procurement processes and the WALGA Procurement Handbook.

POLICY DETAILS

1. Ethics & Integrity

1.1. Code of Conduct

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

In addition to Employees, City Suppliers have a role to play in ensuring the highest standard of ethics and integrity in procurement activities. This is why all City Suppliers servicing the City shall at all times comply with the City's Code of Business Ethics.

1.2. Purchasing Principles

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

- 1.2.1.** 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;
- 1.2.2.** All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies and Code of Conduct;
- 1.2.3.** Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- 1.2.4.** All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- 1.2.5.** Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- 1.2.6.** Any information provided by a supplier shall be treated as commercial-in confidence and should not be released unless authorised by the supplier or relevant legislation.

2. Value for Money

2.1. Policy

Value for money is determined when the consideration of price, risk, and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the City. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.2. Application

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

- 2.2.1.** All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- 2.2.2.** The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- 2.2.3.** 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);
- 2.2.4.** 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;
- 2.2.5.** The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- 2.2.6.** Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and

- 2.2.7. Providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. Purchasing Requirements

3.1. Legislative/Regulatory Requirements

The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the City.

3.2. Policy

Purchasing that is **\$150,000 or below in total value** (Inc. GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (Inc. GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under sections 3.6 and 3.7 of this Policy is not deemed to be suitable.

3.3. Purchasing Value Definition

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

- 3.3.1. Inclusive of Goods and Services Tax (GST).
- 3.3.2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. If a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
- 3.3.3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4. Purchasing from City Established Contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.

Where the City has an existing contract or panel of prequalified suppliers in place, it must ensure that goods and services required are purchased from the panel to the extent that the scope of the panel allows.

If the goods and/or services are not able to be sourced via an existing City contract or panel then the following apply.

3.5. Purchasing Requirements & Thresholds where no City Established Contract Exists:

- 3.5.1. Purchasers should use the process that produces the best value for money outcome to the City; this may mean that the process chosen exceeds the minimum requirements;
- 3.5.2. Where purchasers are unable to meet the minimum requirements or the best value for money outcome will be achieved by not meeting the

minimum purchasing requirements approval for non-compliance with the policy may be granted by the Director or CEO;

- 3.5.3.** Purchasers should take into account the cost of the procurement process in determining best value for money;
- 3.5.4.** All requests for quote must be issued via the City's eQuotes system;
- 3.5.5.** In extenuating circumstances, a Manager, Director or the CEO may provide written approval for the issuing of a request for quote outside of the City's eQuotes system; however all other requirements of this Policy must be complied with;
- 3.5.6.** Where purchases have taken place as defined in sections 3.5.2, 3.5.5, or 3.7 a file note outlining full details and documented approvals must be recorded;
- 3.5.7.** The table below prescribes the minimum requirements that the City must follow, based on the purchase value;
- 3.5.8.** An exemption applies at all purchase values where the requirements for a tender exemption as detailed in 3.7 are able to be met, details of the exemption are to be included in the purchase requisition.

Purchase Value Threshold	Purchasing Requirement
Up to \$2,500	No Quotations required, direct purchase. Preference to be given to local suppliers registered on WALGA preferred supplier lists. Supplier appointment directed by best value for money principle.
\$2,500 and up to \$5,000	Obtain at least one written quotation from a suitable supplier. Supplier appointment directed by best value for money principle.
Over \$5,000 and up to \$50,000	Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement. Supplier appointment directed by best value for money principle.
Over \$50,000 and up to \$150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of prequalified suppliers, or any other tender-exempt arrangement as listed under section 3.7 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the City's tender procedures. The procurement decision is to be based on predetermined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

3.6. Requests for Quotes

- 3.6.1.** Where a request for quote is required in accordance with this policy, the purchase must adhere to City Procurement Process, templates and guidelines as documented in Promapp.
- 3.6.2.** Where the City has issued a request via eQuotes to all suppliers, and has allowed sufficient time for suppliers to prepare a response with consideration given to the complexity of the request; but insufficient suppliers provide a response, no further responses need be sought by the purchaser. A file note is to be recorded with the procurement documentation that documents that the minimum number of responses was not achieved.
- 3.6.3.** Where a tender exemption applies as defined in 3.7, written approval from a Manager, Director or the CEO (aligned to respective financial authorisations) must be sought to enable direct engagement with a tender exempt supplier.
- 3.6.4.** Where approval to procure goods or services via a tender exempt supplier has been approved, the following is required.
 - 3.6.4.1.** Where possible multiple quotes must be sought from suitable tender exempt suppliers;
 - 3.6.4.2.** When accessing WALGA Preferred Supply Program a minimum of three suppliers must be invited to respond; and
 - 3.6.4.3.** When accessing WALGA Preferred Supply Program the quotes must be sought via eQuotes.

3.7. Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances.

- 3.7.1.** An exemption applies in situations where it is necessary to act immediately to protect people or property;
- 3.7.2.** The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- 3.7.3.** The purchase is from another Local Government;
- 3.7.4.** The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- 3.7.5.** The purchase is acquired from an Australian Disability Enterprise and represents value for money;
- 3.7.6.** The purchase is from a pre-qualified supplier under a Panel established by the City; or
- 3.7.7.** Any of the other exclusions under Regulation 11 of the Regulations apply.

3.8. Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the City may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and

compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the City's tendering procedures must be followed in full.

3.9. Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the CEO or Director is satisfied and can evidence that there is only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed in accordance with delegation levels, prior to a contract being entered into.

From time to time, the City may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.10. Anti-Avoidance

The City shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

This principle applies to all purchase threshold levels.

3.11. Emergency & Urgent Purchases

3.11.1. An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

3.11.2. An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the City in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

3.11.3. In an urgent situation where it is necessary to act immediately to protect people or property an exemption from obtaining quotes applies. The relevant Director and CEO are to be advised as soon as reasonably practical given the circumstances. The requirements in relation to tender thresholds still apply to urgent situations.

3.11.4. It is recommended that where the likely purchase value is significant that appropriate tender exemption suppliers be utilised.

4. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the City's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5. Sustainable Procurement and Corporate Social Responsibility

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

6. Buy Local Policy

As much as practicable, the City shall endeavour to:

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

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Council Policy 4.11 Regional Price Preference.

7. Purchasing from Disability Enterprises

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the City is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

8. Purchasing from Aboriginal Businesses

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

KEY TERM DEFINITIONS

Construction (including works): For the purpose of this policy a work (construction) is defined as the carrying out of any improvement on or over any area of land, lake, river or ocean, and any services related to that activity in the prescribed area.

This includes the construction of buildings, housing and other public infrastructure as well as related services such as architectural, surveying, facilities management and general maintenance.

eQuotes means the electronic procurement application utilised to issue and receive request for quotations.

Goods: includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the City.

Pre-qualified supplier/ Tender Exempt: is a supplier who has through public tender been accepted on a City or WALGA Preferred Supply panel, a State Government Common Use Arrangement (CUA) or a registered Aboriginal or Disability organisation.

Purchasing or Procurement is defined as the entire process by which all classes of resources (including but not necessarily restricted to human, material, plant, equipment, facilities and services) are obtained generally for a local government activity, function or specific project by payment. This can include the functions of planning, design, standards determination, specifications writing, selection of suppliers, financing and other related functions.

Procurement methods can include:

1. Direct Purchase – use existing supply agreements, e.g. Annual contracts, State/Commonwealth Government contracts; WALGA preferred suppliers; from Retail or Wholesale outlets.
2. Oral Quotations.
3. Written Quotations – dated and signed by the Supplier.
4. Direct Negotiation.
5. Lease/Hire Agreements.

6. Public Tender.
7. Petty Cash.

Services or Provision of Services: means any task, consultancy, work or advice to be performed or provided that is procured by the City. Included are services such as management consultancies, outsourcing, maintenance contract/ agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the City. Excluded are payments made directly to employees, superannuation and pension payments, statutory or involuntary payments and grants, subsidies and transfer payments.

ROLES AND RESPONSIBILITIES

It is the responsibility of all City employees undertaking procurement activities to comply with this policy and its supporting systems and procedures. All City employees when undertaking procurement activities are required to observe the highest standards of ethics and integrity and act in an honest and professional manner that supports the standing of the City of Greater Geraldton.

WORKPLACE INFORMATION

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 – Divisions 1 and 2

Council Policy 4.11 Regional Price Preference

Council Policy 4.10 Procurement via Panels of Prequalified Suppliers

Operational Policy OP023 Petty Cash

Procurement Processes & Guidelines as published in Promapp WALGA

Procurement Handbook

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS365– 23 October 2018	Policy Review		

City of Greater Geraldton

4.10 PROCUREMENT VIA PANELS OF PREQUALIFIED SUPPLIERS

SUSTAINABILITY THEME

Governance

OBJECTIVES

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-Qualified Suppliers ("Panel") may be created where most of the following factors apply:

1. The City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
2. There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
3. The purchasing activity under the intended Panel is assessed as being of a low to medium risk;
4. The Panel will streamline and will improve procurement processes; and
5. The City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

POLICY STATEMENT

This policy applies to all Panels of prequalified suppliers at the City and is binding upon Councillors, City officers, and temporary employees, contractors and consultants while engaged by the City.

This policy should be read in conjunction with the City Procurement Processes and the Procurement Handbook produced by the Western Australian Local Government Association.

POLICY DETAILS

1. Establishing a Panel

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the City.

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

Where a Panel is to be established, the City will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated.

Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the City must state the expected number of suppliers it intends to put on the Panel.

Should a Panellist leave a Panel within 6 months of the public invitation, the City may replace the leaving Panellist with the next most advantageous Panellist. The invitation to join the Panel must be determined following a value for money assessment should the supplier agree to do so, with the intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

2. Distributing Work Amongst Panellist's

To satisfy Regulation 24AD (5) of the Regulations, when establishing a Panel, the detailed information associated with each invitation to apply to join the Panel must prescribe how the City intends to:

- 2.1** Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases;
- 2.2** Acceptance of the quote; and
- 2.3** Distribution of works to Panellist's.

In considering the distribution of work among Panellist's, the detailed information must prescribe how:

- 2.4** Each Panellist will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work.

Contracts under the pre-qualified Panel will be awarded on the basis of value for money in every instance; refer to section 4 below for contract requirements.

3. Purchasing from the Panel

Each quotation process, including the invitation to quote, communications with Panellist's, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes.

4. Contracts with pre-qualified suppliers

The City may enter into a contract for the provision of goods or services under a Panel in accordance with Regulation 24AJ. Such a contract may only be established with the following conditions:

- 4.1** The contract may only be for a maximum of a 12 month terms; and
- 4.2** Is prohibited from having any extension of term provisions.

When establishing a contract in accordance with Regulation 24AJ the initiating invitation must be issued to all Panellist's.

5. Other Procurement Policies

This policy is to be read in conjunction with Policy 4.9 Procurement of Goods & Services, and Policy 4.11 Regional Pricing Preference.

6. Record Keeping

Records of all communications with Panellist's, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- 6.1 The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- 6.2 Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- 6.3 Request for Applications documentation;
- 6.4 Copy of public advertisement inviting applications;
- 6.5 Copies of applications received;
- 6.6 Evaluation documentation, including clarifications sought;
- 6.7 Negotiation documents such as negotiation plans and negotiation logs;
- 6.8 Approval of award documentation;
- 6.9 All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- 6.10 Contract Management Plans which describes how the contract will be managed; and
- 6.11 Copies of framework agreements entered into with pre-qualified suppliers.

