

Council Policy Review 2025

March 2025

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Policies to be reviewed

Council Policy	Responsible Business Unit	Last Review Date	CM Reference
CCTV	Community Safety	20 June 2022	E25/444
Communication Protocol	Governance	1 February 2022	E25/369
Community Contributions	Community Activation	19 October 2020	E25/429
Community Funding	Community Activation	21 September 2020	E23/9396
Refreshments and Alcohol	Corporate Performance	18 December 2017	E25/2520
Request to Remove Dangerous Trees	Operations	18 December 2017	E25/542
Reserve Development and Community Volunteers	Operations	18 December 2017	E25/96
Farmland Concessions	Finance	20 November 2023	E24/18596
Excavations within Road Reserves	Operations	18 December 2017	E25/543

All policies have had a minor review and have been updated to ensure currency. Further reviews will be undertaken to identify any significant changes that may be required.

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Acceptable Building / Planning Minor Modifications	Statutory Planning and Compliance	Development Services	Minor administrative changes. Update relevant document titles.	5
Asset Management	Finance	Corporate Services	Definitions added.	8
Bed and Breakfast Accommodation	Statutory Planning and Compliance	Development Services	Rescind. Local Planning Policy 4.5 currently contains all relevant Short Term Rental Accommodation provisions. Bed and Breakfast Land Use definition under Local Planning Scheme No.3 is imminently being amended to reflect new short term rental definitions.	14
Bus Shelters	Engineering Services	Infrastructure Services	Scope updated.	18
Cash Reserves	Finance	Corporate Services	Minor amendments for clarity and removed section on Intergenerational Equity.	20

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CCTV	Community Safety	Community Engagement	Minor formatting changes. Flagged for further review.	27
Serpentine and Jarrahdale Cemeteries	Operations	Operations	Procedural updates. Significant changes will be presented at a later date.	34
Chief Executive Officer Performance Review Cycle	People and Development	Executive Services	Minor amendments to align with new legislative provisions.	36
Child Safety and Wellbeing	Community Activation	Community Engagement	Updated in line with the Reportable Conduct Scheme.	41
Christmas Closure	Communications and Customer Engagement	Community Engagement	Minor administrative changes made. Time of closure changed from 3pm to 12pm.	48
Civic Events and Civic Awards	Community Activation	Community Engagement	No changes.	50

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Commercial Signage on Local Road Reserves	Statutory Planning and Compliance	Development Services	Will be modified to become Local Planning Policy given it deals with matters relating to development	56
Community Contributions	Community Activation	Community Engagement	Minor formatting changes. Flagged for further review.	61
Community Engagement	Communications and Customer Engagement	Community Engagement	Minor formatting changes. Incorporated Community Perception Survey.	73
Community Funding	Community Activation	Community Engagement	Minor formatting changes. Flagged for further review.	77
Community Gardens	Communications and Customer Engagement	Community Engagement	Minor administrative updates.	84
Community Perception Survey	Communications and Customer Engagement	Community Engagement	Rescind. Incorporated into Community Engagement Policy.	87
Community Signage on Shire Reserves and Facilities	Facilities	Operations	Minor formatting changes.	89



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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Complaints Resolution	Communications and Customer Engagement	Community Engagement	Minor administrative changes. Updates to position titles.	94
Consumption of Alcohol in/on Shire Owned Facilities and Reserves	Facilities	Operations	Minor formatting changes.	101
Contract Management	Procurement	Corporate Services	Minor formatting updates. Scheduled for further review.	105
Corporate Purchasing Cards	Procurement	Corporate Services	Amendments to provide for a second card holder for when the primary card holder is on leave. This approach aligns to the Officer of the Auditor General's Performance Audit on Purchasing Cards conducted in June 2024, that suggests card-sharing when the cardholder is out of the office could increase the likelihood of unauthorised or fraudulent purchases. The Shire's process was to ensure purchases were approved by the acting cardholder however, it was subsequently identified in a recent financial audit that an officer in an acting capacity cannot approve purchases as they are not the actual cardholder.	116



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Council Delegates and Representation on External Organisations, Including Community Groups	Governance	Corporate Services	Minor amendments to restructure the policy and reflect legislative changes.	121
Councillor and CEO Attendance at Events	Governance	Corporate Services	Minor administrative updates. Clarified pre-approved events.	127
Councillor Fees and Entitlements	Governance	Corporate Services	Amendment to specify that the Shire President and Elected Members do not receive any discounted rates. This amendment was requested by Elected Members at the PCF discussion on 24 February 2025.	134
Councillor Training and Continuing Professional Development	Governance	Corporate Services	Updated processes for approval. Clarification on CPD approval process, update to align with new and impending legislative amendments and consistency of terms used.	141
Covid-19 Leave	People and Development	Executive Services	Rescind. No longer required - this policy was required during the pandemic to manage the process for COVID-19 leave; however, it is no longer required now that COVID-19 leave is not a mandatory leave category	146

