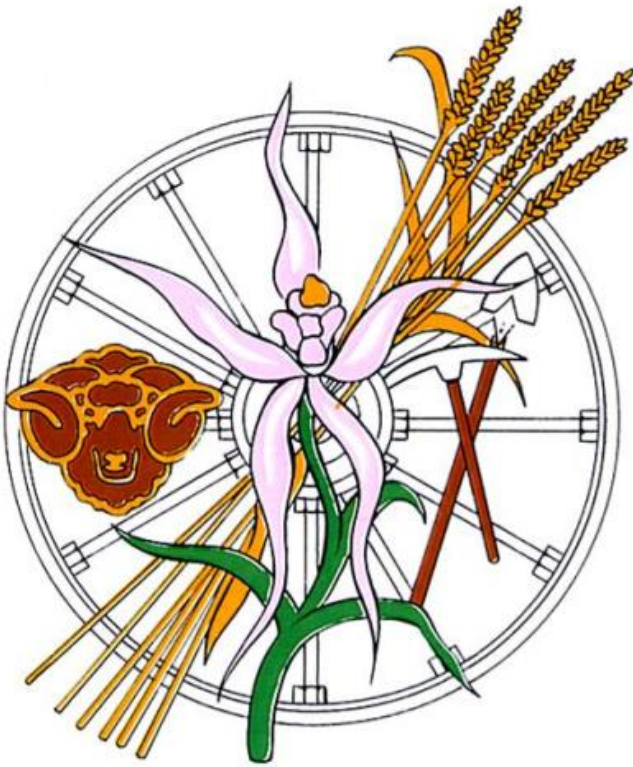


# 15/16

## Policy Manual



Westonia Shire

Last review      June 2015  
Council Res. (08-06/15)

Next review      June 2016

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**1. GENERAL ADMINISTRATION**

<b>POLICY NO</b>	- 1.1
<b>POLICY SUBJECT</b>	- <b>COUNCIL MEETINGS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**1.1 Council Meetings**

A Councilors Forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month not including January, commencing at 3.30pm in the Shire of Westonia Council Chambers

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<b>POLICY NO</b>	- 1.2
<b>POLICY SUBJECT</b>	- <b>ELECTED MEMBERS ENTITLEMENTS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**1.2 Elected Members Entitlements**

The Shire of Westonia will provide equipment and other entitlements to elected members to assist them in the performance of their public office. In doing so, the Shire of Westonia recognises that it may be unreasonable to expect absolute separation of their activities as an elected member from their private, business and public activities. However, any private or business use of equipment is to be incidental to its main purpose of assisting elected members in discharging their public duties.

**Information Technology (IT)**

Council will provide Elected Members with a "top-up" \$180-\$200 download for Councilors iPads in lieu of an IT allowance. All other "top-up" will need at the expense of Elected Members

The provision of an allowance for IT is provisional on elected members maintaining a satisfactory means of email communication.

**Attendance Fees/Travel Expenses**

Elected members attendance fees and travel expenses and the Presidents allowance will be paid on a half yearly basis in arrears.

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<b>POLICY NO</b>	- 1.3
<b>POLICY SUBJECT</b>	- <b>SMOKE FREE POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**1.3 Smoke Free Policy**

The Shire of Westonia recognises that passive smoking is hazardous to health and that non- smokers should be protected from the inhalation of tobacco smoke.

To protect the health of all employees and the public users of Council's facilities, it is Council's Policy that all persons not smoke in any enclosed Council work place, meeting room, public facility or vehicle.

<b>POLICY NO</b>	- 1.4
<b>POLICY SUBJECT</b>	- <b>COMMUNITY ENGAGEMENT POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### **1.4 Community Engagement Policy**

##### **Definitions**

*Community* – those who live, work or recreate in the Shire of Westonia

*Community engagement* – is any process “that involves the public in problem solving or decision-making and uses public input to make decisions”. (IAP2)

Community engagement may refer to a range of interactions of differing levels of engagement between the Shire and the community, including;

- Information sharing processes, to keep the community informed and promotes understanding.
- Consultation processes, to obtain feedback.
- Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.
- Collaborating with community members in each aspect of the decision making process.
- Empowering the community.

The Shire of Westonia is committed to strengthening the Shire through effective community engagement to share information, gather views and opinions, develop options, build consensus and make decisions.

Community engagement assists the Shire of Westonia to provide good governance and strong leadership, delivering better decisions to guide the Shire’s priorities into the future.