The City is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panellist's. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the City.

KEY TERM DEFINITIONS

Construction (including works):

For the purpose of this policy a work (construction) is defined as the carrying out of any improvement on or over any area of land, lake, river or ocean, and any services related to that activity in the prescribed area. This includes the construction of buildings, housing and other public infrastructure as well as related services such as architectural, surveying, facilities management and general maintenance.

eQuotes means the electronic procurement application utilised to issue and receive request for quotations.

Goods: includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the City.

Panel means a Panel of Pre-Qualified Suppliers established under Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*.

Panellist means a Pre-qualified Supplier that is an approved member of a Panel.

Purchasing or Procurement is defined as the entire process by which all classes of resources (including but not necessarily restricted to human, material, plant, equipment,

facilities and services) are obtained generally for a local government activity, function or specific project by payment. This can include the functions of planning, design, standards determination, specifications writing, selection of suppliers, financing and other related functions.

Regional tenderer means a supplier of goods or services in accordance with the following:

1. The tenderer has been operating a business continuously out of premises in the prescribed area for at least 6 months before the time after which further tenders cannot be submitted; or
2. Some or all of the goods or services are to be supplied from regional sources.

Prescribed Area: means within 150 kilometres of the City of Greater Geraldton main office.

Services or Provision of Services: means any task, consultancy, work or advice to be performed or provided that is procured by the City. Included are services such as management consultancies, outsourcing, maintenance contract/ agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the City. Excluded are payments made directly to employees, superannuation and pension payments, statutory or involuntary payments and grants, subsidies and transfer payments.

ROLES AND RESPONSIBILITIES

It is the responsibility of all City employees undertaking procurement activities to comply with this policy and its supporting systems and procedures. All City employees when undertaking procurement activities are required to observe the highest standards of ethics and integrity and act in an honest and professional manner that supports the standing of the City of Greater Geraldton.

WORKPLACE INFORMATION

Local Government Act 1995

Local Government (Function and General) Regulations 1996 – Divisions 1 and 2.

CP 4.9 Procurement of Goods & Services

Council Policy 4.11 Regional Price Preference

Operational Policy 046 Staff Purchasing

Operational Policy 023 Petty Cash

City Procurement Processes

WALGA Procurement Handbook

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS365 – 23 October 2018	Policy Review		

City of Greater Geraldton

4.11 REGIONAL PRICE PREFERENCE

SUSTAINABILITY THEME

Governance

OBJECTIVES

To encourage local economic activity by applying a price preference for Local Suppliers and locally sourced goods and services.

POLICY STATEMENT

This policy applies to nominated procurement activities and is binding upon councillors, officers, temporary employees, and suppliers while engaged by the City of Greater Geraldton.

POLICY DETAILS

A preference is applicable to Local Suppliers. A preference is also applicable to the identified local content of offers from non Local Suppliers.

1. Goods and Services

A 10% price preference, to a maximum of \$50,000, applies to contracts for goods or services.

2. Construction

A 5% price preference, to a maximum of \$50,000, applies to contracts for construction (building).

3. Outsourced Goods and Services

A 10% price preference, to a maximum of \$500,000 (based on \$50,000 per annum to a maximum of ten years), applies to contracts for goods and services (including construction (building) services) where the goods or services were previously undertaken by the City. This preference applies on a once off basis and when the contract is renewed the standard preference applies.

4. Conditions

Where a non Local Supplier seeks a price preference only those goods or services identified in the offer as being sourced from within the Prescribed Area may be included in the discounted calculations that form part of the assessment of a tender or quote when this policy is in operation.

KEY TERM DEFINITIONS

Construction (including works):

For the purpose of this policy a work (construction) is defined as the carrying out of any improvement on or over any area of land, lake, river or ocean, and any services related to that activity in the prescribed area.

This includes the construction of buildings, housing and other public infrastructure as well as related services such as architectural, surveying, facilities management and general maintenance.

Goods: includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the City.

Local Supplier means a supplier of goods or services who has been operating a business continuously out of premises in the Prescribed Area for at least 6 months before the time after which further offers cannot be submitted.

Prescribed Area: means within the boundaries of the City of Greater Geraldton and/or within 150 kilometres of the City of Greater Geraldton's main office.

Services or Provision of Services: means any task, consultancy, work or advice to be performed or provided that is procured by the City. Included are services such as management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the City.

ROLES AND RESPONSIBILITIES

The employees of the City of Greater Geraldton will use a competitive market for their local requirements and encourage the development of suppliers and local industry. Local Suppliers with the capacity to compete should be provided with the opportunity to bid for work with the City of Greater Geraldton.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS365 – 23 October 2018	Policy Review - Minor amendments to clarify policy intent throughout and align directly to the process allowed in the regulations.		

City of Greater Geraldton

4.12 USE OF DRONES WITHIN CITY BOUNDARIES

SUSTAINABILITY THEME

Governance

OBJECTIVES

To enable and facilitate the protection of people and property from injury or loss of quality of life due to drone activities within the City of Greater Geraldton boundaries.

POLICY STATEMENT

The City of Greater Geraldton, as a safety and welfare imperative, will engage with the community to emphasise and facilitate drone operators compliance with CASA regulations when operating within the City of Greater Geraldton boundaries.

POLICY DETAILS

1. CASA is the government agency tasked with aviation regulation, including drone activities. The regulations are promulgated via normal government channels however CASA also broadcasts plain language information in several formats including, but not limited to subscription emails, booklets, websites and public information sessions.
2. The City of Greater Geraldton supports the CASA initiatives and encourages drone pilots to comply with CASA regulations by directing them to relevant CASA websites following internet or website contact.
3. Continue to investigate ways (i.e. changes to local laws) to control drone usage on Council property.
4. Advocate to relevant authorities at an industry level to prevent trespass, nuisance or breaches of privacy as a result of drone activities.

KEY TERM DEFINITION

CASA – Civil Aviation Safety Authority

Drone - also known as UAV (Unmanned Aerial Vehicle)

ROLES AND RESPONSIBILITIES

Prime responsibility for this policy rests with the Director of Corporate and Commercial Services, supported by the following:

- The City will maintain website links to relevant CASA web links and ensure the Customer Service Call Centre information is up to date.
- The City will provide guidance to drone operators and report serious or repetitive potential breaches of regulations to CASA.

WORKPLACE INFORMATION

CASA <https://www.casa.gov.au/>

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Director Corporate and Commercial Services	Biennial	2021
Version	Decision Reference	Synopsis		
1.	CCS434 – 27 August 2019	New Policy		

City of Greater Geraldton

4.13 RECORD KEEPING

SUSTAINABILITY THEME

Governance

OBJECTIVES

To establish a framework for the City of Greater Geraldton to effectively fulfil its obligations and statutory requirements under the State Records Act. Council has an obligation to maintain official records in its custody in good order and condition. This includes the capture, storage, maintenance and disposal of physical records and also records in electronic format.

POLICY STATEMENT

This policy applies to all Council business and relates to both physical and electronic Council records. It applies to all Council staff, Council Members, contractors and consultants acting on behalf of or employed by the Council.

This policy is required for compliance to State Records Commission Standard 2 Recordkeeping Plans - Principle 2 Policies and Procedures – which states that ‘Government organisations ensure that recordkeeping programs are supported by policy and procedure’.

POLICY DETAILS

1. General

- 1.1. City of Greater Geraldton’s recordkeeping system will support good corporate governance and compliance to legislative requirements and best practice standards.
- 1.2. City of Greater Geraldton staff are required to comply with legislative and administrative requirements to create, manage, protect and make accessible records that properly and adequately document the performance of the City’s business functions.
- 1.3. Ownership of any record received or created by an employee of City of Greater Geraldton in the course of their work for the City resides with the City and not the individual.
- 1.4. City Records have installed Keyword for Councils as the structured framework and thesaurus for file creation.
- 1.5. This policy applies regardless of a record’s format or where it was received.

2. Which Records Should Be Captured?

YES – forward to your local government administration	NO – you do not need to be forwarded to your local government
Communications from ratepayers , such as: • complaints & compliments; • correspondence concerning corporate matters; • submissions, petitions & lobbying; • Information for Council's interest relating to local government business activity & functions.	Duplicate copies – of Council meeting agenda, minutes & papers.
Telephone, meetings & other verbal conversations – between an elected member and another party, regarding local government projects or business activities.	Draft documents or working papers – which are already captured at the local government.
Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the local government.	Publications – such as newsletters, circulars and journals.
Presentations and speeches –delivered as part of an elected member's official duties.	Invitations – to community events where an elected member is not representing Council or the local government.
	Telephone, meetings & other verbal conversations which: • convey routine information only; or • do not relate to local government business or functions.
	Electioneering – or party political information.
	Personal records – not related to an elected member's official duties.

3. Sanctions

- 3.1.** State Records Act: Offences - "A government organisation employee who does not keep a government record in accordance with the Record Keeping Plan of the organisation commits an offence". **Penalty \$10,000**

KEY TERM DEFINITIONS

City means the City of Greater Geraldton.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Official Record is a record made or received by the Council / Elected Members in the conduct of its business. An official record may be paper-based and / or electronic. An official record may be held off-site.

Capture involves the management of official records in some form of logical sequence, which may be ensured by any of the following:

- classification and indexing, which allow appropriate linking, grouping, naming, security protection, user permissions and retrieval, disposition and identifying vital records;
- arrangement in a logical structure and sequence, whether a physical file or electronic directory, which facilitates subsequent user and reference;
- registration which provides evidence of the existence of records in a records system; and
- systems which profile or template the actions undertaken in business.

Disposal is the destruction of a record; the carrying out of any process that makes it impossible to reproduce the information in a record; the transferring or delivering ownership or possession of a record; or the selling of a record.

Digitisation means the process of converting records in an analogue format (source record) to a digital format

General Disposal Authority for Local Government – DA 2015-001 is the General Disposal Authority for Local Government Records compiled by State Records Office. It applies to the disposal of all records. This is irrespective of format or media and created/ received by any Local Government Authorities in West Australia. The City of Greater Geraldton uses this method of classification for disposal of records.

General Disposal Authority for Source Records – RD2016002 is the General Disposal Authority for Source Records. It applies to disposal (legal destruction) of physical format (source records) that have been successfully reproduced (digitized). The City of Greater Geraldton uses this method of classification for disposal of source records which have been reproduced.

EDRMS refers to the City's electronic document records management system, currently Records Manager 8

ROLES AND RESPONSIBILITIES

The Manager ICT Services is responsible for implementing this policy.

WORKPLACE INFORMATION

State Records Act 2000

State Records Principles and Standards

Adopted CGG Record Keeping Plan

General Disposal Authority for Local Government – DA 2015-001

General Disposal Authority for Source Records – RD 2016002

Record Keeping Policy and Procedure Manual

Keyword for Councils - A Thesaurus of Local Government Terms

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager ICT Services	Biennial	2019
Version	Decision Reference	Synopsis		
2.	CCS258 – 23 May 2017	Reviewed and updated to coincide with the review of CGG Record Keeping Plan 2017-2022		

City of Greater Geraldton

4.14 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

SUSTAINABILITY THEME

Governance

OBJECTIVES

To establish guidelines for payments to employees in excess of entitlements on resignation or termination.