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Crossovers	Engineering Services	Infrastructure Services	Minor formatting changes.	151
Customer Service	Communications and Customer Engagement	Community Engagement	Amendments to remove the Customer Service Charter from the policy, which is available as a separate document on the Shire's website. As the Charter includes statutory building and planning application timelines, having the Charter separate from the Policy provides a more flexible approach to amend following any legislative changes. The Charter is due to be reviewed in 2025.	155
Draft Borrowings	Finance	Corporate Services	Updated the benchmark ratios for borrowings to align with current DLGSC and WA Treasury guidelines, remove restrictions on interest only loans and updated definitions.	167
Elected Member Social Media	Governance	Corporate Services	Minor updates to reflect legislative change.	175
Election Invalidity Complaints	Corporate Performance	Corporate Services	No changes.	179
Election Signage	Governance	Corporate Services	Renamed from Election Signs on Road Reserves and Shire Land. Updated to reflect current legislative framework.	182

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Electronic Meetings	Governance	Corporate Services	No changes.	186
Energy and Water Efficiency	Strategic Planning	Development Services	Rescind. Duplicates State Planning Policy.	192
Excavations within Road Reserves	Operations	Operations	Minor formatting changes. Flagged for further review.	195
Execution of Documents and Use of the Common Seal	Governance	Corporate Services	Minor administrative changes and updates to reflect the new Executive Manager of Operations position.	197
Facility Hire	Facilities	Operations	Minor administrative changes.	206
Farmland Concessions	Finance	Corporate Services	Minor formatting changes. Flagged for further review.	208
Financial Hardship	Finance	Corporate Services	Minor updates to improve clarity.	212
Fireworks	Emergency Services	Community Engagement	Minor wording updates to reflect State government department names.	217



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Flags	Communications and Customer Engagement	Community Engagement	Responsible Officer updated.	224
Footpaths and Dual Use Paths	Engineering Services	Infrastructure Services	Scope and definitions updated.	226
Forums of Council – Policy Concept Forums, Question & Answer Agenda Forums and Workshops	Governance	Corporate Services	Administrative updates for clarity. Updates to reflect change to timing of workshops and legislative change	228
General Compliance and Enforcement	Statutory Planning and Compliance	Development Services	Minor formatting changes.	235
Habitual or Vexatious Complaints	Communications and Customer Engagement	Community Engagement	Minor formatting changes.	244
Health and Safety	People and Development	Executive Services	No changes.	248
Health Services Functions in Relation to the Environmental Protection Act 1986	Health, Building and Community Safety	Development Services	Minor formatting updates.	253

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Honorary Freeman of the Municipality	Governance	Corporate Services	Amendments to clarify the application process and remove the requirement for a special council meeting to consider an application.	256
Investments	Finance	Corporate Services	Minor administrative changes. Reporting process simplified.	263
Lease and License Management	Community Projects and Leasing	Community Engagement	No changes.	269
Legal Representation and Cost Indemnification	Governance	Corporate Services	Administrative updates.	273
Live Streaming and Recording of Council and Committee Meetings	Governance	Corporate Services	No changes.	279
Media	Communications and Customer Engagement	Community Engagement	Amendments to specify the Shire President can authorise, in writing, the Deputy President or Chief Executive Officer to speak on their behalf. The authorisation may include details such as timeframes or specific topic/s or event/s. This amendment was requested by Elected Members at the PCF discussion on 24 February 2025.	283

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Mobile Food Vendors	Health, Building and Community Safety	Development Services	Major changes pending.	286
Naming of Shire Owned, Administered or Managed Reserves, Buildings, Structures and Other Assets	Communications and Customer Engagement	Community Engagement	Minor administrative updates. Renamed from Naming of Shire Owned or Administered Buildings, Structures, and Other Assets.	291
New Lighting as part of New Public Infrastructure	Engineering Services	Infrastructure Services	Minor formatting changes.	300
Panels of Pre-Qualified Suppliers	Procurement	Corporate Services	Minor formatting updates.	302
Payments to Employees in Addition to Contract or Award on Cessation of Employment	People and Development	Executive Services	Minor formatting changes.	306
Proceedings before the State Administrative Tribunal	Statutory Planning and Compliance	Development Services	Updated references from Town Planning Scheme No.2 to Local Planning Scheme No.3.	309
Procurement of Goods or Services Through Public Tendering	Procurement	Corporate Services	Amendments to remove duplication of legislation and make framework improvements identified through recent large tender processes, for example Keirnan Park. The approach to exemptions has also been enhanced to ensure relevant reference to the Shire's Delegation register.	316