This policy does not negate the requirement of the Shire to comply with statutory obligations. The following principles apply to community engagement undertaken by the Shire of Westonia;

<b>Focus and commitment</b>	<ol style="list-style-type: none"> <li>1. The purpose of each community engagement will be clearly scoped to determine how the engagement will add value to the Shire’s decision-making process.</li> <li>2. Each community engagement will be planned to clarify the level of influence the participants will have over the decision they are being invited to comment on or participate in. The person or bode who is responsible for the final decision will be notified.</li> <li>3. The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.</li> </ol>
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<b>Transparency and openness</b>	<p>4. All community engagement processes will be open and transparent.</p> <p>5. Comment will be documented and analysed.</p> <p>6. The Shire will seek to understand the concerns and interests of all stakeholders and provide opportunities for participants to appreciate each other's perspectives.</p>
<b>Responsiveness and feedback</b>	<p>7. The Shire will advise participants of progress on issues of concern and provide feedback in a timely manner on the decision made and the rationale for the decision will be communicated where necessary.</p> <p>8. The best interest of the community will prevail over the individual or vested interests.</p>
<b>Inclusiveness, accessibility and diversity</b>	<p>9. Persons or organisations affected by or who have an interest in a decision will have an opportunity to participate in the community engagement process.</p> <p>10. Community engagement process will be open to all those who wish to participate.</p>
<b>Accountability</b>	<p>11. The Shire will seek community engagement to enhance its decision-making, however, where the Shire is responsible and accountable for a given matter, it will accept its responsibility to make the final decision and provide leadership.</p>
<b>Information</b>	<p>12. Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.</p>
<b>Timing</b>	<p>13. Community engagement will be undertaken early enough in the process to ensure that participants have enough time to consider the matter at hand and provide meaningful feedback.</p> <p>14. All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.</p>
<b>Resources</b>	<p>15. The Shire will allocate sufficient financial, human and technical resources to support community engagement.</p>
<b>Evaluation</b>	<p>16. The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.</p>

## 2. Administration Staff

<b>POLICY NO</b>	-	<b>2.1</b>
<b>POLICY SUBJECT</b>	-	<b>EMPLOYEE REMOVAL EXPENSES</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### 2.1 Employee Removal Expenses

Council will reimburse reasonable costs for removal expense incurred by newly appointed staff.

<b>POLICY NO</b>	-	<b>2.2</b>
<b>POLICY SUBJECT</b>	-	<b>STAFF TRAINING AND DEVELOPMENT</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### 2.2 Staff Training and Development

The Shire of Westonia recognises the need for attention to and investment in staff training and development and authorises the allocation in each year's draft budget an adequate amount of funds towards staff training and development.

The Chief Executive Officer is responsible for the management of funds allocated for staff training and development and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to Council.

<b>POLICY NO</b>	-	<b>2.3</b>
<b>POLICY SUBJECT</b>	-	<b>SEXUAL HARASSMENT POLICY</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### 2.3 Sexual Harassment Policy

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from sexual harassment and the Council is committed to providing such an environment.

Council considers sexual harassment to be an unacceptable form of behavior which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual/or sexist nature (whether physical, verbal or non- verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.  
Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

Council recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of sexual harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behavior has been found to be unwelcome will occur without the prior consent of both parties.

An employee who's health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

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<b>POLICY NO</b>	-	<b>2.4</b>
<b>POLICY SUBJECT</b>	-	<b>GRATUITOUS PAYMENTS TO EMPLOYEES</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

## **2.4 Gratuitous Payments to Employees**

### **Objective**

To show appreciation to valued employees who are leaving council's employ, and to comply with section 5.50 (1) of the Local Government Act 1995.

### **Policy Statement**

- (1) That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -
    - 5 – 10 years up to \$400
    - 10 – 15 years up to \$800
    - 15 – 20 years up to \$1,000
    - 20 years plus up to \$1,500
  - (2) The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years' service, at a value not exceeding \$40.00 for each year of service.
  - (3) Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, local public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the Local Government Act 1995.
  - (4) The maximum payment to an employee shall be in accordance with regulation 19A of the *Local Government (Administration) Regulations 1996*.
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### 3. Law and Order, and Public Safety

<b>POLICY NO</b>	- 3.1
<b>POLICY SUBJECT</b>	- <b>HARVESTING ON SUNDAYS AND PUBLIC HOLIDAYS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### 3.1 Harvesting on Sundays and Public Holidays

In the Shire of Westonia, harvesting is not permitted on Christmas Day or New Year's Day. Harvesting is permitted on all Sundays and Public Holidays except where a harvesting or movement ban has been imposed due to extreme weather conditions.

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<b>POLICY NO</b>	- 3.2
<b>POLICY SUBJECT</b>	- <b>HARVEST BANS</b>
<b>REFERENCE</b>	- <b>BUSH FIRES REGULATIONS 38A</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### 3.2 Harvest Bans

The Chief Bush Fire Control Officer and in his absence the Deputy Chief Bush Fire Control Officer is authorised to impose a Total Movement Ban including the movement of vehicles in paddocks, except vehicles carrying water to stock or inspecting water supplies to stock, when the fire danger index has been calculated at 32 or above according to the McArthur Grassland Fire Behavior Meter.

