

SHIRE OF
WESTONIA
A vibrant community lifestyle



Policy Manual

LAST REVIEWED MAY 2020 (COUNCIL RES: _____)

Foreword

This Manual is an essential component Council's governance framework and guides Council, Management and residents in the context of Council's decision making.

The Policies and Management Practices in this Manual are designed to provide:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Policies arise generally in response to:

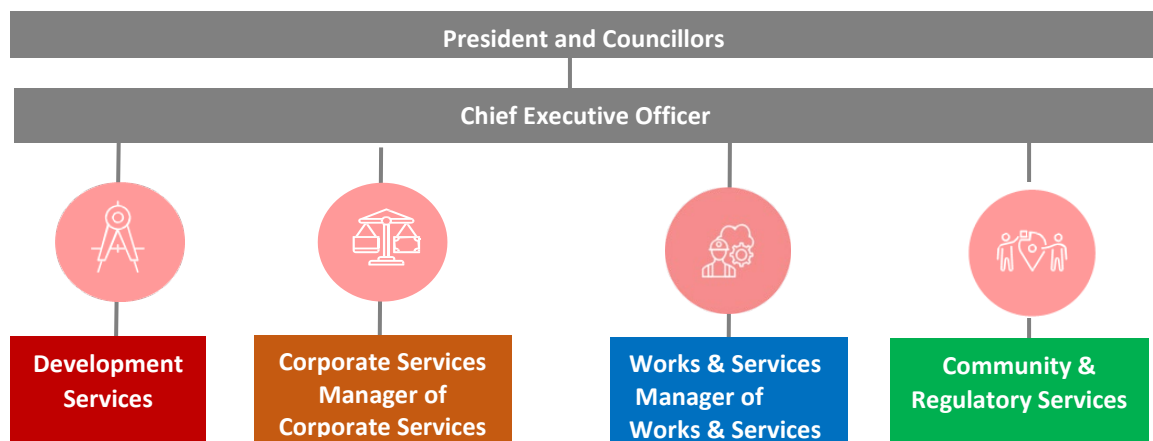
- Discretionary legislated powers; and/or
- Non-legislated functions/activities of Council; eg provision of Community Services, and mainly relate powers under the *Local Government Act 1995*.

Council Policy provides for "the rationale and guiding principles of what can be done", and Management Practice explains "how" Management will implement or carry out that Policy. It is important to note that Policies are not legislatively binding and when good reasons prevail and are documented, can be set aside.

Reports to Council must detail relevant Policies as this provides:-

- guidance to Councillors in their deliberations on the matter in hand; and
- information for residents

The Index to this Manual follows Council's committee based decision making and organisational structures, i.e.



Complementing, and to be read in conjunction with this Manual, are the following separate Council documents which can be found on the Shires's website, ie.

- Planning Policies; and
- Delegations Register

Jamie Criddle
CHIEF EXECUTIVE OFFICER

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GENERAL ADMINISTRATION

POLICY NO	1.1
POLICY SUBJECT	COUNCIL MEETINGS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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

POLICY NO	1.2
POLICY SUBJECT	ELECTED MEMBERS ENTITLEMENTS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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 Member Attendance Fees will be agreed to as per resolution of Council during Budget deliberations of each year using the Salaries & Wages Tribunal findings of each year. The Presidents allowance shall be that of an additional Councillor fee, plus \$2,000.

When Councillors are required to travel to any part of the State on Council business Shire vehicles, if available, shall be utilised and no kilometreage will be paid to Councillors who travel in other vehicles, unless:

1. a Shire vehicle is unavailable; or
2. there is insufficient room in the Shire vehicle for all Councillors; or
3. Council has agreed by resolution to pay kilometreage and expenses in relation to the trip and on presentation of a formal claim. Such claims shall be calculated based on the current rates applicable in the Local Government Industry Award 2010 for travel, meals, accommodation and expenses; or
4. the payment of expenses has been approved by the CEO due to extenuating circumstances. If any Councillor wishes to utilise their own vehicle in preference to a Shire vehicle to travel to any part of the State on Council business then Council will pay kilometreage only for the vehicle for travel to and from the course or meeting. Such claims shall be calculated based on the current rates applicable in the Local Government Industry Award 2010 for travel.

A claim form for the purposes of this Policy will be made available by the CEO on request, with Councillors making a declaration to the effect that the travel expense was incurred.

Refer to Local Government (Administration) Regulations Section 31 & 32

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

POLICY NO 1.3
POLICY SUBJECT SMOKE FREE POLICY
ADOPTION DATE JUNE 2013
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO 1.4
POLICY SUBJECT COMMUNITY ENGAGEMENT POLICY
ADOPTION DATE JUNE 2013
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

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;

Focus and commitment	<p>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.</p> <p>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.</p> <p>3.The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.</p>
Transparency and openness	<p>All community engagement processes will be open and transparent. Comment will be documented and analysed.</p> <p>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>
Responsiveness and feedback	<p>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>The best interest of the community will prevail over the individual or vested interests.</p>
Inclusiveness, accessibility and diversity	<p>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>Community engagement process will be open to all those who wish to participate.</p>
Accountability	<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>
Information	<p>12. Appropriate, accessible information will be available to ensure participants are sufficiently well informed and supported to participate in the process.</p>
Timing	<p>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>All engagement processes will have timeframes that will be made clear to participants and adhered to by the Shire.</p>
Resources	<p>15. The Shire will allocate sufficient financial, human and technical resources to support community engagement.</p>
Evaluation	<p>16. The Shire will monitor and evaluate processes to ensure the engagement being undertaken is meeting planned outcomes.</p>

POLICY NO - 1.5
POLICY SUBJECT - ASSET MANAGEMENT POLICY
ADOPTION DATE NOVEMBER 2016
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.5 Asset Management Policy

POLICY PURPOSE

The purpose of this policy is to guide the strategic management of all of Shire's assets in conjunction with other Integrated Planning & Reporting Framework (IPRF) strategies, relevant Legislation & Regulations, Australian Standards, Australian Accounting Standards, recognised best practice principles and other Shire of Westonia policies.