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Council Policy	Responsible Business Unit	Directorate	Amendment Summary	Policy Manual Page Number
Procurement of Goods or Services up to \$250,000	Procurement	Corporate Services	Amendments to make minor amendments to the principles and an increase to the procurement thresholds to align with the increase in the tender threshold. The approach to exemptions has also been enhanced to align to current process, including clarifying that CEO approval is required.	347
Project Management	Corporate Performance	Corporate Services	Minor formatting changes.	355
Public Internet Usage and Access to Computers	ICT	Corporate Services	Update Mundijong Public Library to Byford Public Library.	360
Public Question and Public Statement Time – Ordinary Council Meeting	Governance	Corporate Services	Amendments made to specify that the content of statements will not be included in the minutes of the meeting and provide that for an application for a deputation to be presented for approval, it must specify the matter to which the deputation relates and include the wording. This amendment was requested by Elected Members at the PCF discussion on 24 February 2025.	364

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Rates Collection and General Debtors	Finance	Corporate Services	Minor administrative updates. Added definitions, formatting changes.	368
Recognition of Long Serving Employees	People and Development	Executive Services	Minor formatting changes.	375
Refreshments and Alcohol Policy	Corporate Performance	Corporate Services	Minor formatting changes. Flagged for further review.	377
Related Party Disclosures	Finance	Corporate Services	Updated scope. Procedural updates.	383
Request to Remove Dangerous Trees	Operations	Operations	Minor formatting changes. Flagged for further review.	388
Requests for Memorials, Plaques, Monuments and Trees	Community and Organisational Development	Community Engagement	Formatting changes.	390
Reserve Development and Community Volunteers	Operations	Operations	Minor formatting changes. Flagged for further review.	395



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Restricted Access Vehicle Operations within the Shire of Serpentine Jarrahdale	Engineering Services	Infrastructure Services	Minor formatting changes.	398
Risk Management	Governance	Corporate Services	Minor administrative updates.	401
Road Closures for Events	Community Activation	Community Engagement	Rescind. Managed under legislation and local law.	413
Serpentine Jarrahdale Communication Protocol	Governance	Corporate Services	<p>Amendments to reflect recent changes to the Local Government Act 1995 which amended roles and responsibilities for Council, the Shire President, Elected Members and the Chief Executive.</p> <p>A flowchart and summary of the communication triaging methodology has also been included.</p> <p>Amendments have also been made to the Friday Facts newsletter to remove the link to the President's Facebook page and the Examiner, and the Directorate updates.</p>	415



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Shire Trees	Operations	Operations	<p>Renamed from Street Trees.</p> <p>Content of policy has been reordered and reformatted for clarity.</p> <p>Updated reference materials to coincide with current legislation, to ensure information is up to date and accurate.</p> <p>References the new policy standards and guidelines established for Urban and Rural Verges (pending adoption).</p>	430
Significant Accounting Policies	Finance	Corporate Services	To be rescinded. Included and adopted in both the Annual Budget as well as the annual financial report	446
Social Media	Communications and Customer Engagement	Community Engagement	<p>Proposed to rescind. Would be better suited as a Business Operating Procedure as it relates to Shire Officers. There is a separate Policy on use of Social Media for Elected Members</p> <p>Proposed changes presented if decision is not to rescind.</p>	462
Subdivision: Engineering Guidelines	Engineering Services	Infrastructure Services	Minor administrative changes.	470

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Temporary Accommodation	Statutory Planning and Compliance Health, Building and Community Safety	Development Services	Minor updates to align with Caravan Parks and Camping Grounds Amendment Regulations 2024.	472
Temporary Employment or Appointment of Acting Chief Executive Officer	Governance	Corporate Services	Minor administrative updates. Added adoption by absolute majority.	475
The Keeping of Three to Six Dogs	Health, Building and Community Safety	Development Services	Minor updates to reflect current legislation.	477
Trails	Jarrahdale Trails	Community Engagement	Rescind. The Shire has developed the Jarrahdale Trail Town Business Case and the Equine Trails Master Plan that provide comprehensive guidelines. More than 90% of the trails within SJ are under state management	481
Travel and Accommodation	Executive Services	Executive Services	Minor formatting changes.	484
Urban and Rural Verge Policy	Operations	Operations	Minor formatting changes. Update reference from street trees to Shire trees.	488

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Use of Shire Logos and Branding	Communications and Customer Engagement	Community Engagement	Rescind. Addressed in the Shire's Brand Style Guide.	497
Waiving and Refunding of Development Application Fees	Statutory Planning and Compliance	Development Services	Name changed from Waiving and Refunding of Fees	497
Water Supply - Domestic	Health, Building and Community Safety	Development Services	Updated to align with Town Planning Scheme 3.	501
Watkins Road Transfer Station and Recycling Centre – On Demand Waste Collections	Waste and Fleet	Operations	To be rescinded. No longer required.	503
Weed and Pest Management	Operations	Operations	Minor administrative updates. Updated definitions and inclusion of Weed Identification and Management Guidelines information	590

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Next Steps

- **Council Policy Manual to be presented** at Policy Concept Forum on 24 February.
- **Council Policy Manual to be tabled** at 17 March Ordinary Council Meeting to adopt all Council Policies.
- **Remaining Policies** to be sent to Responsible Officers to prepare amendments for review in accordance with the *'Review of Council Policies and Business Operating Procedures'* BOP.

Q&A