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<b>POLICY NO</b>	- 3.3
<b>POLICY SUBJECT</b>	- <b>SUNDAY BURNING</b>
<b>REFERENCE</b>	- <b>BUSH FIRES REGULATIONS 15C(1)</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### 3.3 Sunday Burning

Burning is not permitted on a Sunday during the restricted burning period.

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<b>POLICY NO</b>	- 3.4
<b>POLICY SUBJECT</b>	- <b>INFRINGEMENT NOTICES – BUSH FIRES ACT</b>
<b>REFERENCE</b>	- <b>BUSH FIRES ACT</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### 3.4 Infringement Notices - Bush Fires Act

The Chief Executive Officer is authorised under the provisions of the Bush Fires Act to institute and carry out proceedings in the name of the Council against any person alleged to have committed offences.

<b>POLICY NO</b>	- <b>3.5</b>
<b>POLICY SUBJECT</b>	- <b>HARVEST BANS</b>
<b>REFERENCE</b>	- <b>BUSH FIRES ACT</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### **3.5 Brigade Membership Forms**

Each brigade is to be encouraged to maintain an up to date list of brigade members and urge all eligible persons in the brigade area to complete a membership form, which is to be kept at the Shire Office.

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**4. Community Amenities**

<b>POLICY NO</b>	- 4.1
<b>POLICY SUBJECT</b>	- <b>HALF MASTING OF SHIRE FLAG</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**4.1 Half Masting of Shire Flag**

Council will fly the Shire flag at half-mast as a mark of respect from the date of the passing of a local resident until the time of the funeral service and also at relevant times as requested from other spheres of government.

Council will include a Death Notice in the West Australian for the following people (if known)

- Councilors (Current & Ex)
- Councilors Spouses (Current& Ex)
- Staff (Current & Ex)

Council at its next ordinary meeting will observe a minute's silence as a mark of respect of the passing of a local resident.

**Last Reviewed**  
19 JUNE 2014

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## **5. Works and Services**

<b>POLICY NO</b>	-	<b>5.1</b>
<b>POLICY SUBJECT</b>	-	<b>PROVISION OF CROSSEVERS</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **5.1 Provision of Crossovers**

That Council bear the cost of a standard crossing (culvert) to each landholding or property for the first such crossing. Any additional crossover to be at property owner's expense.

<b>POLICY NO</b>	-	<b>5.2</b>
<b>POLICY SUBJECT</b>	-	<b>PLANT REPLACEMENT</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **5.2 Plant Replacement**

Prior to the adoption of the Annual Budget, Council shall review its plan for plant acquisition and disposal for the next 5 years. The review will be based on the relative serviceability, condition, available changeover deals and market factors affecting each item of plant.

<b>POLICY NO</b>	-	<b>5.3</b>
<b>POLICY SUBJECT</b>	-	<b>GRAVEL ROYALTY PAYMENTS</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **5.3 Gravel Royalty Payments**

Council will pay landholders one dollar (\$1.00) per cubic metre or carry out private works to the value of one dollar (\$1.00) per cubic metre of gravel taken from private land for use on public works.

<b>POLICY NO</b>	-	<b>5.4</b>
<b>POLICY SUBJECT</b>	-	<b>GRAVE: PIT REHABILITATION PROGRAM</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **5.4 Gravel Pit Rehabilitation Program**

Council will allocate sufficient funds in its Annual Budget for the rehabilitation of gravel pits in keeping with recognised Natural Resource Management best practice standards.

<b>POLICY NO</b>	-	<b>5.5</b>
<b>POLICY SUBJECT</b>	-	<b>ROAD CROSSINGS DRAINAGE</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **5.5 Road Crossings - Drainage**

The following Council Policy applies for road crossings required by drainage works being undertaken by landholders:

- That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.
  - A culvert design with all relevant supporting information e.g. Flow rates etc. to be submitted by the applicant for Council consideration.
  - Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholder's fence lines.
  - Materials associated with the works be borne by the applicant.
  - Installation and reinstatement works to be undertaken/supervised by Council.
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## 6. Finance

<b>POLICY NO</b>	- 6.1
<b>POLICY SUBJECT</b>	- <b>INVESTMENT OF SURPLUS FUNDS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### 6.1 Investment of Surplus Funds

#### **STATEMENT OF INTENT**

The Shire of Westonia's (the Shire) investment objectives will be met through the application of this Policy which provides guidelines with respect to the investment of surplus funds by defining levels of risk considered prudent for public monies.

Surplus funds are monies held in the municipal fund of a local government that are not, for the time being, required by the local government for any other purpose.