It will be achieved by:

- Developing an Asset Management Strategy and Plan (AMP);
- Preparing individual Asset Management Plans for each specific asset class;

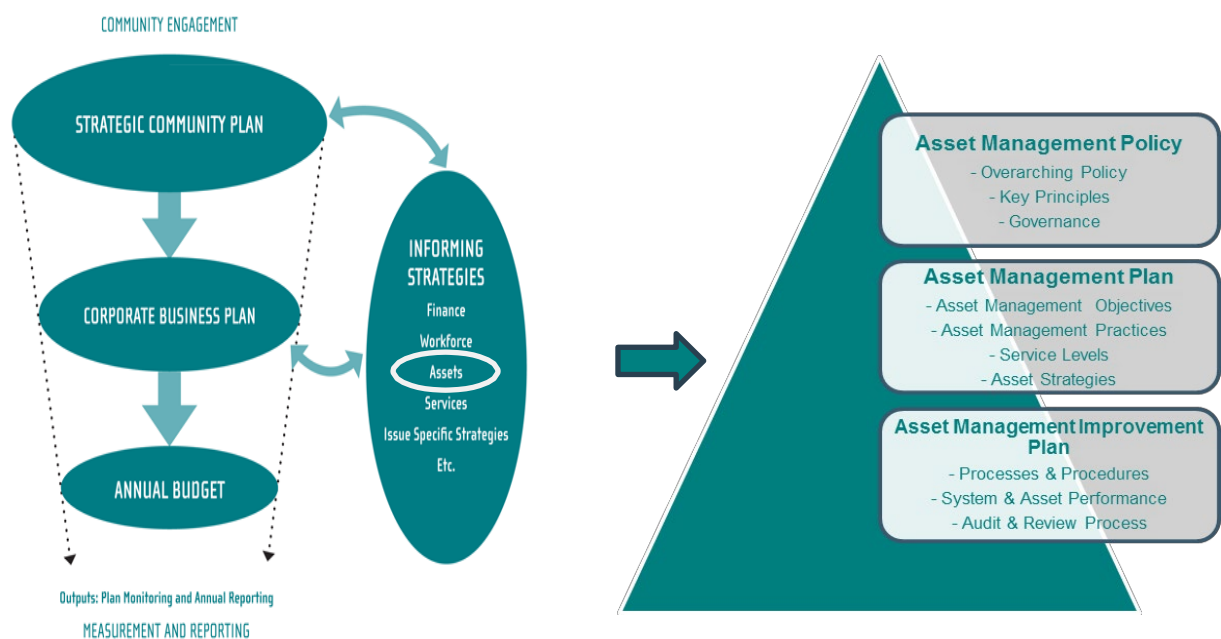
- Adopting and maintaining procedures for the continuous improvement in asset management capacity and capability; and
- Ensuring that the AMP and associated systems are kept up to date.

INTRODUCTION TO ASSET MANAGEMENT

The IPRF requires all local governments to plan for the future including consideration of how the Shire of Westonia (the Shire) will continue to deliver services to the community on a long-term basis in a financially sustainable and efficient manner. A strong focus on long-term strategic asset and financial planning is important because there is:

- increasing and changing demand for services as the Shire's population profile changes;
- increasing community expectation in relation to service provision, accountability and value for money;
- limited ability to grow revenue/finite resources; and
- need to maintain, renew or replace infrastructure to meet future demand.

This Asset Management Policy has been prepared to provide a foundation for Shire's Asset Management Strategy & Plan and related Asset Plans for individual assets or asset classes. The following figure demonstrates the Asset Management Policy within the IPRF.



THE SHIRE'S ASSET MANAGEMENT VISION & OBJECTIVES

Asset Management Vision

The Shire's vision for the management of its assets is for a consolidated and balanced asset portfolio reflecting best practice standards, whilst aligning with the community's aspirations and the Shire's strategic objectives.

Strategic Asset Management Objectives

The Shire has adopted five key strategic asset management objectives, which, together with their desired outcomes, are outlined in the following table.

Strategic Objective	Desired Outcome
Direction and Accountability	Defined roles and responsibilities and accountabilities that are clearly understood across the organisation and integrated into the Shire's business and resources planning process
Lifecycle Management	A portfolio of assets that is aligned with the Shire's corporate, financial and business objectives, which is effectively and efficiently managed from asset conception, planning, design, use and disposal.
Data and Information Management	The ability to identify, analyse and model asset trends that enhance asset efficiency

Standards and Levels of Service	and effectiveness and enable informed decision-making. A portfolio of assets that is aligned with community and organisational expectations and priorities having regard to the financial context of the Shire.
Continuous Improvement	Ongoing improvement in asset management competency and capacity.

POLICY OBJECTIVES

The key objective of this policy is to ensure that there is organisation-wide commitment to asset management and that the objectives of the Shires Asset Management Strategy and Plan are achieved. This will ensure financial data on asset renewals, maintenance of existing assets and new assets are identified and form part of the Shires long-term financial planning.

The principal objective of asset management is to enable the Shire to meet its service delivery objectives efficiently and effectively, in a way that ensures:

- Assets are managed in accordance with relevant legislation;
- Assets are managed in accordance with recognised best practice;
- Asset Management is an integral part the IPRF Framework;
- An asset "whole-of-life" approach is taken in the management of the Shire's assets;
- Risk is considered in the development of asset strategies;
- Asset performance is measured against defined levels of service outlined in the Asset Management Plan;
- Assets are brought to account in accordance with the requirements of the appropriate accounting standards and reporting requirements;
- Informed decision making is based on reliable data; and
- Asset management is sustainable.

POLICY COMMITMENTS

The Shire has committed to the following principles and actions to achieve the objectives of this policy:

- Develop and review (at a period of no more than 2 years) the Shire's Asset Management Strategy and Plans;
- Ensure the integration of the Asset Management Strategies & Plans with the Shire's Strategic Community Plan and informing strategies, particularly the Long Term Financial Plan;
- Allow the Strategic Community Plan to inform asset requirements to reflect community priorities;
- Ensure that the asset management system complies with relevant Australian Accounting Standards, relevant Legislation & Regulations, Australian Standards, recognised best practice principles and other Shire of Westonia policies;
- Consider options for the Shire to facilitate delivery of services by a third party;
- Develop documented service level agreements with key stakeholders to ensure the sustainability of assets and the Shire's services;
- Use whole-of -life costs as the basis for decision-making regarding asset acquisition, replacement, maintenance and disposal;
- Monitor asset utilisation and predict future demand changes;
- Identify, through risk management and condition assessments, initiatives to reduce exposure to injury, liability and asset and service failure;
- Develop and maintain operational plans for each asset class, identifying full life cycle costs, service level requirements, maintenance requirements, risks, refurbishment, replacement and disposal requirements;
- Provide relevant information to support asset management, including the effective collection, collation and analysis of asset data;
- Keep informed on issues relating to asset management best practice;
- The optimisation and rationalisation of assets in order to provide community services at the best possible value-for-money;
- Measure and report on the efficiency and effectiveness of asset performance including functionality, suitability, location, accessibility, utilisation and cost.