This policy complies with the requirements of Section 5.50 of the Local Government Act which requires Council to make and publicly advertise a policy that considers the making of payments to employees in addition to their contract or award entitlements.

This policy reflects arrangements for employees prior to and after amalgamation as well as arrangements for new employees.

POLICY STATEMENT

This policy applies to all employees of the City of Greater Geraldton who voluntarily resign, retire or who are made redundant.

POLICY DETAILS

1. The City of Greater Geraldton acknowledges the dedication and contribution by long term employees of the City of Geraldton-Greenough and the Shire of Mullewa
2. Council delegates to the Chief Executive Officer the authority to make payment to employees in addition to contract or award in accordance with this policy.

The payment shall be in the form of a cash payment to approved employees following their resignation from the City under the following criteria:

- 2.1. Has held a minimum period of 5-years continuous employment with the City of Geraldton-Greenough or Shire of Mullewa; and
- 2.2. In the opinion of the Chief Executive Officer, has satisfactory performance during that service.

Payment Guidelines:

Term of Continued Service	City of Geraldton-Greenough Employees commencing pre 1 July 2011
0 - 5 years	NIL
5 years	\$1000
5 + years	\$1000 <u>plus</u> \$200 per year after 5 years

Term of Continued Service	Shire of Mullewa employees commencing pre 1 July 2011
0 - 10 years	Gift at value not greater than \$500
10 + years	Gift at value not greater than \$500 <u>plus</u> \$100 per year after 10 years

NOTE: The above payments do not apply to employees of the City of Greater Geraldton who commenced post 1 July 2011.

NOTE: In the instance where a gift is given, any FBT or tax implications will be recorded on the employees PAYG summary.

3. Functions

The CEO has the sole discretion to determine whether a council function will be held for any employee who resigns, retires or is made redundant

ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this policy.

WORKPLACE INFORMATION

Section 5.5 of the Local Government Act 1995

City of Greater Geraldton's Code of Conduct

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2021
Version	Decision Reference	Synopsis		
2.	CCS435 - 27 August 2019	Scheduled Review		

City of Greater Geraldton

4.15 AFFIXATION OF THE COMMON SEAL

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to establish the circumstances under which the official Council Common Seal may be affixed to documents.

POLICY STATEMENT

This policy applies to all Council documents.

POLICY DETAILS

1. Signatories to the Common Seal

The Mayor and Chief Executive Officer are authorised to affix and sign all documents to be executed under the Common Seal, however, in the absence of the Mayor and/or the Chief Executive Officer, the Deputy Mayor and the Acting Chief Executive Officer are authorised to affix the Common Seal.

2. Register to be kept

Details of all transactions where the Common Seal has been affixed shall be recorded in a register kept by the Chief Executive Officer, with such register to record each date on which the Common Seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the Common Seal was affixed.

3. Document Types to be sealed

Sale of City owned land for which a Council resolution is required expressly stating that the documents be signed and sealed and the transaction finalised;

3.1. Legal Agreements;

3.2. A Town Planning Scheme and any Town Planning Scheme Amendments;

3.3. Documents relating to land matters including lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments.

3.4. Local Laws;

3.5. Services Agreements;

3.6. New funding or Contracts of Agreements between the City and State or Commonwealth Governments for programs to which the City has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the City endorsed program; and

3.7. Any other documents stating that the Common Seal of the City of Greater Geraldton is to be affixed.

ROLES AND RESPONSIBILITIES

The PA to the Chief Executive Officer is responsible for implementing and maintaining this policy.

WORKPLACE INFORMATION

Local Government Act 1995, s 9.49A

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Office of the CEO		PA to the Chief Executive Officer	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CEO53 – 25 September 2018	POLICY REVIEW – ENDORSED		

City of Greater Geraldton

4.16 FRACKING

SUSTAINABILITY THEME

Governance

OBJECTIVES

This policy will guide any decisions or activities by, or on behalf of the City of Greater Geraldton regarding onshore petroleum activities within the City.

POLICY STATEMENT

The City does not support the use of unconventional hydraulic fracturing “fracking” (either coal or shale or other) in any areas contained within its boundaries, or in any place from where its town water is drawn.

POLICY DETAILS

1. In respect to current and future proposals for onshore petroleum or other extractive industries, Council will:
 - 1.1. Effectively consult communities within the City regarding any decisions on onshore petroleum developments and represent the concerns and interests of these communities in decision making on all matters relating to these developments;
 - 1.2. Support and advocate for the rights of communities and residents within the City to clean water, clean air, and enjoyment of land without pollution or nuisance;
 - 1.3. Support and advocate for the existing economic land uses within the City (including pastoral, agricultural and horticultural, fishing and tourism businesses) to continue to operate unhindered by impacts of petroleum or resource extraction industries;
 - 1.4. Ensure that the protection of the health of communities and the protection of groundwater resources is afforded the highest priority in decision making by the City; and
 - 1.5. Work to ensure that any petroleum or mineral resource projects in the City provide benefit to our community, and individuals within the community, where appropriate.

KEY TERM DEFINITION

Hydraulic fracturing, commonly referred to as fracking, is a method used by the oil and gas industry to increase the rate and total amount of oil and gas extracted from reservoirs.

Source: CSIRO Website.

ROLES AND RESPONSIBILITIES

Any proposal for fracking within the City of Greater Geraldton boundaries will be referred to the Council, noting the State Government retains full jurisdiction over mining approvals.

WORKPLACE INFORMATION

In 2017, the WA Government constituted an independent scientific panel under section 25 of the *Environmental Protection Act 1986*, to undertake and report on an inquiry into the effects of the fracking process on the Western Australian environment. The background and issues paper, the final report (*Independent Scientific Panel Inquiry into Hydraulic Fracture Stimulation in Western Australia – Final report to the Western Australian Government – September 2018*) and its Appendices, and associated information papers, are in the public domain and may be accessed online at: www.frackinginquiry.wa.gov.au

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Compliance & Safety	Biennial	December 2021
Version	Decision Reference	Synopsis		
1.	NM11 – 26 November 2019	New Council Policy		

City of Greater Geraldton

4.17 PUBLIC INTEREST DISCLOSURE

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to provide guidelines in relation to the receipt and investigation of Public Interest information made under the Public Interest Disclosure Act 2003 (PID Act).

POLICY STATEMENT

This policy applies to all City employees, contractors, subcontractors, the Mayor and Councillors.

POLICY DETAILS

1. Public Interest Information

The PID Act applies to disclosures of public interest information (defined in s.3).

Public interest information means information that:

- 1.1. Relates to the performance of a public function by a public authority, public officer or public sector contractor; and
- 1.2. Shows or tends to show that a public authority, a public officer, or a public sector contractor is, has been, or proposes to be involved in:
 - 1.2.1. Improper conduct; or
 - 1.2.2. an act or omission that constitutes an offence under a written (State) law; or
 - 1.2.3. substantial unauthorised or irregular use of, or substantial mismanagement of, public resources; or
 - 1.2.4. an act done or omission that involves a substantial and specific risk of:
 - injury to public health; or
 - prejudice to public safety; or
 - harm to the environment; or
 - 1.2.5. A matter of administration that can be investigated under section 14 of the *Parliamentary Commissioner Act 1971 by the Parliamentary Commissioner* (Ombudsman Western Australia).

2. Support for Employees who make public interest disclosures

The City of Greater Geraldton (the City) does not tolerate corrupt or improper conduct. The City is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing. The City strongly supports disclosures being made by employees about corrupt or other improper conduct. The City also strongly support contractors, subcontractors and members of the community making disclosures about corrupt or improper conduct.

The City does not tolerate any of its employees, contractors or subcontractors, taking reprisal against anyone who makes or proposes to make a public interest disclosure.

The City will take all reasonable steps to protect the person who makes such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

ROLES AND RESPONSIBILITIES

3. Chief Executive Officer

The Chief Executive Officer is required to:

- 3.1.** Prepare and publish internal procedures under s.23 (1) (e) of the PID Act which outline how the City will meet its obligations under the Act. The procedures will cover the roles and responsibilities of the Chief Executive Officer, the person designated as the proper authority in accordance with s.23 (1)(a) and s.5(3)(h) referred to as the PID officer, the discloser and the subject of the disclosure. The procedures are to be read in conjunction with the PID Act, *Public Interest Disclosure Regulations 2003*.
- 3.2.** Designate the occupant of a specified position (a PID Officer) to receive public interest disclosures related to the City.
- 3.3.** Provide protection from detrimental action or the threat of detrimental action for any employee of the City who makes a public interest disclosure.
- 3.4.** Ensure that the City complies with the PID Act and the code of conduct and integrity established by the Public Sector Commissioner.
- 3.5.** Provide information to the Public Sector Commissioner on the number of disclosures received, results of any investigations conducted as a result of disclosures and action if any taken as a result of each disclosure.

4. Public Interest Disclosure Office (PID officer)

The PID officer designated by the CEO is required to:

- 4.1.** Provide information to potential disclosers about their rights and responsibilities consistent with the Code of conduct and integrity established under s.20(1);
- 4.2.** Receive and manage public interest disclosure in accordance with the PID Act and create and maintain secure records in relation to disclosures;
- 4.3.** Where appropriate, investigate, or cause an investigation of the matters in the disclosure;
- 4.4.** Provide information to subjects of disclosure about their rights, responsibilities, duties and potential offences, and notify the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure; and
- 4.5.** Complete a PID Register for each disclosure lodged.

5. Discloser

The discloser is to make a disclosure to the City PID officer if the matter relates to the City, when the discloser believes on reasonable grounds that the information in their disclosure is, or may be true. The discloser must;

- 5.1.** Not disclose information subject to legal professional privilege;
- 5.2.** Not knowingly and recklessly make a false or misleading disclosure;
- 5.3.** Maintain confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act; and
- 5.4.** Assist any person investigating the matter to which the disclosure relates by

supplying the person with any information requested.

6. Person about whom the disclosure is made

The person about whom the disclosure is made is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken. The person must:

- 6.1. Maintain confidentiality of the identity of the discloser in accordance with the requirements of the PID Act;
- 6.2. Not take or threaten to take detrimental action (defined in section 3 of the PID Act) against a person because they have made or intend to make a disclosure;
- 6.3. Not incite another person to take detrimental action against a person because they have made or intend to make a disclosure;
- 6.4. Not commit an act of victimisation by taking or threatening to take detrimental action.

7. Investigating Officer

An investigating officer may investigate matters of public interest information on behalf of a proper authority of the City in accordance with the terms of reference given to them and is required to:

- 7.1. Maintain confidentiality of the identity of the discloser and any persons subject to the disclosure;
- 7.2. Make and keep secure, comprehensive records of any investigation undertaken.

8. Designation of Public Interest Disclosure Officer

A person or persons employed in a position within the Department of Corporate and Commercial Services will be designated as a Public Interest Disclosure Officer (PID Officer) of the City.