To provide guidance for the investment of Shire funds, with due consideration of legislative requirements and risk at the most favorable rate of return available to the Shire at the time for the particular investment type, while ensuring that the Shire's liquidity requirements are being met.

#### **STATUTORY COMPLIANCE**

All investments are to be made in accordance with:

- *Local Government Act 1995* – Section 6.14;
- The *Trustees Act 1962* – Part III Investments as amended by the *Trustees Amendment Act 1997*;
- *Local Government (Financial Management) Regulations 1996* – specifically Regulation 19, Regulation 28 and Regulation 49; and

#### **POLICY STATEMENT**

##### **Authorised Institutions**

Investments may only be made with an authorised institution. An 'authorised institution' is defined as:

- An authorised deposit taking institution as defined in the *Banking Act 1959* (Commonwealth) Section 5; or
- The Western Australian Treasury Corporation (WATC) established by the *Western Australian Treasury Corporation Act 1986* for a term not exceeding twelve months; or
- Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three months.

##### **Authorised Investments**

Authorised Investments shall be limited to Australian currency denominated:

- Deposits with authorised institutions; and
- The Western Australian Treasury Corporation (WATC)

##### **Prohibited Investments**

This Policy prohibits any investment in the following and also prohibits speculative investments:

- Deposits with an institution other than an Authorised Institution;
- Deposits for a fixed term of more than twelve months;
- Bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government;
- Bonds with a term to maturity greater than three years; and
- Foreign currency.

**Risk Profile**

Whilst the investments made in accordance with the *Local Government Act 1995*, the local government (*Financial Management*) *Regulations 1996* and Part III of the *Trustees Act 1962* are inherently low risk, when exercising the power of investment, the following principles are also to be given due consideration:

- The purpose of the investment, and its needs together with the circumstances;
- The nature of and the risk associated with the different investments;
- The need to maintain the real value of capital and income;
- The risk of capital loss or income loss;
- The likely return and the timing of that return;
- The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment;
- The aggregate value of the investment;
- The likelihood of inflation affecting the value of the proposed investment;
- The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- The ethicality and reputation risk of the investment.

**Delegation of Authority**

Authority of the implementation of this Policy is delegated by the Council to the Chief Executive Officer (CEO) in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day to day management of Council's investments to the Senior Finance Officer

**Prudent Person Standard**

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

**Reporting**

A report on the investments will be included in the Monthly Financial Statements presented to the Council. This will include the following details:

- Name of institution where investment is lodged;
- Amount of funds invested;
- Interest rate on investment; and
- Date of maturity of investment.

Documentary evidence will be held for each investment and details thereof maintained in an Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Shire's behalf as at 30 June each year and reconciled to the Investment Register.

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<b>POLICY NO</b>	-	<b>6.2</b>
<b>POLICY SUBJECT</b>	-	<b>PURCHASE OF GOODS – PREFERENCE TO LOCAL SUPPLIERS</b>
<b>ADOPTION DATE</b>	-	JUNE 2013
<b>LAST REVIEW</b>	-	JUNE 2015 (COUNCIL RES: 08-06/15)

**6.2 Purchase of Goods - Preference to Local Suppliers**

- a) Council staff is to utilise local suppliers for goods and services where ever possible.
-

<b>POLICY NO</b>	- 6.3
<b>POLICY SUBJECT</b>	- <b>PURCHASING POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### **6.3 Purchasing Policy**

#### **STATEMENT OF INTENT**

The intent of this Policy is to provide clear direction to staff when carrying out the purchasing of goods and services for the Shire of Westonia and to ensure that purchasing is undertaken in an efficient, effective, economical and sustainable manner.

- Provides the Shire of Westonia with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Westonia receives value for money in its purchasing.
- Ensures that the Shire of Westonia considers the environmental impact of the procurement process across the life cycle of goods and services in accordance with Council Policy F.14 – Purchasing Environmental.
- Ensures the Shire of Westonia is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Provides for guidelines for preferential purchasing agreements with organisations which are regional.
- Upholds respect from the public and industry for the Shire of Westonia's purchasing practices that withstand probity.

#### **OBJECTIVES**

- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Westonia.
- To ensure consistency for all purchasing activities that integrates within all Shire of Westonia operational areas.
- To allow for preferential treatment for Westonia businesses who wish to do business with Council.
- To maximise potential expenditure from Council to the community and businesses located within the Shire of Westonia.
- To ensure the future sustainability of the Shire of Westonia and its community.

#### **ETHICS & INTEGRITY**

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

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations and



requirements consistent with Shire of Westonia policies and its Code of Conduct;

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

#### **VALUE FOR MONEY**

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

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

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

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

#### **PURCHASING THRESHOLDS**

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

Amount of Purchase	Policy
Up to \$20,000	Direct purchase from suppliers (verbal quotations)
\$20,001 - \$49,999	Obtain at least two written quotations
\$50,000 - \$99,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations)
\$100,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

#### **Up to \$20,000**

Where the value of procurement of goods or services does not exceed \$20,000 direct purchase from the supplier may be made (verbal quotations). However, it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained.