ASSET MANAGEMENT RESPONSIBILITY & ACCOUNTABILITY

Responsibility for asset service delivery and asset management, including accountability and reporting requirements of day-to-day operations, will be clearly established and clearly

communicated. This will ensure that both Elected Members and Shire staff are clearly aware of their roles and responsibilities in relation to asset management.

To manage assets effectively, responsibility for their control must be defined and assigned. Asset registers are to be kept up-to-date and provide timely and meaningful information that meets the decision-making requirements of the Shire's management.

At a minimum, the following broad roles and responsibilities are assigned through this policy:

Elected Members

- Responsible and accountable for the stewardship of the Shire's assets;
- To ensure that appropriate resources are allocated and funded in the Shire's financial planning process in order to achieve the strategic asset management objectives and implementation of asset plans.
- Approve the Asset Management Policy; and
- Endorse Asset Management Strategies and Plans.

Executive Group, including CEO and Senior Staff

- Ensure that sound business principles are adopted in the preparation of Asset Management Strategies and Plans;
- Ensure the integration and compliance with the Asset Management Policy and Strategies & Plans with other policies and business processes of the Shire;
- Ensure that strategies and resources are in place to develop, maintain and review the Shire's Asset Management related documents, procedures, processes and systems.

Officers responsible for the management of Assets in each asset class

- Implement, maintain and review the Asset Management Policy, Strategies & Plans in accordance with this policy's objectives and commitments;
- Develop, maintain and review Asset Management Plans relevant to their asset class and service provision responsibilities;
- Review the Asset Management Policy every 2 years in line with Asset Management Strategy and Asset Plans;
- Engage current and up-to-date technologies, methodologies and continuous improvement processes;
- Facilitate acknowledged best practice in asset management.

POLICY NO 1.6
POLICY SUBJECT COUNCILLOR INDUCTION
ADOPTION DATE MAY 2017
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.6 Councillor Induction

To provide Councillors with an introduction and information package to assist them with their roles of being elected representatives, the following materials will be provided in electronic format to new Councillors before attending their first Council meeting:

Councillors Information Portfolio containing the following:

1. Standing Orders
2. Details of the Council/Committee System and membership entitlements
3. Financial Interest information
4. Roles of Elected Members, President (and Council) and functions of the CEO under the Act
5. Code of Conduct
6. WALGA Elected Members Training Schedule
7. Council Policy Manual
8. Annual Budget
9. Adopted Plans and Strategies (i.e. IPR Suite, Footpath Plan, Plant Replacement Plans etc)
10. Primary and Annual Return
11. Annual Report
12. Delegations Register
13. Organisational Structure and Senior Employees contacts
14. The previous month's Council minutes
15. WALGA Councillors Manual
16. Contact Information Form

Councillors will be expected to save these documents to their Council-provided tablets to ensure easy access to these documents. In addition, a copy of these documents will be kept in the Administration Office at all times.

The CEO will conduct a general induction with the new Councillors providing information on the details and administration of being a Councillor, Council Meetings and facilities within the Council wing of the Administration Office and any other relevant current topics and issues.

POLICY NO 1.7
POLICY SUBJECT COUNCILLOR TABLETS
ADOPTION DATE MAY 2017
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.7 Councillor Tablets

The Shire of Westonia will be provided to each Council member with a SIM card to enable the Council member to access their Council email address, calendar, agendas, minutes, reports and documents outside of a wifi environment. The iPad will be preloaded with apps sufficient for the Council member to fulfil their role.

The equipment will be configured to contain programs for word processing, spreadsheets, virus scanning and other appropriate software such as Dropbox.

If the Council member wishes to connect to the internet they must make arrangements with their own internet service provider including set up and configuration for connection to the internet. The Council will provide 1 x data top up each year with any additional data to be supplied at the expense of the Councillor. **(As per IT Policy 1.2).**

Councillors will be provided with the wifi network password on the condition that it is used to access Dropbox or other internet sites applicable to Council-related work only.

The Shire retains ownership of the equipment installed under this Policy for insurance purposes until the Councillor retires from Council, where ownership will be transferred to the Councillor.

POLICY NO 1.8
POLICY SUBJECT COUNCILLOR ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING COURSES AND MEETINGS
ADOPTION DATE MAY 2017

1.8 Councillor Attendance At Conferences, Seminars, Training Courses And Meetings

Council supports and wherever possible will take advantage of appropriate training and networking opportunities for Councillors in accordance with the following guidelines and subject to budget limitations:

1. Priority be given to any course or seminar that is specifically relevant to Councillors and attendance at such course or seminar is subject to approval by Council, the Shire President or CEO.
2. Priority is given to the attendance of any new Councillor at any induction or training course specifically organised for the benefit of new Councillors.
3. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.
4. When determining costs of a conference, seminar, training course or meetings, all costs including travel (motor vehicle, air fares, train, etc.), accommodation, meals, related conference registration and business telephone costs will be paid for or be reimbursed by Council. Meal, accommodation, travel and other expense allowances shall be paid in accordance with the Local Government Industry Award 2010 or upon presentation of receipts. A Travel Expense claim form must be submitted by the Councillor to claim this allowance or expense reimbursement.
5. Where the partner of a Councillor attends an annual conference with the Councillor, related conference registration and meal costs will be paid for by Council.
6. Attendance at conferences in other States requires the prior approval of Council.
7. A verbal report on the conference attendance is to be provided to Council during the next Council Briefing Session, with this report to be in writing if requested by the Shire President.