KEY TERM DEFINITIONS

Public Interest Information means information that tends to show that , in relation to its performance of a public function (either before or after the commencement of the PID Act 2003), a public authority, a public officer, or a public sector contractor is , has been or proposes to be , involved in-

- (a) improper conduct; or
- (b) an act or omission that constitutes an offence under a written law; or
- (c) a substantial unauthorised or irregular use of , or substantial mismanagement of, public resources;
- (d) an act done or omission that involves a substantial and specific risk of –
 - (i) Injury to public health; or
 - (ii) prejudice to public safety; or
 - (iii) harm to the environment or
 - (iv) a matter of administration that can be investigated under section 14 of the Parliamentary Commissioner Act 1971;

Public Officer means a member, officer, or employee of a public authority; or the holder of –

- (i) An office that is established for a public purpose under a written law.

Public Sector Contractor means

- (a) a person who, other than as an employee, contracts with a public authority or the State of Western Australia to supply goods or services to or on behalf of the authority or the State or as directed in accordance with the contract; or

- (b) a person who, other than as an employee, contracts with a public authority or the State of Western Australia to perform a public function; or
- (c) a subcontractor or employee of a person referred to in paragraph (a) or (b) and each person who contracts with another person for the execution of the whole or part of the requirement of a contract referred to in those paragraphs.

Public Interest Disclosure Officer means the designated officer who is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the City of Greater Geraldton.

Public Authority means the City of Greater Geraldton.

ROLES AND RESPONSIBILITIES

The Manager Corporate Services is responsible for implementing and maintaining this policy

WORKPLACE INFORMATION

Public Interest Disclosure Act 2003.

Public Interest Disclosure Regulations 2003.

Public Interest Disclosure (PID); supporting information for Principal Executive Officers. Don't be afraid to speak up. Guide for managers.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS317 – 27 March 2018	Policy Review Endorsed by Council – 27 March 2018.		

City of Greater Geraldton

4.18 LIVE STREAMING OF MEETINGS

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to enhance Council's commitment to engage with its community through the live streaming of its meetings through the internet.

POLICY STATEMENT

This policy applies to all Ordinary Council Meetings, special meetings, agenda briefing forums and electors meetings. This policy does not apply to any part of the meeting which is closed under Section 5.23 of the Local Government Act.

POLICY DETAILS

1. The City is committed to engaging with its community and recognises that providing opportunities for the community to attend council meetings will result in more informed and engaged residents.
2. The City will therefore provide access for the public to attend Council meetings through the live streaming of meetings through the internet.
3. The live streaming will commence at the times that the meetings are due to commence and finish when the presiding member closes or adjourns the meeting for any reason.
4. Meetings closed for consideration of matters under Section 5.23 of the Local Government Act or by resolution of Council will not be streamed.
5. Meetings shall be live streamed in accordance with this policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.
6. Meetings live streamed will be recorded and lodged in the City's information management system and are accessible upon request.
7. No protection will be afforded to Councillors, staff or the public for comments and statements made during the live streaming of meetings which are subsequently challenged in a court of law and determined to be slanderous.

KEY TERM DEFINITIONS

Meetings mean Ordinary Council Meetings, special meetings, agenda briefing forums and electors meetings.

ROLES AND RESPONSIBILITIES

The Manager ICT Services is responsible for implementing this Policy.

WORKPLACE INFORMATION

Local Government Act 1995
Freedom of Information Act 1992
Meeting Procedures Local Law 2011

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager ICT Services	Biennial	1 July 2020
Version	Decision Reference	Synopsis		
2.	CCS342– 24 July 2018	Policy review		

City of Greater Geraldton

4.19 CORPORATE PARTNERSHIPS

SUSTAINABILITY THEME

Governance

OBJECTIVES

The objective of this policy is:

- to form effective partnerships with the corporate/not-for-profit sector and community groups that generates revenue or in-kind support to deliver initiatives that benefit the broader community, the City and corporate/not-for-profit or community group partners; and
- to establish a framework for managing partnerships that is clear, equitable and transparent.

POLICY STATEMENT

The policy applies to the Mayor, all Councillors and all employees of the City of Greater Geraldton.

POLICY DETAILS

In seeking to deliver Council approved initiatives in the most effective and efficient way to the Community, Council will pursue partnership opportunities with businesses, organisations and community groups. All partnerships will be investigated, developed, implemented and managed under the Everlasting City Partnerships program and in accordance with associated policies and processes.

1. Principles

- 1.1. The City will only consider partnerships with organisations that support the values, objectives and vision for the City of Greater Geraldton.
- 1.2. The Everlasting Partnerships program will result in building and strengthen relationships with the corporate/not-for-profit sector and all tiers of our community.
- 1.3. The Everlasting Partnerships program will ensure a transparent, equitable and cohesive approach to all incoming sponsorship arrangements.
- 1.4. The Everlasting Partnerships program aims to reduce the cost of initiatives to our ratepayers.
- 1.5. The Everlasting Partnerships program will ensure community initiatives are delivered in the most cost effective and efficient manner.
- 1.6. All initiatives included in the Everlasting Partnerships program will be relevant to our community and deliver on community needs and aspirations
- 1.7. The City will ensure the successful implementation and management of initiatives.
- 1.8. The Everlasting Partnerships program will ensure the alignment between partners and initiatives to ensure most appropriate allocation of partnership funding.
- 1.9. The Everlasting Partnerships program will be conducted in the spirit of goodwill.
- 1.10. Partnership funding differs from grant funded programs or donations.

2. Council

2.1. Partnership Agreements

All Everlasting Partners will be provided with a formal letter of agreement clearly outlining roles and responsibilities, commitments and benefits. Agreements cannot be altered without the agreement of both the City and the Partner.

2.2. Partnership Categories

In the interests of equity and transparency in all partnership agreements, the following categories are offered. The final mix of what partners receive from the City will be decided in negotiation with them. Internally, each benefit will have a dollar value.

2.3. Benefits

All partners and sponsors are encouraged to discuss their preferred options for recognition based on their organisation's own objectives.

Benefits and recognition include, but are not limited to:

- a) Generic recognition as outlined in attachment 1
- b) Specific recognition as outlined in attachment 1.
- c) Generic benefits as outlined in attachment 1.

Benefits and recognition offered via the program will be reviewed on an as needs basis and changes made to ensure the City can fulfil the terms of its agreements.

2.4. **Gold:** Partners will commit to >\$10,000

Partners will be recognised with a generous benefits and recognition package that recognises and values their investment.

2.5. **Silver:** Partners will commit to \$2,000 - \$9,999

Partners contributions will be recognised with a variety of benefits and recognition that recognises and values their investment.

2.6. **Bronze:** Partners will commit to \$500-\$1,999

Partners contributions will be recognised with a number of benefits and recognition that recognises and values their investment.

2.7. Publications

Two publications will be produced to support the program. A Prospectus, which outlines the program, and an Opportunities Brochure, which will be used in conversations with potential sponsors. High profile programs or events will have their own brochure developed to support conversations with potential sponsors.

2.8. Initiatives

To be eligible, initiatives must be:

- In the City's current Corporate Business Plan;
- In the City's Long Term Financial Plan as approved by Council.
- Identified as meeting a strategic/important community need or aspiration

If an initiative is not included in the City's current Corporate Business Plan and Long Term Financial Plan, approval must be given by the Executive Management Team.

Prospective partners may choose an initiative from the Everlasting Partnership Opportunities Brochure. Should the prospective partner wish to explore other initiative ideas these will be discussed with the City resulting in a mutually beneficial agreement. Recognition and benefits will be negotiated and a formal agreement between the City and its partner will be made.

beneficial agreement. Recognition and benefits will be negotiated and a formal agreement between the City and its partner will be made.

2.9. Fund type

Partners may choose to make their contribution via cash or in-kind. In-kind contributions must have proof of reasonably verifiable quotations.

2.10 Duration

Each partnership agreement will include a timeframe in which the partnership is active. When the agreement expires and a new agreement is not negotiated, all benefits and recognition regarding the partnership will be discontinued.

KEY TERM DEFINITIONS

Initiative means a project, program, service or facility delivered by the City.

In-kind Partnerships means the provision or receipt of goods or services to support or enhance an initiative at a reduced rate or free of charge.

Opportunities Brochure means a list of events, activities, projects or programs that are available for partnership.

Partnerships means relationships created with the purpose of delivering a project, program, service or facility and provides the right to associate the partner's name, products or services with the initiative, in return for negotiated and specific benefits such as cash or in-kind support or promotional opportunities. It involves a negotiated exchange and should result in tangible, material and mutual compensation for the principal parties to the arrangement. Partnerships can take the form of cash and/or in-kind support.

ROLES AND RESPONSIBILITIES

The Councillors, through the endorsement of the Corporate Business Plan and Long Term Financial Plan, will direct the opportunities of the Everlasting Partnerships Opportunities Brochure.

The Director of Corporate and Commercial Services is responsible implementing this policy.

WORKPLACE INFORMATION

Community Strategic Plan
Local Government Act
Annual Budget Framework
Corporate Business Plan
Long Term Financial Plan

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Economic Development	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS367 – 23 OCTOBER 2018	POLICY REVIEW		

Everlasting Partnership Recognition and Benefits Table

Category	BRONZE	SILVER	GOLD
	Values	Values	Values
	\$500-\$1,999	\$2,000-\$9,999	>\$10,000
Announcing The Partnership:			
Social media post announcing partnership	X	X	X
Media Release announcing partnership		X	X
Inclusion in TaGG the City's monthly advertorial			X
Generic Partnership Recognition:			
Listing in Everlasting Partnership page on CGG website	X	X	X
Listing in Everlasting Partnership honours Boards in Civic Centre Foyer		X	X
Logo inclusion in project/event on print promotional materials included in communications strategy (i.e. newspaper ads, flyers/posters, banners, etc...)		X	X
Logo inclusion in project/event on digital promotional materials included in communications strategy (i.e. social media ads, website page, website rotating banner, website events page, etc...)			X
Inclusion of Partner logo and/or mention of Partner in radio or television advertising included in the communications strategy.			X
Logo inclusion on outdoor signage specific to project/event			X
Displaying of Partner banners at activity/event			X
Verbal recognition of Partner at activity/event	X		X
Opportunity to officially open the activity/event			
Live internet streaming of the activity/event mentioning partner			
Premium spot at activity/event for Partner to promote its products/services			X
Specific Partnership Recognition:			
Listing in Everlasting Partnership page on specific event/program website	X	X	X
Social media post announcing partnership on event/program specific social media platform	X	X	X
Media release announcing partnership listed on event/program specific website		X	X
Naming rights to a specific activity/project/program/event			X
Generic Benefits:			
Invitations to VIP/Civic/Mayoral events		X	X
Opportunities to be involved in City events and activities as a volunteer		X	X

City of Greater Geraldton

4.20 JOINT REFORM POLICY

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to protect and maintain the interests and assets of the former Shire of Mullewa and the former City of Geraldton-Greenough for the future of the local communities.

POLICY STATEMENT

This policy applies to the amalgamated entity of the City of Greater Geraldton.

POLICY DETAILS

1. Local Assets and Local Funding

The purpose of this section is to protect and maintain the assets of the former Shire of Mullewa and the former City of Geraldton-Greenough for the future of the local communities.

The City of Geraldton-Greenough and the Shire of Mullewa strongly supported the identification of local assets and local funding reserves owned and generated by local communities for use and benefit in the future for those communities.