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

#### **\$20,001 to \$49,999**

This category is for the procurement of goods or services where the value of such procurement ranges between \$20,001 and \$49,999.

At least two written quotations are required. Where this is not practical e.g.: due to limited suppliers, it must be noted through records relating to the process.

**NOTES:** The general principles relating to written quotations in this category are:

The request for written quotation may include:

- Written Specification
- Selection Criteria to be applied
- Price Schedule
- Conditions of responding
- Validity period of offer
- Invitations to quote should ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

#### **\$50,000 to \$99,999**

For the procurement of goods or services where the value exceeds \$50,000 but is less

than \$99,999, it is required to obtain at least two written quotes.

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

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

**NOTES:** The general principles relating to written quotations in this category are: An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation may include:

- Written Specification
- Selection Criteria to be applied
- Price Schedule
- Conditions of responding
- Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

#### **WALGA Preferred Suppliers**

Officers will utilise the WALGA Preferred Supplier list whenever possible to ensure that all purchasing is carried out in a cost effective and time efficient manner that provides maximum benefit to the Council.

#### **Ordering Thresholds**

The following Officers are authorised to sign orders on behalf of the Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Chief Executive Officer	Unlimited
Works Supervisor	Unlimited
Senior Finance Officer	\$20,000

All orders raised are to have the following items included:

- The value of the order being raised.
- The account or job number being utilised for the expenditure.
- The name of the person requesting the order.

#### **REGULATORY COMPLIANCE**

##### **Tender Exemption**

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

- An emergency situation as referred to in Section 11 (2)(a) of the *Local Government (Functions and General) Regulations 1996*;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations* that apply.

#### **Sole Source of Supply (Monopoly Suppliers)**

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

**Note:** The application of the provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally no more than one supplier is able to provide the requirements.

#### **Anti-Avoidance**

The Shire of Westonia shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below an amount with the intention of avoiding the need to publicly tender or meet the standards of set thresholds.

#### **Tender Criteria**

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

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

#### **Advertising Tenders**

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

The tender must remain open for at least fourteen days after the date the tender is advertised. Care must be taken to ensure that fourteen **full** days are provided as a minimum.

The notice must include:

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from whom more detailed information as to tendering may be obtained;
- detailed information shall include:
- such information as the Shire of Westonia decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Westonia has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

**Issuing Tender Documentation**

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

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Westonia not to compromise its Duty to be Fair.

**Tender Deadline**

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

**Opening of Tenders**

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

Tenders are to be opened in the presence of the either the CEO, Works Supervisor and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place.

There is no obligation to disclose or record tendered prices at the tender opening and price information may be regarded as *commercial-in-confidence* to the Shire of Westonia. Members of the public are entitled to be present.

**No Tenders Received**

Where the Shire of Westonia has invited tenders and no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$50,000 and \$99,999 (listed above);
- the specification for goods and/or services remains unchanged; and
- purchasing is arranged within six months of the closing date of the lapsed tender.

**Tender Evaluation**

Tenders that have not been rejected by the evaluation panel shall be assessed by means of a written evaluation against the pre-determined criteria to determine which tender is most advantageous.

**Addendum to Tender**

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

**Minor Variation**

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

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

**Notification of Outcome**

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

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

**Records Management**

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

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

For a direct purchasing process this includes:

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

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

<b>POLICY NO</b>	- 6.4
<b>POLICY SUBJECT</b>	- CREDIT CARD
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

#### 6.4 Credit Card

##### STATEMENT OF INTENT

The purpose of this Policy is to provide appropriate internal controls and guidelines regarding usage of Shire of Westonia Corporate Credit Cards.

##### OBJECTIVE

To ensure that Council and employees are familiar with the protocols and processes involved in using Shire of Westonia Corporate Credit Cards for purchases.

##### POLICY STATEMENT

- This Policy applies to all employees who are provided with a Shire of Westonia Corporate Credit Card.
- This Policy does not negate the preferred option of purchasing for the Shire of Westonia i.e.: purchase orders and invoicing.
- The use of Shire of Westonia Corporate Credit Cards is strictly limited to those purchases where standard purchasing options are not available.
- Shire of Westonia Corporate Credit Cards are strictly to be used for Shire of Westonia purposes only and are not to be used for personal transactions under any circumstance.
- Misuse of a Shire of Westonia Corporate Credit Card will result in repayment of any incurred debt and disciplinary action.
- Full record keeping and accountability applies with the usage of Corporate Credit Cards.
- All paperwork and documentation relating to the usage of Corporate Credit Cards must be provided to the Senior Finance Officer to ensure appropriate and accurate record-keeping occurs.
- Employees issued with a Shire of Westonia Corporate Credit Card must take responsible measures to ensure that card details are kept in a safe and confidential manner.
- Council issued credit cards shall not be used to obtain cash advances.
- In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.
- Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e. Fly Buys) that is attached to the Council issued credit card
- Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy

Shire of Westonia Corporate Credit Cards are issued as follows:

<b>Position</b>	<b>Limit</b>
Chief Executive Officer	8,000.00
Works Supervisor	5,000.00

- No alteration to credit card limits may be made without the approval of Council.
- No additional credit cards may be requested without the approval of Council.
- No change to the use of credit cards may be made without the approval of Council.
- Shire of Westonia Corporate Credit Cards are not to be used to pay employee utility

accounts. Such accounts are to be paid for by the employee and as part of their contract and/or salary package be reimbursed.

The amount charged to credit cards is to be listed on the monthly list of accounts for submission to the Council and the original statement together with the tax invoices and signed copy of statements is to be filed and available for inspection by any Councilor and retained in Council's accounting records for audit purposes.

.....  
Credit Card Holders Name

..... /...../.....  
Credit Card Holders Signature

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<b>POLICY NO</b>	- 6.5
<b>POLICY SUBJECT</b>	- <b>VARIANCE REPORTING – FINANCIAL STATEMENTS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### **6.5 Variances Reporting - Financial Statements**

Each month administration is required to report to Council any material variances between the actual year to date and the budget year to date figures.

Each year the Council is required to adopt a policy identifying a percentage or value, to be used in the Statement of Financial Activity for reporting these material variances.

For the 2015/16 year the variance adopted by Council will be \$ 10,000 or 15% whichever is the greatest.

<b>POLICY NO</b>	- 6.6
<b>POLICY SUBJECT</b>	- <b>RATES AND CHARGES RECOVERY POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### **6.6 Rates and Charges Recovery Policy**

#### **Objective**

To collect all rates, charges, fees and debts due to Council in an efficient and effective manner.

#### **Statement**

Rates and Charges are levied by 1 August each year and are payable either in full within 35 days or by four equal installments by the following dates:

5 September

5 November

4 January

3 March

Any installment not paid by the due date falls into arrears and is subject to interest charges. Council can take recovery action against all ratepayers with overdue rates and charges.

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

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

#### **Procedure**

- All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Installment Notice section 6.45
- Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 4-Instalment option, a Final Notice

shall be issued requesting full payment within 7 days.

- Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons
- Where payment still remains outstanding despite the issue of a Notice of Summons and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.
- Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.
- Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.
- Where the owner is resident at the property in a domestic situation, that installment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.
- Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.
- Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.
- If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.
- PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.
- In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

At all stages in this process from the issue of the Final Notice the opportunity to make a satisfactory payment arrangement with Council is offered prior to the commencement of legal action.

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**7. Employee Entitlements/Conditions of Employment**

<b>POLICY NO</b>	- 7.1
<b>POLICY SUBJECT</b>	- <b>EMPLOYMENT SUPERANNUATION CONTRIBUTIONS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**7.1 Employee Superannuation Contributions**

Council will contribute 5% towards an employee's voluntary superannuation scheme - provided the employee contributes 5% or more to the scheme.

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<b>POLICY NO</b>	- 7.2
<b>POLICY SUBJECT</b>	- <b>SERVICE PAY</b>
<b>ADOPTION DATE</b>	- 19 JUNE 2013
<b>LAST REVIEW</b>	- 19 JUNE 2015 (COUNCIL RES: 08-06/15)

**7.2 Service Pay**

That the following service pay entitlements apply to reward long service employees.

- 3-5 Years \$10 fortnight
- 5-7 Years \$20 fortnight
- 7-10 Years \$30 fortnight
- 10+ Years \$50 fortnight

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<b>POLICY NO</b>	- 7.3
<b>POLICY SUBJECT</b>	- <b>USE OF COUNCIL EQUIPMENT BY STAFF</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**7.3 Use of Council Equipment by Staff**

The use of Council equipment by staff is permitted within moderation, and at the Chief Executive Officer's discretion for uses such as cleaning yards etc. on Council owned property. Where the employee intends using plant for personal gain or profit full private works rates are to be charged, including labour and overheads.

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<b>POLICY NO</b>	- 7.4
<b>POLICY SUBJECT</b>	- <b>WATER – STAFF HOUSING</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**7.4 Water - Staff Housing**

All water used by staff in Council Houses to be paid by Council. The Chief Executive Officer is to ensure that any wastage is brought to the attention of the employee concerned.