In relation to attendance at Local Government Week the following shall apply:

1. The President, Deputy President, all other Councillors and the CEO and their partners be entitled to attend Local Government Week.
2. Bookings to the conference/hotel shall be made as soon as notice is given of the venue/conference in order to avoid problems with accommodation.
3. Should a Councillor require accommodation then this will be available at a specified venue at Council's expense. Arrangements for these bookings will be made only by Council.
4. Extras such as mini bars, telephone calls etc will be the participants' responsibility except if the calls are Council related.

A register of these calls must be kept to claim reimbursement.

Meals:

A sustenance allowance of up to \$150.00 per day per person is applicable if staying in hotel accommodation to cover breakfast, lunch and dinner meals.

If a Councillor chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$75.00 per night will be provided. A claim form must be submitted to claim this allowance.

POLICY NO 1.9
POLICY SUBJECT RETIREMENT OF COUNCILLOR – GIFTS & FUNCTION
ADOPTION DATE MAY 2019
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.9 Retirement of Councillor – Gift & Function

Upon retirement of a Councillor after a minimum of three (3) terms, an official presentation and function shall be held to recognise the Councillor's service to the Council.

A gift shall be presented to the Councillor, as follows:

1. A Plaque suitably inscribed with the Council crest.
2. In the event a Councillor has also served as a Shire President, an additional presentation as considered appropriate by Council.

Where possible, the function held to recognise retiring Councillors (whether they voluntarily retire or retire through not being re-elected), may be held in conjunction with a function to welcome newly elected Councillors.

Refer to Local Government (Administration) Regulations Section 34AC

POLICY NO 1.10
POLICY SUBJECT ANNUAL CHRISTAMS FUNCTION
ADOPTION DATE MAY 2019
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.10 Annual Christmas Function

That Council provide a joint Christmas Function for Councillors, employees and their partners/spouses.

The CEO is to place an item on the Council agenda no later than November of each year requesting Council to confirm a date and location for the function.

POLICY NO 1.11
POLICY SUBJECT CORPORATE APPAREL
ADOPTION DATE MAY 2019
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

1.11 Corporate Apparel

Upon commencement of their term new Councillors will be issued with:

1. One tie or scarf bearing the Shire of Westonia logo;
2. One name badge; and
3. One navy coloured suit jacket bearing the Shire of Westonia logo.

If newly elected, the Shire President and Deputy Shire President will also be provided with 250 (or the appropriate minimum order quantity) business cards.

POLICY NO	1.12
POLICY SUBJECT	LEGAL REPRESENTATION FOR COUNCIL MEMBERS AND EMPLOYEES
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

1.12 Legal Representation for Council Members and Employees

OBJECTIVE

This policy is designed to protect the interests of Council Members and Employees (including past members and former employees) where they become involved in legal proceedings because of their official functions. In these situations the Shire of Westonia (the Shire) may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

This policy is necessary to ensure security, equity and consistency for Members and Employees to work for the good government of the district. This policy applies in that respect.

POLICY STATEMENT

Explanation of Key Terms

approved lawyer is to be –

1. a 'certified practitioner' under the Legal Practice Act 2003;
2. from a law firm on the Shire's panel of legal service providers, if relevant, unless the Council or CEO 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.

council member or employee means a current or former commissioner, Council Member, Non-elected Member of a Council Committee or Employee of the Shire.

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 Shire 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.

1. Payment Criteria

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

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;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
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 must not have acted unlawfully or in a way that constitutes improper conduct; and
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 Shire may approve the payment of legal representation costs –

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; or
 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 behaviour to the Council Member or Employee; or
 3. where exceptional circumstances are involved – 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.
- 2.2 The Shire 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 Council or the CEO.
- 3.2 The written application for payment of legal representation costs is to give details of –
1. the matter for which legal representation is sought;
 2. how that matter relates to the functions of the council member or employee making the application;
 3. the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
 4. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 5. an estimated cost of the legal representation; and
 6. why it is in the interests of the Shire 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 Statutory Declaration by the applicant that he or she –
1. has read, and understands, the terms of this Policy;
 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. undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.
- 3.6 In relation to clause 3.5(1), when a person is to be in receipt of such monies the person should sign a Statutory Declaration which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7 An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate Senior Employee. The report will contain an assessment of the request, together with a recommendation.

4. Legal representation costs – Limit

- 4.1 The Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.
- 4.2 A Council Member or Employee may make a further application to the Council in respect of the same matter.

5. Council's powers

- 5.1 The Council may –
1. refuse;
 2. grant; or
 3. grant subject to conditions, an application for payment of legal representation costs.
- 5.2 Conditions under clause 5.1 will include, but are not restricted to:
1. a financial limit; and
 2. a requirement to enter into a formal agreement, 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 Shire'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 –
1. not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 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;
1. assistance will be immediately withdrawn; and
 2. the legal representation costs paid by the Shire are to be repaid by the Council Member or Employee in accordance with clause 7.

6. Delegation to CEO

- 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 \$10,000.00 in respect of each application.
- 6.2 An application approved by the CEO under clause 6.1, 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 Shire is to repay the Shire –
1. all or part of those costs – in accordance with a determination by the Council under clause 5.7;
 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 Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.
-

POLICY NO	1.13
POLICY SUBJECT	RELATED PARTY DISCLOSURES
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

1.13 Related Part Disclosures

OBJECTIVE

The objective of AASB 124 is to ensure that an entity's financial statements contain disclosure necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire of Westonia must make an informal judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this policy is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

POLICY

1. Identification of Related Parties

AASB 124 provides that the Shire of Westonia will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Westonia has identified the following persons as meeting the definition of Related Party:

- An elected Council member
- Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Executive Manager.
- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs)

The Shire of Westonia will therefore be required to assess all transactions made with these persons or entities.