The new local government shall work towards the following principles:

- 1.1. All assets will be managed and maintained in accordance to the best practice model of Aus-Spec, or equivalent alternate best practice system, in accordance with agreed service level agreements;
- 1.2. All assets and infrastructure will be budgeted in accordance with WAAMI principles, or equivalent alternate best practice system, through a 5-year budget process;
- 1.3. All existing reserves and restricted funds will be maintained into the future for their current specified purpose and within the originally prescribed geographic boundaries; and
- 1.4. It is understood that the Shire of Mullewa owned houses in their community. If a future council changed the purpose or disposed of these properties, all funds would be placed in a restricted fund or reserve for the purpose of special projects and improvements within the Mullewa ward.

2. Local Identity

The purpose of this section is to maintain local community identity throughout any reform process.

The City of Geraldton-Greenough and the Shire of Mullewa strongly supported the retention of community identity where local governments undergo any structural reform to ensure continued employment and representation is provided to all communities.

The new local government shall work towards the following principles:

- 2.1.** Developing and supporting a community representative group for Mullewa in accordance with the paper prepared by the Reform Steering Committee, June 2009, "Options for community representation and maintaining local identity";
- 2.2.** Reviewing the opportunities for facilitating additional consultative mechanisms within each former local government community;
- 2.3.** Establishing a head office for administration in Geraldton which will be headed by the Chief Executive Officer of the newly created City of Greater Geraldton;
- 2.4.** Maintaining a local administration office at Mullewa which will be headed by a Place Manager;
- 2.5.** Establishing a City depot located in Geraldton which will provide housing for maintenance and construction services; and
- 2.6.** Maintaining a local depot site located in Mullewa.

3. Local Workforce

The purpose of this section is to maintain a local work force that supports the City of Greater Geraldton.

The City of Geraldton-Greenough and the Shire of Mullewa strongly supported the establishment and retention of a local community workforce that will complement services offered by the City of Greater Geraldton.

The joint local governments shall work towards the following principles:

- 3.1.** Where there is a City presence in respect to either offices, depot or other establishment associated with the provision of services, that consideration be provided towards ensuring employment opportunities within those communities are maintained to ensure economic advantage to those communities;
- 3.2.** That a local office shall be maintained at the Mullewa townsite and shall provide the following services:
 - Customer service
 - Rates collection
 - Department of Transport licensing services
 - Dog registrations
 - Submissions for applications, licenses and public notices
 - Outreach library services
 - Community liaison
 - Community development
 - Landcare
 - Ranger services
- 3.3.** Consideration for indigenous services and engagement be developed at Mullewa;
- 3.4.** Maintenance of a depot site at Mullewa which will provide the following functions:
 - Parks and maintenance crew
 - Roads and drainage maintenance crew
 - Road construction crew
 - Technical support capacity

4. Untied Road Funding Arrangements

The City Greater Geraldton shall ensure that the local government road network within each district area is not disadvantaged as a result of structural reform of the City of Geraldton-Greenough and Shire of Mullewa.

The new local government shall work towards the following principles:

- 4.1. Identifying funding levels of road maintenance and road asset renewal for each local government district for the period ending 30 June 2011;
- 4.2. Ensure that the levels of road expenditure related to maintenance and renewal of road infrastructure is maintained to levels no less than what was provided for the period ending 30 June 2011 for each of the former local government areas;
- 4.3. The duration of this arrangement shall be for a minimum period of five (5) years following the date of amalgamation.

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for this policy.

In order to vary these policies Councils in the future must undertake community consultation and seek submissions in accordance with Section 1.7 of the Local Government Act 1995 and variations must be passed by a majority vote.

WORKPLACE INFORMATION

Local Government Act 1995

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	MERGED POLICY – CP017 Local Assets & Local Funding - CP018 Local Identity - CP019 Local Workforce - CP020 United Road Funding Arrangements		

City of Greater Geraldton

4.21 RELATED PARTY DISCLOSURES

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

POLICY STATEMENT

This policy applies to Related Parties of Council and their Related Party Transactions with Council.

POLICY DETAILS

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between Related Parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

1. Identification of Key Management Personnel (KMP)

AASB 124 defines KMP's as *“those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”*.

KMP's for the Council are considered to include:

- Councillors (including the Mayor);
- Chief Executive Officer; and
- The Executive Management Team.

2. Identification of Related Parties

A person or entity is a related party of Council if any of the following apply:

- They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- They are an associate or belong to a joint venture of which Council is part of.
- They and Council are joint ventures of the same third party.
- They are part of a joint venture of a third party and council is an associate of the third party.
- They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
- They are controlled or jointly controlled by *Close members of the family of a person*.
- They are identified as a *close or possibly close member of the family of a person* with significant influence over Council or a *close or possibly close member of the family of a person* who is a KMP of Council.
- They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- Entities related to Council;
- Key Management Personnel (KMP) of Council
- Close family members of KMP;
- Possible close family members of KMP's; and
- Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

3. Review of Related Parties

A review of KMP's and their related parties will be completed every 12 months.

Particular events, such as a change of Councillors, Chief Executive Officer or Senior Executive Officers or a corporate restructure, will also trigger a review of Council's related parties immediately following such an event.

Council management shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

Prior to the commencement of this policy taking effect an initial identification process will be undertaken and recorded.

Council management shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2016. Identification and reporting methods shall consider;

- Transactions occurring via Council's accounting and electronic records management systems;
- Other transactions not passing through Council's electronic accounting / management systems; and
- The identification of the associated terms and conditions of the related party transactions.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Chief Financial Officer, make a determination on the matter.

4. Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; and
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

5. Required Disclosures and Reporting

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- 5.1.** *Disclosure of any related party relationship* - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.
- 5.2.** *KMP Compensation Disclosures* - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in the definitions of this Policy) in total.

6. Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;
- Leases;
- Quotations and/or tenders;
- Commitments;
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party;
- Guarantees given or received
- Loans and Settlements of liabilities
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances
- Grants and subsidy payments made to associated entities of Council
- Non-monetary transactions between Council and associated entities of Council
- Other goods and services provided by Council to associated entities of Council
- Compensation made to key management personnel
- Fees and charges charged to related parties
- Infrastructure contributions and application fees from related parties
- Purchase of materials and services from related parties
- Employee expenses for close family members of key management personnel

Council must disclose all **material** and **significant** Related Party Transactions in its annual financial statements and include the following detail:

- 6.1.** The nature of the related party relationship; and
- 6.2.** Relevant information about the transactions including:
 - 6.2.1.** The amount of the transaction;
 - 6.2.2.** The amount of outstanding balances, including commitments, and

- Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
- Details of any guarantee given or received.

6.2.3. Provision for doubtful debts related to the amount of outstanding balances; and

6.2.4. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

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

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

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

7. Ordinary Citizen Transaction (OCT)

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

Ordinary Citizen Transactions shall include:

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

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

8. Review of Related Party Transactions

A review of all Related Party Transactions will be completed every 12 months.

KEY TERM DEFINITIONS

AASB 124 means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Asset - A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

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

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

Entity can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Incorporated association means an association incorporated under the *Associations Incorporation Act 1957*.

Key management personnel - as defined in Section 1 of this Policy.

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

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

Material (materiality) means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

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

Possible (Possibly) Close members of the family of a person are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- (a) that person's brothers' and sisters';
- (b) aunts', uncles', and cousins' of that person's spouse or domestic partner;
- (c) dependants of those persons' or that person's spouse or domestic partner as stated in (b); and
- (d) that person's or that person's spouse or domestic partners', parents' and grandparents'.

Record means any record of information however recorded and includes- anything on which there is writing, a map, plan, diagram or graph, a drawing, pictorial or graphic work, photograph; or anything from which images, sounds or writings can be reproduced.

Related Party – as defined in Section 2 of this Policy.

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

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

ROLES AND RESPONSIBILITIES

The Chief Financial Officer is responsible for the implementation of this policy.

WORKPLACE INFORMATION

Local Government Act 1995

AASB 124 Related Party Disclosures

AASB 10 Consolidated Financial Statement

AASB 11 Joint Arrangements

AASB 128 Investments in Associates and Joint Ventures

Council Policy 4.2 Code of Conduct for Elected Members and Committee Members

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2021
Version	Decision Reference	Synopsis		
2.	CCS424 - 25 June 2019	Scheduled Policy Review		

4.22 FRAUD CONTROL, WRITE-OFF DEBTS & WAIVE FEES AND CHARGES

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to demonstrate and communicate the Council's commitment to the prevention, deterrence, detection and investigation of all forms of fraud and to establish guidelines for the writing off of debts and waiving of fees and charges.

POLICY STATEMENT

This policy applies to all City employees, contractors, volunteers and elected members.

POLICY DETAILS

1. Fraud Control

As fraud constitutes a significant risk to any organisation, it is appropriate that a culture of ethical conduct be developed to recognise and avoid fraud and to deal appropriately with any cases of fraud.

Fraud can lead to financial loss, bad publicity for the City and loss of public confidence in the way that public money and other resources are being used. It is therefore important that the City has robust systems and procedures in place to ensure that the risk of impropriety is minimised, as far as possible, that there is a process in place to enable fraud to be adequately reported and that where instances of fraud do occur, there is a prompt and effective response to them.

1.1. Fraud

- 1.1.1.** Fraud is defined as “wrongful or criminal deception intended to result in financial or personal gain”. Fraud is a deliberate act by an individual or group of individuals and is therefore always intentional and dishonest.
- 1.1.2.** Internal fraud refers to fraudulent acts undertaken by Councillors and employees. Examples of such fraud would include: falsification of expenses and wages claims, theft of cash and alteration of records to conceal the deficiency, falsification of invoices for payment, failure to account for monies collected, falsification of timesheets and time cards, dealing inappropriately with benefits claims of friends or relatives.
- 1.1.3.** It is also worth noting that there may, in some instances, be potential for those in positions of trust within the City to perpetrate frauds against third parties. The City has the responsibility for the integrity of staff employed in such positions of trust.
- 1.1.4.** External fraud is defined as fraud committed against the City by persons outside of the organisation. Examples include false statements in applications for City programs and applications for grants or false invoices for goods or services.
- 1.1.5.** Fraud and other similar irregularities includes, but is not limited to:
 - Forgery or alteration of cheques, invoices, computer records and other documents;

- Any misappropriation of funds, securities, supplies or any other asset;
- Any irregularity in the handling or reporting of money transactions;
- Misappropriation of furniture, fixtures and equipment;
- Seeking or accepting anything of material value from vendors, consultants or contractors doing business with the City;
- Unauthorised use or misuse of City property, equipment, materials or records;
- Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Council owned software;
- Any claim for reimbursement of expenses that are not made for the exclusive benefit of City;
- The intentional distortion of financial statements or other records by persons internal or external to the organisation which is carried out to conceal the misappropriation of assets or otherwise for gain;
- Providing false or misleading information related to financial interests and disclosure statements;
- Any similar or related irregularity.

1.2. Roles and Responsibilities

1.2.1. Councillors

Councillors have a duty to ensure that City assets are safeguarded from fraud and abuse and to ensure that Council's powers, duties and responsibilities are exercised in an open, fair and proper manner to the highest standards of probity.

These issues need to be borne in mind when considering reports, making decisions and scrutinising Council's activities.

Councillors should endorse and support all policies and measures taken to prevent, deter, detect and resolve instances, or suspected instances, of fraud throughout the City.