<b>POLICY NO</b>	-	<b>7.5</b>
<b>POLICY SUBJECT</b>	-	<b>HOURS OF DUTY - EMPLOYEES</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.5 Hours of Duty - Employees**

The following conditions shall apply for staff:

Office Staff - 8 hour day 19 day month  
8.30 to 5.00pm with one half hour for lunch

MEU Staff - 8.5 hour day (8 hours on pay Thursday) 9 day fortnight with rostered day off being payday Friday  
7.00am to 12.30pm  
1.00pm to 4.00pm (3.30pm pay Thursday)  
1 hour overtime to apply daily to outside crew

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<b>POLICY NO</b>	-	<b>7.6</b>
<b>POLICY SUBJECT</b>	-	<b>TRAVELLING</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.6 Travelling**

45 minutes travelling will be paid to the outside works crew whilst carrying out duties north of the Koorda/Bullfinch Road.

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<b>POLICY NO</b>	-	<b>7.7</b>
<b>POLICY SUBJECT</b>	-	<b>SEVERANCE PAY POLICY</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.7 Severance Pay Policy**

- The purpose of this policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the Local Government Act (the "Act"). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of council.
- A terminating employee is entitled to severance pay and benefits in accordance with:-
  - Any federal or state award or industrial agreement applicable to that employee;
  - Any applicable provisions within the employee's contract of employment;
  - Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
  - Where Council so agrees, any recommendation made by a federal or state industrial Commissioner arising from the circumstances of the employee being specifically brought before that Commissioner.
- Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation;
- the cost of legal advocacy and support;
- the cost of witnesses;
- the cost of travel and accommodation in running the case;
- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operations.

#### 4. Redundancy

Redundancy benefits shall be made pursuant to the below. Redundancy

benefits are-

- A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks;
  - Payment of 2 weeks pay;
  - Plus 2 weeks pay for each completed year of service with the Local Government;
  - The maximum payable under (b) and (c) shall be 26 weeks pay;
  - Where an employee has been employed with the Local Government for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations.
  - All other pro rata payable under the appropriate award or agreement to a terminating employee;
  - Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find another job, Council may exercise its discretion to provided additional benefits to such employees. In this event details of the total redundancy package for such an employee shall be published in accordance with section 5.50 (2) of the Act.
5. Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers or gifts may include:

- the length of service;
  - the conscientiousness of the employee over the past employment;
  - the value of the employee's service having regard to position(s) held and the regard given by Council to the employee's contribution;
  - the length of time to retirement;
  - the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
  - possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.
6. The term "weeks pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the

employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc.).

Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50 (2) of the Act.

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<b>POLICY NO</b>	-	<b>7.8</b>
<b>POLICY SUBJECT</b>	-	<b>POLICE CLEARANCE</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.8 Police Clearance**

Prior to employment, potential new permanent employees are required to obtain a Police Clearance.

If the Police Clearance indicates that the applicant's prior history is satisfactory for the proposed duties, then a contract of employment may be entered into.

The costs of the Police Clearance will be met by Council.

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<b>POLICY NO</b>	-	<b>7.9</b>
<b>POLICY SUBJECT</b>	-	<b>STAFF MEDICAL EXAMINATIONS</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.9 Staff Medical Examination**

Prior to employment, potential new permanent employees are required to obtain a Medical Certificate. The certificate is to be in a format approved by the Chief Executive Officer.

If the Medical Certificate states that the applicant's health and fitness is satisfactory for the proposed duties, then a contract of employment may be entered into.

The costs of the Medical Examination will be met by Council; however the medical practitioner used must be approved by the Chief Executive Officer.

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<b>POLICY NO</b>	-	<b>7.10</b>
<b>POLICY SUBJECT</b>	-	<b>CEO PERFORMANCE REVIEW</b>
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

### **7.10 CEO Performance Review**

#### **Policy purpose**

This policy provides a framework and guidance for the CEO performance review. It is designed to ensure a consistent and fair approach is used where the format and assessment criteria are known in advance.

#### **Timing**

The CEO performance review is to be conducted in April each year unless otherwise agreed by the CEO and the Council and recorded in the minutes of a meeting.

**Delegation**

The Council will conduct the CEO performance review. The number of councilors to conduct the review are those that attend at the set time. The President is to Chair the interview unless other arrangements are agreed between the Councilors present and the CEO prior to the interview commencing.

The Council reserves the right to delegate the performance review to a committee, panel or single person provided that the decision to do so has been passed at a council meeting and has the written agreement of the CEO.

**Outside assistance**

If the Council is of the view that it requires the assistance of a consultant or other outside expertise for any particular appraisal interview, the Council can select a person for this purpose provided that the council has the written agreement of the CEO to the person selected.