2. Identification of related party transactions.

A related party transaction is a transfer of resources, services or obligations between the Shire of Westonia (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

- Paying rates
- Fines
- Use of Shire of Westonia owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family member of KMP.
- Application fees paid to the Shire of Westonia for licences, approvals or permits.
- Lease agreements for housing rental.
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Westonia and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Westonia (trading agreement)

		Shire of Westonia Related Party (Key Personnel)		
Cr Daimon Geier Councillor	→	Kay Geier	Mother	Finance Officer
	→	Jasmine Geier	Wife	Manager Corporate Services
	→	Stacey Geier	Cousin in Law	Rates Officer
Kay Geier Finance Officer	→	Daimon Geier	Son	Councillor
	→	Jasmine Geier	Daughter in Law	Manager Corporate Services
	→	Stacey Geier	Neice in Law	Rates Officer
Jasmine Geier Manager Corporate Services	→	Kay Geier	Mother in Law	Finance Officer
	→	Daimon Geier	Husband	Councillor
	→	Stacey Geier	Cousin in Law	Rates Officer
Stacey Geier Rates Officer	→	Kay Geier	Aunty in Law	Finance Officer
	→	Jasmine Geier	Cousin in Law	Manager Corporate Services
	→	Daimon Geier	Cousin in Law	Councillor
Bill Price Works Supervisor	→	Jack Price	Son	Truck Driver
	→	Boyd Price	Son	Roller Driver

Some of the transactions listed above, occur on the terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Westonia can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclose in the annual financial report will be required.

3. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key personnel as identified above, will be required to complete a Related Party Disclosures – Declaration Form (Appendix 3) for submission to financial services.

Ordinary Citizen Transactions (OCT's)

Management will put forward a draft resolution to Council annual, declaring that in its opinion, based on the fact and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly Related Party Disclosures – Declaration form will be required.

- Paying rates
- Fines
- Paying Department of Transport registration or licencing payments
- Use of Shire of Westonia owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending Council functions that are open to the public.

Where these services were not provided at arm's length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form.

Frequency of Disclosures

Elected Council members and KMP will be required to complete Related Party Disclosure – Declaration form annually.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

4. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

LEGISLATION

AASB 101 Presentation of Financial Statements

AASB 124 Related Party Disclosures

AASB 128 Investments in Associates and Joint Ventures

Local Government Act 1995

Freedom of Information Act 1992

Local Government (Financial Management Regulations) 1996

POLICY NO	1.14
POLICY SUBJECT	FRAUD AND CORRUPTION POLICY
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

1.14 Fraud and Corruption Policy

Objective

The objective of this policy is to articulate the Shire of Westonia's (the Shire) commitment to the prevention, detection, response and monitoring of fraud and corrupt activities.

This policy, and the Fraud and Corruption Control Plan, are key components of good governance and will establish the structure to address fraud and corruption risks and to detect and respond to fraud and corruption in accordance with the best practice guidance as set out in the Fraud and Corruption Control Standards (AS 8001-2008).

Policy Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns;
- Any external party involved in providing goods or services to the Shire, such as contractors, consultants, outsourced service providers and suppliers.

Definitions

Fraud is defined by Australian Standard AS8001 – 2008 as:

“Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.”

Fraud can take many forms including:

- the misappropriation of assets;
- the manipulation of financial reporting (either internal or external to the Shire); and
- corruption involving abuse of position for personal gain.

Corruption is defined by Australian Standard AS8001 – 2008 as:

“Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of ‘corruption’ can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.”

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- conflict of interest;
- failure to disclose acceptance of gifts or hospitality;
- acceptance of a bribe;
- misuse of internet or email; or
- release of confidential or private information or intellectual property.

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

Policy Statement

The Shire is committed to a strong culture and sound governance that will safeguard public funds and property. The Shire considers fraud, corruption and misconduct to be serious matters. Such behaviours are considered unacceptable and a zero tolerance approach is adopted by the Shire towards such behaviour.

Fraud and corruption are a risk to the Shire, including in terms of:

- financial loss;
- reputational impact;

- diversion of management energy;
- organisational morale;
- organisational disruption;
- loss of employment;
- reduced performance; and
- diminished safety.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The Shire encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued. All alleged incidences will be investigated thoroughly. Where appropriate, the Shire will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents. The Shire adopts a similar approach to those who maliciously and knowingly create a false allegation.

A Fraud and Corruption Control Plan has been developed to assist the Shire to meet the objectives of this policy by ensuring that it has thorough, up-to-date processes in place to mitigate the risk of fraud or corruption occurring in the Shire.

Fraud and Corruption Management

The Shire will minimise fraud and corruption through:

- adopting the Fraud and Corruption Control Plan, which is aligned with the Fraud and Corruption Control Standards (AS 8001-2008);
- incorporating fraud and corruption risk identification and mitigation strategies as part of the integrated and reporting planning framework;
- using the WALGA's Integrity in Procurement Self-Audit Tool and reporting to Council via the Audit Committee;
- educating employees in accountable conduct and fraud awareness issues, including ongoing performance assessment and counselling; and
- monitoring, auditing and communicating processes.

Fraud and Corruption Control Plan

The objectives of the Fraud and Corruption Control Plan are to:

- reduce the potential for fraud and corruption within and against the Shire;
- build a culture which seeks to prevent fraud and corruption;
- apply resources to the prevention of fraud and corruption;
- explain how suspected fraud and corruption is dealt with through risk management practices; and
- provide guidance on how any suspected instances of fraud or corruption are dealt with.

This Plan is comprised of four stages: planning and resourcing, prevention, detection and response; and details the Shire's intended action in implementing and monitoring the fraud and corruption control initiatives.

The strategies relating to planning and resourcing, prevention, detection and response of fraud and corruption control includes but is not limited to:

- training and awareness;
- pre-employment screening;
- risk assessment;
- internal and external audit;
- whistleblowing; and
- investigation procedures.

Roles and Responsibilities Council

Council has the responsibility to adopt the Fraud and Corruption policy. Council has the responsibility to adhere to the Fraud and Corruption Policy.

Audit Committee

In relation to fraud control, the Audit Committee's responsibilities include:

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;

- overseeing development and implementation of the fraud control plan, to provide assurance that the entity has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- providing leadership in preventing fraud and corruption.

Chief Executive Officer

The Chief Executive Officer applies the Shire's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire.

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.

Leadership Team (Executive Managers)

The Leadership Team is responsible for implementing the Fraud and Corruption Control Plan. In particular, the Leadership Team must:

- 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;
- monitor the continued operation of controls;
- report suspected fraud and corruption promptly, maintaining confidentiality; and
- ensure the protection of complainants who report fraudulent and corrupt activities.

Public Interest Disclosure (PID) Officer

Public Interest Disclosure Officers investigate disclosures, and take action following the completion of investigations under the Public Interest Disclosure Act 2003.

Human Resources

The Human Resources or delegated officer, will manage the grievance and discipline process.