1.2.2. Chief Executive Officer

The Chief Executive Officer has primary responsibility for the proper management of the City's resources and the development and implementation of systems and practices to minimise the risk of fraud.

The Chief Executive Officer, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector commission if misconduct is suspected.

1.2.3. Leadership Team (Executive Management Team, Managers and Coordinators/Supervisors)

The Leadership Team is responsible for implementing fraud control initiatives and in particular:

- Provide leadership, guidance, training and support to employees in preventing fraud and corruption;
- Identify high fraud risk areas;

- Participate in fraud and corruption risk assessment reviews which are presented to the Audit Committee to assess and provide assurance that the entity has appropriate processes and systems in place;
- Monitor the continued operation of controls;
- Conducting or coordinating investigations into allegations of fraud;
- Complying with legislation and City policies and practices;
- Ensuring staff understand their responsibilities through adequate communication, supervision, written procedures and job descriptions;
- Responding positively to matters raised and advice given by internal and external audit.

Management need to be vigilant in guarding against fraud, be aware of any circumstances which may indicate that there may be a problem and report any such suspicions to the Directors or Chief Executive Officer for an independent investigation or advice.

In carrying out their responsibilities, all managers (and staff) should be conscious of the fact that they are spending public money collected through rates and taxes. This provides an extra responsibility not only to spend it economically and effectively but also fairly.

1.2.4. Staff

Staff are responsible for acting with honesty and integrity in all council activities and must:

- Not use their position with the Council to gain personal advantage or to confer undue advantage, or disadvantage, on any other person or entity.
- Safeguard Council assets against theft, waste or improper use.
- Understand what behaviour constitutes fraud and / or corruption.
- Familiarise themselves with and adhere to Council's policies and procedures.

Staff have a duty to make management aware of any concerns they have about the conduct of the City's affairs or the use of City assets and resources. Any matters raised by them should be taken seriously and properly investigated. Staff who suspect that fraud has occurred should advise their Line Supervisor, Manager or Director as soon as possible.

The City has prepared Operating Procedures following the introduction of the Public Interest Disclosure Act 2003 which protects "whistleblowers" from unjust recrimination where they have an honest and reasonable suspicion of malpractice and they act on it. The City, in the interests of probity and good local government, encourages staff to raise matters so that they can be properly investigated.

1.2.5. Internal and External Auditors

1.2.5.1. Internal Audit

Internal Audit has an important role in assisting management in the prevention and detection of fraud by:

- Independently reviewing systems, procedures and controls to ensure that there are adequate safeguards to prevent, deter and detect fraud with particular attention being paid to the review of contracts and computer systems where there is potentially a significant risk;

- Through specific audits and testing of systems, identifying areas of concern;
- Responding to requests for advice from managers on controls to put in systems;
- Independently investigating suspected frauds and irregularities and reporting conclusions to the Audit Committee, management and, where necessary, the Police;
- Producing, and advising on the production, of rules, regulations and policies which deter fraud.

1.2.5.2. External Audit

External Auditors certify that the City's accounts represent a true and fair view of the City's financial position. In reaching this conclusion, they must satisfy themselves that controls systems are sound and that measures are being taken to minimise the chances of fraud.

1.3. Induction Process

The elements of fraud and the responsibility of all staff to not participate in and report fraudulent activity will form part of Council's induction process.

1.4. Development of Fraud Control Plan

Council shall examine its exposure to fraud biennially and shall develop a fraud control plan which will be implemented over the following two years.

1.5. Response to Allegations and Concerns

- 1.5.1.** Allegations and concerns about fraudulent or corrupt activity may come from different sources e.g.
- Members of the public, sometimes anonymously
 - Other local authorities
 - Councillors
 - Council managers or staff
 - Internal or external audit reviews
- 1.5.2.** Allegations and concerns about fraudulent activity can be reported to the Chief Executive Officer, Directors, Managers and Line Supervisors and those persons making and/or raising allegations and concerns must be either willing to put this in writing and/or have supported evidence to avoid those persons who maliciously and knowingly create a false allegation.
- 1.5.3.** Wherever these concerns come from they must be treated seriously and confidentiality will be respected as far as possible. A thorough investigation will be made of all concerns but the level of resources applied to this will be dependent on the nature of the concern e.g. sums or resources involved, sensitivity of the area, source of concern, evidence provided or available, risk inherent in that area.
- 1.5.4.** For cases of internal fraud, investigations should be closely managed and documented in accordance with City procedures.
- 1.5.5.** At all times confidentiality must be maintained and information disclosed only to those who need to know it, in order not to prejudice any disciplinary or criminal action.

1.6. Actions to be taken when Fraud is Uncovered or Suspected

- 1.6.1.** Investigations into suspected fraudulent activity will be comprehensive and will be based on the principles of independence, objectivity and the rules of natural justice.
- 1.6.2.** Investigations will be conducted by an appropriately skilled and experienced person who is independent of the area in which the alleged fraudulent conduct occurred.
- 1.6.3.** Where there is sufficient evidence of fraud, or there is strong suspicion but internal investigations are unable to obtain further evidence required, the Police should be involved where it is considered in the "Council or public interest".
- 1.6.4.** Determination of the "Council or public interest" will include factors such as the sums or resources involved, the strength of the evidence obtained or available, the potential cost to the Council of pursuing the matter, the sensitivity of the area concerned. Referral to the Police will be the normal course of action unless there is a strong case not to do so.
- 1.6.5.** Where involvement of the Police is not appropriate, the strongest action possible should be taken. This may involve disciplinary action including dismissal and the recovery of any sums of money or resources misappropriated.
- 1.6.6.** At the conclusion of any fraud investigation, systems and procedures will be reviewed and any remedial actions implemented, whether or not there was sufficient evidence to prove any wrongdoing.
- 1.6.7.** Any remedial actions identified from this process shall be recorded in the City's Risk Register and allocated to the relevant manager through his/her Risk Plan.
- 1.6.8.** Monitoring of remedial actions will be undertaken by the City's Internal Auditors on an annual basis.
- 1.6.9.** A fraud, integrity and conduct register will be maintained by the Manager Corporate Services

1.7. Training

Biennial training will be given to all staff in the principles of fraud, the reporting of fraud and the process involved in investigating suspected fraud.

1.8. Insurance

The City shall maintain a fidelity guarantee insurance policy that provides insurance against the risk of loss arising from internal fraudulent conduct.

2. Writing Off Debts

- 2.1.** Where difficulty is experienced in recovering debts there comes a point where it is inappropriate, overly expensive or uneconomic to pursue further action. These debts should be written off as failure to do so will overstate operating profit and accounts receivable.
- 2.2.** A debt may be written off by the Director Corporate & Commercial Services and/or Chief Financial Officer if the debt is under \$5,000 including GST.
- 2.3.** A debt may be written off by the Chief Executive Officer if the debt is under \$10,000 including GST.
- 2.4.** Any writing off of debts over \$10,000 must be approved by Council.

2.5. A debt may be considered to be written off where:

- The cost of attempting to recover the debt would exceed the debt;
- The debtor is deceased and the amount is uncollectable;
- The debtor has become bankrupt;
- Recommendation of the debt collector that the amount is not collectable;
- The debt is subject to a decision of a legal judgment or court order;
- All reasonable action has been taken to recover the debt; or
- Write-off relates to the clearance of end-of-year small outstanding balances.

2.6. A report for each request to write off a debt must be provided to the Director Corporate & Commercial Services and/or Chief Financial Officer indicating:

- The value of the debt;
- How long it has been outstanding;
- The actions taken to recover the debt; and
- Why further attempts to recover the debt should not be undertaken.

2.7. A record of any amounts written-off under this delegation is required to be kept and made available for external audit purposes.

3. Waive/Grant Concession

Per delegated authority the CEO is authorised to waive or grant a concession on fees and charges per the schedule adopted annually by Council.

Conditions:

The organisation must be:

- Either a community group, an incorporated not-for-profit or educational institution;
- Operate within the City of Greater Geraldton; and
- Services it provides is of benefit to the community.

Exclusions:

- An organisation that has a negotiated partnership or monetary agreement in place with the City, unless it is recognised within an agreement that the City would provide “in kind” support via the provision of facilities and/or equipment in support of an event or activity.
- An organisation that has a negotiated lease or management license with the City;
- Application for a waiver or discount after an event or activity;
- Commercial events or projects;
- Reimbursement for utility charges such as water and electricity; and
- Fees and/or charges associated with bonds levied by the City.

Chief Financial Officer and Manager of Community and Cultural Development have delegated approval from the CEO to approve a waiver of venue and/or equipment hire fees and charges up to a limit of \$2,500 per event or activity. Operational Policy City Resources (OP021) denotes the following:

- Activity based and/or event support annual budget related to “in kind” support per waiving of fees and charges is set at \$35,000 per annum.

- Waiving or granting concessions on fees and charges per adopted schedule that is not event or activity related is set at \$10,000 per annum.

ROLES AND RESPONSIBILITIES

The Chief Financial Officer is responsible for implementing and maintaining this Policy.

WORKPLACE INFORMATION

Statutory Compliance

Local Government Act 1995

Public Interest Disclosure Act 2003 Corruption, Crime and Misconduct Act 2003

Industry Compliance

Australian Standard AS 8001-2008 Fraud and Corruption Control

AS 8003 – 2003 Good Governance Principals

Local Government (Rules of Conduct) Regulations 2007

Organisational Compliance

Codes of Conduct (Employees and Councillors)

Public Interest Disclosure Policy

Risk Management Policy

Related Party Disclosures Policy

Operational Policy – City Resources

Delegated Authority Council to CEO

Delegated Authority CEO to Employees

Strategic Community Plan – 4.5 Good Governance & Leadership

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2020
Version	Decision Reference	Synopsis		
2.	CCS348 28 AUGUST 2018	Policy Review		

City of Greater Geraldton

4.23 ELECTION SIGNS

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to establish controls for electoral signs and public electoral material on local government property, during Federal, State and Local Government ordinary and extraordinary elections of Council.

POLICY STATEMENT

This policy is to be read in conjunction with the City of Greater Geraldton Local Laws, *Local Government and Public Property Local Law 2014*, and *Activities in Thoroughfares and Public Places and Trading Local Law 2011*. This policy precludes the placement of electoral signage or material, on or within local government property.

POLICY DETAILS

1. Signs - General

1.1. *Local Government and Public Property Local Law*, clause 10 :

10. Activities requiring approval

A person shall not on or from any local government property, without having first obtained a written approval from the local government to do so---

(p) erect or display any sign.

1.2. *Activities in Thoroughfares and Public Places and Trading Local Law 2011*, paragraph 3.2:

3.2 Advertising signs and portable direction signs

(1) A person shall not, without a permit—

(a) erect or place an advertising sign on a thoroughfare;

(b) post any bill or paint, place or affix any advertisement on a thoroughfare.

2. Election Signs on Facilities or Land Owned or Controlled by the City

2.1. There is a risk that election signs, or election material, placed on, or in City of Greater Geraldton (the City), local government property, may be interpreted as being endorsed by the City.

2.2. The City considers that the proliferation of election signs during election campaigns may cause an unacceptable level of visual pollution.

2.3. Development and implementation of a formal system for administering election advertising, on City property, would place an additional burden on City resources.