**CEO Performance Agreement**

The Council is to use the CEO Performance Agreement as the basis for the assessment. The Council is to draw up the CEO Performance Agreement for the next following review period as part of its task. The CEO Performance Agreement is to contain the following:

- Performance Indicators
- Performance Targets
- Timeframe
- Performance Measure

For ease of assessment the Council shall break down the performance indicators into Key Result Areas. These key result areas may be consistent each year or amended by the Council with the agreement of the CEO.

**CEO Report**

The CEO is required to submit a Review Report against each performance indicator using the performance measure as evidence. The report is to say whether the performance targets have been reached within the specified timeframe and the affect these have had on the performance of the organisation. If the performance targets have not been reached the report is to include an explanation.

**Appraisal Report**

The Council is to use the CEO Review Report as the base for its assessment.

For each Performance Indicator the Council will either:

Accept the report of the CEO or  
Amend the report in part

The complete Review Report of the CEO, together with any amendments made by the Council at interview shall become the Appraisal Report and be submitted to a Council meeting for formal adoption.

**Appraisal Interview**

At the appraisal interview the Councilors present are to consider the report of the CEO against each of the Performance Indicators. The Councilors will use their judgment to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.

If the Councilors present are not satisfied on the basis of the evidence and the report that the performance targets have been reached, they shall discuss this with the CEO. The discussions shall have regard to the "Description" of the Key Result Area and the "Dominant Skills/Expertise" requirements for that particular Key Result Area contained in the Performance Agreement.

**Satisfaction Measure**

In using their judgment the Councilors present shall take the view of whether a “reasonable person” would be satisfied that the performance targets have been reached. It is open to the Councilors present to make recommendations to the CEO regarding his or her performance and any improvements that are required for the forthcoming review period.

**Report to Council**

Once the performance appraisal has been completed the Shire President (with the assistance of the CEO) is to submit the Appraisal Report to council for formal adoption.

At the same time a draft of a Performance Agreement for the forthcoming review period is to be submitted for adoption. It is open to the council to make changes to the draft performance agreement before adoption provided that the CEO agrees to the changes and the minutes of the meeting record this.

**Legal Implications**

This policy replaces the appraisal process described in the CEO’s contract of employment. The submission of this policy to the council for consideration constitutes the CEO’s agreement to the policy.

Once adopted the Appraisal Report has industrial relations implications.

<b>POLICY NO</b>	- 7.11
<b>POLICY SUBJECT</b>	- <b>STAFF VEHICLE CONTRIBUTIONS</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**7.11 Staff Vehicle Contributions**

Council employees who receive private use of a motor vehicle as part of their remuneration package shall in lieu of housing rental contribute the amount that would otherwise be paid in housing rental towards the operating cost of the motor vehicle.

<b>POLICY NO</b>	- 7.12
<b>POLICY SUBJECT</b>	- <b>CHRISTMAS OFFICE SHUTDOWN &amp; TWO PAID “GRACE &amp; FAVOUR” DAYS FOR STAFF</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

**7.12 Christmas Office Shutdown & Two Paid “Grace & Favour” Days for Staff**

The Council office & depot will be closed from 12 noon on the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. At least one Senior staff member will remain contactable and reasonably close to town in the event of an emergency such as a bushfire during this shutdown period.

Staff will also be granted 2 paid “grace and favor days” based on their ordinary hours in recognition of time worked in excess of normal hours during the year, to assist with covering their leave over the shutdown period between Christmas and New Year. Staff required to work during the Christmas Shutdown period as part of responding to an emergency will be granted the equivalent hours of ordinary time paid leave by agreement at another time.



## 8. Housing and Facilities

<b>POLICY NO</b>	- <b>8.1</b>
<b>POLICY SUBJECT</b>	- <b>HOUSING POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### 8.1 Housing Policy

The Shire of Westonia will provide quality well maintained housing for the following key employees of Council and key community members:

Council Employees Chief  
Executive Officer Senior  
Finance Officer Works  
Supervisor  
Maintenance Grader Operator Swimming  
Pool Manager

Community Members  
Westonia Community Cooperative Manager

Any surplus housing will be allocated on the basis of need and availability firstly to Council employees, and then to community members on a short term basis until required for Council employees.

Third party joint venture housing will be allocated according to the provisions of any joint venture agreement.

<b>POLICY NO</b>	- <b>8.2</b>
<b>POLICY SUBJECT</b>	- <b>COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY</b>
<b>ADOPTION DATE</b>	- JUNE 2013
<b>LAST REVIEW</b>	- JUNE 2015 (COUNCIL RES: 08-06/15)

### 8.2 Council Employee Housing Incentive Policy

Council will consider, on a case by case basis, providing affordable housing lots to staff as an incentive to retain employees in the community for a longer term. The provision of affordable housing lots to employees is done so on the understanding that employees will relinquish any Council provided housing entitlements and develop a dwelling on the land within a reasonable time.