Risk Management Officer

Fraud and corruption are significant business risks. Therefore, the relevant Officer is responsible for:

- coordinating the fraud and corruption risk assessment process;
- developing, and maintaining a Fraud and Corruption Control Plan in consultation with key stakeholders;
- communicating the existence and importance of the Fraud and Corruption Control Plan; and
- delivering and/or coordinating fraud and corruption training.

Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies, processes, resisting opportunities to engage in fraudulent or corrupt behaviour and reporting suspected fraudulent or corrupt incidents or behaviour.

Internal Audits

The Internal audits provides an independent and objective review and advisory service to:

- provide assurance to the Chief Executive Officer / Council via the Audit Committee, that the financial and operational controls designed to manage the Shire's risks and achieve the Shire's objectives are operating in an efficient, effective and ethical manner; and
- assist management in improving the Shire's business performance.

External auditors provide an opinion on whether the Shire's Annual Report represents a true and fair view of the financial position at a certain date.

Annual external audit of the Financial Reports assists in the detection of fraud under Australian Auditing Standard ASA 240: The Auditors' Responsibility to Consider Fraud in an Audit of a Financial Report.

POLICY NO	1.15
POLICY SUBJECT	DONATION OF HIRE FEES
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

1.15 Donation of Hire Fees

Policy Statement

That the CEO be delegated authority to donate hire fees for paid events/functions held at the following facilities:

- Wanderers Stadium
- Westonia Complex
- Old Miners Hall
- Old School Precinct
- Marquee

Policy Objective

To ensure a fair and consistent process is applied to all applications/requests for donations of hire fees for events held at Westonia facilities.

Guidelines

Events and donations for hire fees will be considered on individual merit. Receipt of donation does not guarantee further donations in the future.

The value of each individual donation is subject to change depending on the duration of the Event. Where the Event is held over multiple days, this will be considered as a single donation.

All applications for donations are to be presented to the Shire of Westonia Chief Executive Officer for consideration.

Criteria

1. The Event Organiser is a not-for-profit organisation or the event is not-for-profit.
 2. The Event targets all members of the community (private functions will NOT be considered).
 3. The Event acknowledges the sponsorship of the Shire of Westonia in all marketing and promotion.
-

POLICY NO	1.16
POLICY SUBJECT	ELECTED MEMBER TRAINING
ADOPTION DATE	SEPTEMBER 2020
LAST REVIEW	APRIL 2021

1.16 Elected Member Training

OBJECTIVE

To ensure that Elected Members of the Shire of Westonia meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to further encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member of the Shire of Westonia.

SCOPE

This policy applies to Elected Members of the Shire of Westonia (the Shire).

POLICY

The Local Government Act 1995 requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire of Westonia is required under the Local Government Act 1995 to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Westonia.

It is policy that –

Elected Members of the Shire of Westonia undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within the period of 12 months from the day the council member was elected, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and completed within the 12 months following election. The training is valid for 5 years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Ongoing Professional Development

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by well trained and committed Elected Members acting in the best interest of all of the community.

Elected Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

Eligible Formal Training Events

The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA);
- Local Government Professionals WA;
- Accredited training organisations offering training which directly related to the role and responsibilities of Elected Members;
- Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
- Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other conferences or training opportunities as described above:

- National General Assembly of Local Government;
- WA Local Government Week;
- Special "one off" conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of local government;
- The Annual Road Congress;
- Conferences which advance the development of Elected Members in their role as Councillors; or
- Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

PROCEDURES

Approval of Professional Development

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and as a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and

- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note: Any expenditure commitments associated with training or professional development must be performed and authorised by the CEO.

Reporting and Publishing

All Elected Members attending any other conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or other training attended by Elected Members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on prescribed professional development training completed by Elected Members in the financial year.

This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

Relevant Legislation:

Local Government Act 1995

Local Government Legislation Amendment Act 2019

Local Government (Administration) Regulations 1996

POLICY NO	1.17
POLICY SUBJECT	CITIZENSHIP CEREMONIES – DRESS CODE
ADOPTION DATE	NOVEMBER 2020
LAST REVIEW	

1.17 CITIZENSHIP CEREMONIES – DRESS CODE

Policy Statement

To ensure the Citizenship Ceremonies Dress Code outlines the Shire of Westonia's expectations for conferees and guests attending Shire of Westonia Citizenship Ceremonies to reflect the significance of the occasion.

Scope

This policy applies to all conferees and guests attending a Shire of Westonia Citizenship Ceremony.

Policy

Citizenship Ceremonies are an important event where people make a commitment to Australia, therefore the attire of attendees at Citizenship Ceremonies should reflect the significance of the occasion.

The Shire of Westonia encourages Citizenship Ceremony attendees to wear, as a minimum, smart casual attire. Attendees are also welcomed to wear their own national/traditional/cultural dress as an acceptable standard.

Ceremonies can be held at a range of venues throughout the year. Attendees should also ensure they dress appropriately for the venue and season in which the ceremony is being held.

LEGISLATION

Australian Citizenship Ceremonies Code (Nov 2019)

POLICY NO	1.18
POLICY SUBJECT	COUNCILLOR SITTING FEES
ADOPTION DATE	APRIL 2021
LAST REVIEW	

1.18 COUNCILLOR SITTING FEES

PURPOSE

The purpose of this policy is to determine the level of sitting and attendance fees to be paid to Councillors for attending the eleven Ordinary Council Meetings and Council Committee Meetings.

SCOPE

This policy is applied to the Shire of Westonia elected members.

DEFINITIONS

STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny.

POLICY STATEMENT

That Council in accordance with *the Local Government Chief Executive Officers and Elected Members Determination No 1 of 2021*.

The Salaries and Allowances Tribunal determines the remuneration to be provided to Local Government Chief Executive Officers and Elected Members

Sitting Fees

Description	Salaries and Allowance – Part 6 Members Attendance Fees	Amount
President Sitting Fee	Table 4 – Band 4 Council – Minimum + \$2k	\$ 5,589
Councillor Sitting Fee	Table 4 – Band 4 Council - Minimum	\$ 3,589

Allowances

Description	Salaries and Allowance – Part 9 Members Attendance Fees	Amount
ICT Expenses	IPAD Sim Card Payments (Not a reimbursement, Council pays Telstra)	\$ 200.00
Travel Annual Allowance	Part 8 – LGO Award Travel rate (Total all Councillors)	\$1,000.00

These fees are to be paid in half yearly instalments.