2.4. The City will therefore not approve an application to erect or display election signs, or display electoral material, on, or in City property, including property belonging to, or under the care, control and management of the City, including a thoroughfare.

- 2.5. Electoral signs or electoral material placed on, or in, City property will be removed by the City.
- 2.6. The City will confiscate and retain signs until a payment of \$20 is made to the City, to retrieve the sign.
- 2.7. This provision will not apply to City property that is used as a polling place on the day of an election. A sign may be displayed on City property that is used as a polling place on the day of an election.

KEY TERM DEFINITIONS

Electoral material means any advertisement, handbill, pamphlet, notice, letter or article intended or calculated to affect the result of an election but does not include an advertisement in a newspaper announcing the holding of a meeting.

Sign includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols, anything which presents a visual message, and the surface or structure on which the message is located.

Thoroughfare has the meaning given to it in the Act, but does not include a private thoroughfare which is not under the management or control of the local government.

ROLES AND RESPONSIBILITIES

The Manager Corporate Services is responsible for implementing this policy.

WORKPLACE INFORMATION

Local Government Act 1995

City of Greater Geraldton Local Laws:

- *Local Government and Public Property Local Law 2014.*
- *Activities in Thoroughfares and Public Places and Trading Local Law 2011.*

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2021
Version	Decision Reference	Synopsis		
2.	CCS436 – 27 August 2019	Policy Review		

City of Greater Geraldton

4.24 RISK APPETITE & TOLERANCE

SUSTAINABILITY THEME

Governance

OBJECTIVES

To ensure that the City understands and manages risk within acceptable risk appetite and tolerance levels.

POLICY STATEMENT

The City's risk appetite & tolerance policy provides guidance on the City's willingness to assume, or be exposed to a level of risk in order to achieve its objectives. It is linked to the Corporate Business Plan and the Community Strategic Plan and informs the business planning process.

POLICY DETAILS**1. Establishing Risk Appetite and Tolerance**

- 1.1.** Risk is an inherent part of any organisations business operations. The exposure to and tolerance to risk differs across the City's operations. The City recognises that its level of risk appetite and risk tolerance must be set at a level that encourages entrepreneurship and innovative organisational development. However, the City is also committed to building a sound foundation of quality control systems and a culture that identifies and manages risk associated with the level of risk appetite and tolerances set by the Council.
- 1.2.** The City has defined its risk appetite through the development and endorsement of the City's risk assessment and acceptance criteria. The criteria are included within the risk management framework and procedures and are subject to ongoing review in conjunction with this policy.

2. Risk Appetite Criteria

- 2.1.** As a public authority the City has a natural and in some cases statutory predisposition to a conservative appetite for risk. In particular the City has little or no appetite for risk which will;
 - 2.1.1.** Have a significant negative impact on Council's long-term financial sustainability.
 - 2.1.2.** Result in major breaches of legislative requirements and/or significant successful litigation against the City.
 - 2.1.3.** Compromise the safety and welfare of staff, contractors and/or members of the community.
 - 2.1.4.** Cause significant and irreparable damage to the environment.
 - 2.1.5.** Result in major disruption to the delivery of key City services.
 - 2.1.6.** Result in widespread and sustained damage to the City's reputation.
 - 2.1.7.** Significantly impact on the City's ability to recruit and retain staff.

The City provides a large and diverse range of services to a rapidly growing population. In order to provide these services the City must accept some level of risk.

The City therefore has some appetite for risks that need to be taken in order to;

2.1.8. Improve efficiency, reduce costs and/or generate additional sources of income.

2.1.9. Maintain and where necessary improve levels of service to the community.

The level of risk that is acceptable will be assessed and determined on a case-by-case basis.

3. Risk Tolerance Criteria

- 3.1.** Risk tolerance represents the practical application of the City's risk appetite and is typically aligned to categories of risk such as strategy, financial, service or reputation.
- 3.2.** Risk tolerance is the boundaries or level of risk outside of which the City is not prepared to venture in the pursuit of its long term strategic objectives.
- 3.3.** The City's risk management framework defines the required process that must be followed in establishing the levels of acceptable risks and the levels of authority associated with the risk.

4. Consideration of Complex Risk Exposures

- 4.1.** Where the City is considering undertaking a new function, project or investment that has risk consequences or rewards with far-reaching impacts on the community or City operations, a comprehensive risk assessment must be undertaken in accordance with the Risk Management Framework.
- 4.2.** In the case of specific high risk functions (such as financial investment) the City must establish specific risk management guidelines that details the acceptable level of risk.

KEY TERM DEFINITIONS

Risk Appetite – The amount and type of risk that the City of Greater Geraldton is willing to pursue or retain.

Risk Tolerance – Is defined, as the level of risk the City of Greater Geraldton is willing to accept after risk treatment in order to achieve its specific objectives.

Risk Management – Is the systematic process that involves establishing the context of risk management, identifying risks, analysing risks, treating risk, periodic monitoring and communication.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer (CEO) is responsible for the implementation of this policy, and for the allocation of roles, responsibilities and accountabilities.

The City of Greater Geraldton risk management framework outlines in detail all roles and responsibilities associated with managing risk within the City.

WORKPLACE INFORMATION

CP 4.7 Risk Management

CP 2.1 Investment

City of Greater Geraldton Risk Management Framework
 Department of Local Government & Communities Integrated Planning Guidelines
 AS/NZS 31000:2009 Risk Management – Principles and Guidelines
 Local Government (AUDIT) Regulations 1996 REG 17
 City of Greater Geraldton Corporate Business Plan
 City of Greater Geraldton Strategic Community Plan

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS378 - 27 November 2018	New policy designed to support CP 4.7 Risk Management		

City of Greater Geraldton

4.25 BUSINESS CONTINUITY MANAGEMENT

SUSTAINABILITY THEME

Governance

OBJECTIVES

The Business Continuity Management Policy has been developed in conjunction with the City's Risk Management Framework to assist the City prepare for major disruptive events to its operations.

POLICY STATEMENT

The policy defines the City's approach to business continuity management and the principles by which business continuity plans will be developed and maintained.

POLICY DETAILS

1. Business Continuity Planning

The objective of business continuity management is to minimise the impact of a disruptive event on critical operations and the delivery of services to the community by ensuring that the organisation develops an effective Business Continuity Framework and that relevant Business Continuity Plans are in place. Examples of disruptive events include: natural disasters; fire or flood damage to the City facilities; IT business systems failure; and telecommunications failure.

A key aim of the City's Business Continuity Management Framework is to:

- 1.1. Increase organisational resilience by undertaking specific actions to strengthen the City's adaptive capability for managing sudden and significant change;
- 1.2. Continue to deliver critical business functions and services in a disruptive event or disaster;
- 1.3. Effect recovery with as little down time and negative impact as possible; and
- 1.4. Recognise and act on improvement opportunities inherent in an improved understanding of the City's core business processes and objectives.

The City's Business Continuity Framework is made up of the following:

- 1.5. Business Continuity Management Policy - defines the City's approach to business continuity management and the principles by which business continuity plans will be developed and maintained within the organisation.
- 1.6. Business Continuity Plan - provides the required detail for the coordination and management of the organisation during a significant disruptive event, the process for relevant business continuity plan activation and deactivation, and detail regarding BCP training and exercise requirements to ensure preparedness for disruptive events.
- 1.7. Departmental Business Continuity Sub-Plans - considers the impact of disruptive events on critical operations and documents procedures to allow continuity of services in the event of significant disruption.

2. Approach to Business Continuity Management

Business Continuity Management at the City will align to the AS/NZS 5050:2010 Business Continuity – Managing Disruption-Related Risk Standard, which was developed to assist organisations maintain continuity of their operations through effective management of disruption-related risk. This will equip the organisation with the capacity to:

- 2.1. Stabilise any disruptive effects as soon as possible;
- 2.2. Safeguard the City's assets, including people, property and financial resources;
- 2.3. Continue and/or quickly resume those operations that are most critical to the City's objectives to ensure the delivery of essential services to the community;
- 2.4. Expedite a return to normal operations and recovery; and
- 2.5. Capitalise on any opportunities created by an event.

ROLES AND RESPONSIBILITIES

The Executive Management Team are responsible for overseeing Business Continuity Management across the organisation.

The Corporate Services department is responsible for the coordination of business continuity management including the oversight of appropriate documentation, training, coordinating testing and monitoring of the Business Continuity Management Framework.

Managers are the Departmental Business Continuity Sub-Plans owners whom have responsibility for undertaking business impact analysis and ensuring that all critical functions under their responsibility have Business Continuity Plans established, maintained and reviewed. The Corporate Services team will assist with this process.

Each critical function within a Department will have an appointed Business Continuity Plan owner who has the responsibility for actioning continuity arrangements when a critical function is interrupted. The owner must also ensure that relevant employees are aware of and trained in the actioning of the plan.

WORKPLACE INFORMATION

CP 4.7 Risk Management

City of Greater Geraldton Risk Management Framework

City Business Continuity Plan

AS/NZS 31000:2009 Risk Management – Principles and Guidelines

AS/NZS 5050:2010 Business continuity – Managing disruption-related risk

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Corporate and Commercial Services	Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis	
1.	CCS378 - 27 November 2018	New Policy designed to support CP 4.7 Risk Management	

City of Greater Geraldton

4.26 COMPLIANCE MANAGEMENT

SUSTAINABILITY THEME

Governance

OBJECTIVES

To ensure that the City understands and complies with legislative requirements.

POLICY STATEMENT

A fundamental principle of good public administration is that local governments comply with both the letter and the spirit of the law. With this in mind the City will implement appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the operations of the City.

POLICY DETAILS

1. Compliance Management

- 1.1. The City recognises that legislation has been developed with the intent of ensuring effective and safe operations. To ensure the City fulfils its legislative obligations a structured approach must be implement.
- 1.2. The City will maintain the City of Greater Geraldton Compliance Management Plan consistent with the guidelines and principles as set out in the *AS ISO 19600:2015 : Compliance management systems – Guidelines*.
- 1.3. The City of Greater Geraldton Compliance Management Plan shall detail the following processes and requirements:
 - 1.3.1. Develop and maintain a system for identifying the legislation that applies to the City's activities;
 - 1.3.2. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
 - 1.3.3. Provide training for relevant staff, Councillors, volunteers and other relevant people within the legislative requirements that affect them;
 - 1.3.4. Ensure processes are implemented to identify and remain up to date with new legislation;
 - 1.3.5. The City will integrate compliance management into its corporate culture and its everyday business operations at the strategic, operational, and project level;
 - 1.3.6. Establish a mechanism for reporting non-compliance;
 - 1.3.7. Review accidents, incidents and other situations where there may have been non-compliance; and
 - 1.3.8. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
- 1.4. The Compliance Management Plan is a critical control mechanism that supports the Risk management Framework and the City's strategic and operational management plans.

KEY TERM DEFINITIONS

Compliance or Compliance Management means the application of management systems to ensure the City fulfils its legislative obligations.

ROLES AND RESPONSIBILITIES

The Chief Executive Officer (CEO) is responsible for the implementation of this policy, and for the allocation of roles, responsibilities and accountabilities.

The City of Greater Geraldton Compliance Management Plan outlines in detail all roles and responsibilities associated with managing compliance obligations within the City.