The Chief Executive Officer is responsible for implementing this policy.

RELATED LEGISLATION/ DOCUMENTATION

Local Government Act 1995, Sections 5.98, 5.98A, 5.99, 5.99A, 5.100, 5.11, 5.101A, 5.102

Local Government Chief Executive Officers and Elected Members Determination No 1 of 2020 (Part 6 – Members Attendance Fees)

POLICY NO
POLICY SUBJECT
ADOPTION DATE
LAST REVIEW

1.19 PUBLIC INTEREST DISCLOSURE
ELECTED MEMBER TRAINING
SEPTEMBER 2020
APRIL 2021

1.19 PUBLIC INTEREST DISCLOSURE

PURPOSE

To facilitate the disclosure of public interest information under the Public Interest Disclosure Act 2003 (PID Act) and ensure protection for those making disclosures.

SCOPE

This policy is applied to the Shire of Westonia.

DEFINITIONS

Nil

STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

POLICY STATEMENT

The Shire of Westonia will receive disclosures of public interest information in accordance with the provisions of the PID Act. The Shire of Westonia is committed to the aims and objectives of the PID Act and to meeting its obligations under that Act.

The Shire of Westonia does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Westonia and its officers, employees and contractors. It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

To achieve these outcomes the Chief Executive Officer will appoint the Manager of Corporate Services, and any other officers considered necessary as Public Interest Disclosure Officers under the PID Act.

RELATED LEGISLATION/ DOCUMENTATION

- *Public Interest Disclosure Act 2003*
- *Public Interest Disclosure Regulations 2003*
- *State Records Act 2000*
- *Corruption, Crime and Misconduct Act 2003*
- *Local Government Act 1995*

1.20 Acting Chief Executive Officer

PURPOSE

The purpose of this policy is to appoint an Acting Chief Executive Officer while the Chief Executive Officer is away on an extended period of leave.

SCOPE

This policy is applied to the Shire of Westonia Chief Executive Officer and senior staff.

DEFINITIONS

NIL

Term	Meaning
Act	Local Government Act 1995
CEO	Shire of Westonia Chief Executive Officer
Council	Local Government of the Shire of Westonia, as per <i>Act Division2, Section 2.5</i>

STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

POLICY STATEMENT

Pursuant to Section 5.37 of the Act, the following employees are designated as senior employees –

- a) Manager of Corporate Services; and
- b) Manager Works & Services

For the purposes of Section 5.36 (2) of the Act, the Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is not longer than 20 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Manager of Corporate Services is automatically appointed as the Acting CEO for up to a period of 2 weeks from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

RELATED LEGISLATION/ DOCUMENTATION

CEO is a designated senior employee under the Act. There is no requirement to have designated employees other than for the purpose of automatic appointment as Acting Chief Executive Officer. Most requirements placed on designated employees are already covered by s.5.74 – to declare gifts and to make primary / annual declarations if making direct report to Council or exercising delegated authority.

POLICY NO	1.21
POLICY SUBJECT	ATTENDANCE AT EVENTS
ADOPTION DATE	APRIL 2021
LAST REVIEW	

1.21 ATTENDANCE AT EVENTS

PURPOSE

The purpose of this policy is to provide transparency and consider the purpose of, and benefits to the community from Elected members and the Chief Executive Officer attending events.

SCOPE

This policy is applied to the Shire of Westonia Elected members, Chief Executive Officer and employees. This policy is not intended to provide guidance on the acceptance of a gift.

DEFINITIONS

Term	Meaning
CEO	Chief Executive Officer of the Westonia Shire
Elected Members	Elected President of the Shire of Westonia; or A Councillor on the council.
Employees	Shire of Westonia staff (part time, casual, full time and contract)
President	Person elected by electors of the district as President to the Council of Shire of Westonia.
Shire	Local Government of the Shire of Westonia, as per Act Division2, Section 2.5

STRATEGIC CONTEXT

This policy links to key goal areas:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

POLICY STATEMENT

This policy applies to Elected Members, the CEO and all employees of the Shire of Westonia (the Shire) in their capacity as an Elected Member or employee of the Shire and where they may receive free or discounted tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community, generally, from a third party.

Attendance at an event, in accordance with this policy, will exclude a gift recipient from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

Notations

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the CEO (but not other employees), in their role with the Shire, the CEO and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Act (gratuity on termination).
- If the CEO or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re; notifiable and prohibited gifts.

- An event does not include training, which is dealt with separately via employment contract and Councils Policy Elected Member Training.
- Nothing in this Policy shall be construed as diminishing the role of the CEO in attending or approving attendance at activities or events by other employees, that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire and its employees as long as it does not involve gifted or discounted attendance fees.

Permitted Events

All Elected Members, the CEO and employees with the approval of the CEO or their respective Line Manager, are entitled to attend permitted events to assist represent the Shire.

If there is a fee associated with a permitted event, the fee, including the attendance of a partner, and if deemed necessary, travel and accommodation, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Notewell: Donated or Discounted individual tickets and any associated hospitality with a discount / donated estimated or face value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The following events are permitted subject to the provisions of this policy:

- Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the CEO and Line Management only);
- Meetings of clubs or organisations within the Shire of Westonia;
- Any free event held within the Shire of Westonia;
- Australian or West Australian Local Government events;
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Westonia to which the Shire President, Elected Member, CEO or employee has been officially invited;
- Shire hosted ceremonies and functions;
- Shire hosted events with employees;
- Shire run tournaments or events;
- Shire sponsored functions or events;
- Community art exhibitions within the Shire of Westonia or District;
- Cultural events/festivals within the Shire of Westonia or District;
- Events run by a Local, State or Federal Government;
- Events run by schools and universities within the Shire of Westonia;
- Major professional bodies associated with local government at a local, state and federal level;
- Opening or launch of an event or facility within the Shire of Westonia or District;
- Recognition of Service event's within the Shire of Westonia or District;
- RSL events within the Shire of Westonia or District;
- Events run by WALGA, LGIS or arecognised and incorporated WA based local government professional association; and
- Where Shire President, Elected Member or CEO representation has been formally requested.