WORKPLACE INFORMATION

City of Greater Geraldton Compliance Management Plan

City of Greater Geraldton Risk Management Framework

AS ISO 19600:2015 : Compliance management systems – Guidelines

Department of Local Government & Communities Integrated Planning Guidelines

Local Government (Audit) Regulations 1996 REG 17

Local Government (Audit) Regulations 1996 REG 14

City of Greater Geraldton Corporate Business Plan

City of Greater Geraldton Strategic Community Plan

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	November 2020
Version	Decision Reference	Synopsis		
1.	CCS378 - 27 November 2018	New policy developed to support the City's compliance management processes.		

City of Greater Geraldton

4.27 ENTRY CONDITIONS LOCAL GOVERNMENT BUILDINGS

SUSTAINABILITY THEME

Community

OBJECTIVES

To provide directions and entry conditions to all persons accessing City of Greater Geraldton local government buildings.

POLICY STATEMENT

In accordance with the City of Greater Geraldton Local Government and Public Property Local Law 2014 the following conditions apply to all persons accessing City buildings. These conditions shall apply to ensure that City staff and all other persons accessing City local government buildings can do so safely and without impediment.

POLICY DETAILS

1. Posted Signage

- 1.1. Persons accessing City local government buildings must comply with all posted signs including but not limited to displayed conditions of entry to a facility.
- 1.2. Persons accessing City local government buildings shall not behave in a manner which causes a nuisance.

2. Electronic Recording

- 2.1. Any person in a City building must not use any type of recording equipment without prior written permission of the City.
- 2.2. Electronic recording is only permitted at public civic ceremonies. Any person undertaking electronic recording at such a ceremony must comply with all posted signage.

3. Failure to Comply with Authorised Directions

- 3.1. Any person found in breach of this policy will be formally advised to desist immediately.
- 3.2. Persons perpetrating serious breaches will receive written notification of this breach.
- 3.3. Where a person fails to do anything required or directed in accordance with this policy and the *City of Greater Geraldton Local Government and Public Property Local Law 2014*, they may be committing an offence, may be subject to prosecution, and penalties may apply. In worst case scenarios were persons have failed to comply with City directions, the City may deny future access to the City buildings.

KEY TERM DEFINITIONS

Local government building means a structure, hall, room, corridor, stairway or annex, and includes all plumbing, electrical installations, fixtures, fittings, furniture and other contents, owned or under the care, control and management of the local government.

Nuisance means -

any activity, thing, condition, circumstance or state of affairs caused or contributed to by a person

which is injurious or dangerous to the health of another person of normal susceptibility, or which has a disturbing effect on the state of reasonable physical, mental or social well-being of another person;

- anything a person does or permits or causes to be done which interferes with or is likely to interfere with the enjoyment or safe use by another person of any public place; or
- anything a person does on public or private land which unreasonably detracts from or interferes with the enjoyment or value of land owned by another person, provided that anything done in accordance with the law or a legal right or which is consistent with the standard of behaviour in the relevant locality shall not be unreasonable for the purpose of Local Government and Public Property Local Law 2014.

Person means any person, company, employer and includes an owner, occupier, licensee and approval holder.

Recording equipment includes, but is not limited to, Cameras – still and video, Phones, Tablets Voice recorders, and any other electronic recording device.

Sign (signage) includes a notice, flag, mark, structure, written notice or device approved by the local government on which may be shown words, numbers, expressions or symbols.

ROLES AND RESPONSIBILITIES

The Manager Corporate Services is responsible for this policy.

WORKPLACE INFORMATION

City of Greater Geraldton Local Government and Public Property Local Law 2014

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2020
Version	Decision Reference	Synopsis		
1.	CCS355 – 25 September 2018	New Council Policy designed to enable the City to in accordance with <i>City of Greater Geraldton Local Government and Public Property Local Law 2014</i> impose entry conditions to City buildings		

City of Greater Geraldton

4.28 MANAGING UNREASONABLE CUSTOMER CONDUCT

SUSTAINABILITY THEME

Governance

OBJECTIVES

To provide principles and guidance as the basis for a fair, equitable and transparent mechanism for dealing with unreasonable conduct by customers that will achieve an effective balance between:

- meeting the genuine needs of customers fairly and equitably;
- providing a safe working environment for staff, volunteers and elected members;
- providing a safe experience for customers of the City; and
- ensuring that City resources are used efficiently, effectively and equitably, to manage the City's responsibilities to discharge its statutory functions and represent the interests of all persons in the District.

POLICY STATEMENT

This policy applies to employees, volunteers, elected members, community members and customers of the City.

POLICY DETAILS

1. The City of Greater Geraldton is committed to being accessible and responsive to all customers who approach the City for assistance, raising legitimate and important concerns, enquiries or requests and to ensuring the equitable allocation of the City's resources across all the enquiries, requests, concerns and complaints received.

The Council and the Administration are also committed to ensuring the health, safety and security of its employees and all visitors to its facilities.

The Council, the City Administration and the City's customers have a shared responsibility to ensure that the City's resources are used efficiently, effectively and equitably to achieve a net public benefit for the community as a whole.

Customer satisfaction is an aspiration and measurable priority for the City of Greater Geraldton. However, at times the expectations or demands of a person may exceed the City's ability to deliver.

Most customers, including most complainants, act reasonably and responsibly in their interactions with the City, even when they are experiencing high levels of distress, frustration or anger about their complaint.

However it is acknowledged that whatever standard of professional and positive customer service the City achieves, there will always be a small percentage of customers whose issues cannot be dealt with to their satisfaction and who choose to engage in unreasonable conduct in their efforts to obtain their desired outcome. They may be aggressive, verbally abusive or threaten harm to elected members, staff or volunteers, bombard staff with unnecessary and excessive phone calls and emails, make inappropriate demands on staff time and City resources and refuse to accept decisions, explanations and recommendations even after exhausting all internal and external review processes.

Although the percentage of customers who behave this way is very small, they consume a disproportionate amount of the City's time and resources, and cause serious stress to staff and witnesses. In these situations the City will take steps to manage conduct causing disruption to the work of the City and excessive diversion of resources, or that puts at risk the health, safety and wellbeing of staff, volunteers, other customers and elected members. Dealing with unreasonable conduct by customers is a recognised source of staff stress in the public sector in Australia and internationally.

However, even when a person's behaviour may be unreasonable, their complaint or concern should be impartially assessed on its merits and if valid, must be handled appropriately and in accordance with the City's adopted Complaint Management Policies and Procedures.

2. POLICY OUTCOMES

2.1. Equity and Fairness

Ensuring all customer complaints and concerns are dealt with equitably and fairly and resources are allocated on the basis of genuine need and merit.

2.2. Efficiency

Improving overall efficiency by having an appropriate process and allocating sufficient time and resources to deal with unreasonable conduct.

2.3. Health and Safety

Complying with work health and safety requirements and duty of care obligations associated with managing the impacts of unreasonable conduct on staff health, safety and security, and implementing measures to mitigate or control those risks.

2.4. Transparency

Publishing clear expectations for interactions between customers and staff, including definitions of unreasonable conduct and the consequences that will be applied when such conduct is encountered.

3. RIGHTS AND RESPONSIBILITIES

3.1. Members of the Community

All members of the community have the right to ask questions about the City and the services it provides, express opinions about the City and the City's services and lodge complaints about the City and the City's services.

However the right of customers to ask questions, express opinions and lodge complaints is not unqualified and the City may, and in some cases is legally obligated to, take action when faced with unreasonable conduct.

3.2. Employees, Volunteers and Elected Members

All members of staff, volunteers and elected members have the right to be treated with respect and courtesy by members of the community.

3.3. The Organisation - City of Greater Geraldton

It is the City's responsibility to:

- eliminate or reduce risks to mental and physical health and safety under Occupational Safety and Health legislation.
- ensure that its resources are allocated efficiently, effectively and equitably.

A fundamental consideration when dealing with unreasonable conduct is to minimise excessive diversion of resources to the personal benefit of individuals at the expense of

other customers of the City's services or to the detriment of the City's capacity to undertake its statutory functions.

The City's responses to unreasonable conduct will be reasonable and proportionate to the nature of the conduct and its impact on the City's staff and resources, and will have due regard to the person's personal circumstances.

If as a last resort a person's access to the City's services must be limited to protect the City's staff and resources, this decision will be made at a senior level and the person will be informed about the limits, the reasons for the decision and the options for review.

4. EXTENT OF POLICY LIMITATIONS

Nothing in this policy limits the capacity and legal requirement of the City to take immediate appropriate action where the unreasonable conduct involves an imminent and readily apparent threat to the mental or physical health or well-being of elected members, employees, volunteers, contractors or other service users or in the case of failure to obey a lawful instruction.

5. IMPLEMENTATION

- 5.1.** The Policy will be implemented through a set of management strategies including operational policies, procedures, staff training and support, public information and reporting mechanisms.
- 5.2.** The operational framework to manage unreasonable conduct will specify a series of responses and consequences proportionate to the severity of the conduct and its impact on the City's operations. In implementing this policy, the City will focus on the conduct rather than the person and separate the management of their conduct from the management of their issue.
- 5.3.** Only a member of the City's Executive Management Team may impose sanctions that manage the impact of unreasonable conduct by changing or restricting the customer's access to services or staff. This decision will be made in accordance with clearly defined policies and procedures, having due regard to the person's personal circumstances, and will be clearly documented. These restrictions will be reviewed at appropriate intervals not exceeding 12 months.

6. REPORTING TO COUNCIL

- 6.1.** Annually, at the first Audit Committee meeting held after the close of the relevant financial year, the Chief Executive Officer (CEO) will report to the committee, in a report intended for review by the Council, the application of the Policy listing the number of customers to whom the Policy has been applied, the nature of the unreasonable conduct, the action taken or limits imposed, the number of reviews undertaken and their outcomes.
- 6.2.** Monthly, through existing communication mechanisms, the CEO will provide information on the application of the policy.

7. REVIEW

- 7.1.** The incidences of unreasonable conduct experienced by the City will be monitored and after 12 months, the CEO will review the effectiveness of the Policy.
- 7.2.** Customers may appeal a decision to change or restrict their access, and the subsequent review must be undertaken by the CEO or a member of the City's Executive Management Team not involved in the original decision. A customer dissatisfied with the outcome of the internal review may seek an external review from the WA Ombudsman or other applicable oversight agency.

KEY TERM DEFINITION

City/s: City of Greater Geraldton

Council: Council of the City of Greater Geraldton

Executive Management Team: Chief Executive Officer, all Directors and Chief Financial Officer.

ROLES AND RESPONSIBILITIES

The Director Corporate and Commercial Services is responsible for implementing this policy.

WORKPLACE INFORMATION

This policy has drawn extensively on guidance relating to dealing with unreasonable conduct that has been published by other government integrity agencies, particularly the Australasian Parliamentary Ombudsman Project on Managing Unreasonable Complainant Conduct that has been led by the NSW Ombudsman's Office since 2006. These strategies have been adopted internationally and have been reinforced in the recently published Victorian *Ombudsman's Good Practice Guide to Dealing with Challenging Behaviour*.

Council Policy 4.28 Entry Conditions Local Government Buildings.

City of Greater Geraldton Local Government and Public Property Local Law 2014.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2021
Version	Decision Reference	Synopsis		
1.	CCS443 – 24 September 2019	New Policy		