Approval Process

Where an invitation is received to an event that is not listed as permitted and not prohibited or requiring Council approval, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the CEO may be approved by the Shire President; and
- Events for employees may be approved by the CEO or their respective Line Manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Other Matters

- If the event is a free event to the public then no action is required.

- If the event is ticketed and the Elected Member, CEO or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, CEO or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the CEO (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the CEO, and greater than \$300 for Elected Members and the CEO.

Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policies and relevant employment contracts:

- Elected Member Training
- Conference & Meeting attendance & Expenses

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the CEO and the CEO in relation to other employees.

PROCEDURES

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, CEO or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / offers or tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the CEO and attendance determined by the CEO in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

Declaration of Gifts/Contributions to Travel Form is required to be completed and lodged within 10 days, if the gift of free or discounted attendance is provided in their name due to or as part of their role with the Shire as follows:

- If the gift is provided to the Elected Member and the discount or free value is over \$300, inclusive of GST, with the CEO;
- If the gift is provided to the CEO and the discount or free value is over \$300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the CEO, and the discount or free value is over \$50, inclusive of GST, with the CEO.

RELATED LEGISLATION/ DOCUMENTATION

- (1) Section 5.90A of the Act requires the Shire to prepare and adopt* a policy that deals with matters relating to the attendance of Elected Members and the CEO at events, including:
 - (a) The provision of tickets to events; and
 - (b) Payments in respect of attendance; and
 - (c) Approval of attendance by the local government and criteria for approval; and
 - (d) Any prescribed matter.

**Absolute majority required*

- (2) A policy or an amendment to the policy must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (3) The CEO must publish an up-to-date version of the policy on the Shire's website.

ADMINISTRATION STAFF

POLICY NO	2.1
POLICY SUBJECT	EMPLOYEE REMOVAL EXPENSES
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

2.1 Employee Removal Expenses

To offer an incentive as part of the overall package to attract quality staff to the Shire, Council will provide re-location expenses to staff who have been appointed to come and work with the Shire of Westonia.

The objectives of this Policy are to:

Provide controlled financial assistance to eligible employees for costs associated with relocation; and

Provide Senior Staff and relocating employees with information on eligibility requirements and guidelines for claiming on relocation expenses.

Policy Scope

This policy applies to all employees subject to approval by the CEO.

Guidelines

1. The conditions of the financial assistance must be set out in the eligible Employee's Letter of Offer and as such approved by the CEO;
2. Claimable expenses apply only to packing, freight and insurance of household goods when supported by receipts;
3. The employee must obtain a minimum of two quotations for relocation expenses and preferably use the least expensive;
4. Council will pay up to a maximum of \$4,000.00 removal expenses;
5. 50% of the costs are refunded into the employee's nominated bank account within 14 days of the employee's commencement date upon the production of a suitable receipt;
6. The balance of the removal expenses are to be refunded upon the completion of 12 months satisfactory service to be evaluated by the CEO.; and
7. An agreement to repay the relocation expense assistance payment, if the employee leaves Council within the first year of employment, must be included in and form a condition of employment as outlined in the employee's Letter of Offer on the following basis:

If the employee voluntarily leaves the Shire within:

The first three (3) months of employment 100%

The first six (6) months of employment 75%

he first nine (9) months of employment 50%

The first twelve (12) months of employment 25%

POLICY NO	2.2
POLICY SUBJECT	CONFERENCES, SEMINARS AND TRAINING COURSES – GENERAL STAFF
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

2.2 Conferences, Seminars And Training Courses – General Staff

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 CEO is authorised to approve staff attendance at conferences, seminars and training courses without reference to Council, subject to sufficient provision in the budget.

All approvals and funding of expenses shall be as per the following guidelines:

1. To achieve uniform practice throughout the organisation;
2. To reduce matters placed on agendas for Council consideration;
3. To maximise training opportunities and therefore productivity and efficiency of staff; and
4. Minimise delay in accepting training opportunities.

Standards associated with the attendance of staff at conferences/seminars /courses:

1. accommodation in the hotel or venue at which the conference/ seminar/course is held, or other nearby venue;

2. reasonable meal costs and out of pocket expenses.

Note: any out of state conferences, seminars and training courses shall seek the approval of the Council.

1.0 Introduction

Attendance at conferences/seminars/courses is considered to be a component of the ongoing education and training of Staff.

2.0 Attendance at Conferences, Seminars and Training Courses

2.1 During the budget preparation process, the CEO shall determine an allocation of funds sought for conferences/seminars/courses in the ensuing year.

2.2 Consideration will be given to:

- a) The cost of each known conference/seminar/course plus a contingency allowance for unforeseen events;
- b) The duration of the event and expected period of absence; and
- c) The benefit expected to be derived from attendance at such an event.

2.3 Such approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference/seminar/course is of particular relevance to Council's operations.

2.4 When special funding is required which is not included in the adopted budget, the application must be submitted to Council for determination.

2.5 In respect of employees attending approved conferences/ seminars/courses at the CEO's direction, the following expenses will be met by Council:

- a) Registration fees;
- b) Accommodation and reasonable meal costs (*including alcohol with meal only*);
- c) Minor expenses such as taxis, telephone calls and laundry etc; and
- d) Travelling expenses.

Alcohol (except with a meal), Mini Bars and In House Movies will not be paid by Council without prior approval from the Council or President.

Note 1) If participant chooses to stay with relatives or friends, prior approval from the CEO is required and a daily rate of \$75.00 (inclusive of accommodation and meals) will be paid. A claim form must be submitted to claim this allowance.

Note 2) Council will allow employees to travel to the course in work time i.e. if the course is to be held in Perth, the employee can depart Westonia at 2pm on the day prior to the course. The same principle would apply for any other destinations.

Travelling home from course is in participants own time - no overtime paid.

Council may provide a vehicle for travel, however the vehicle must be returned to Westonia on the same day, unless alternative arrangements are made with the CEO.

If any employee wishes to utilise their own vehicle in preference to a Council vehicle then Council will provide fuel only for the vehicle for travel to and from the course. No vehicle allowance or a kilometre rate will be paid.

2.6 A written Report on the attendance at each conference/seminar/course shall be prepared and submitted to the appropriate Manager if requested.

POLICY NO	2.3
POLICY SUBJECT	DISCRIMINATION, BULLYING AND HARASSMENT
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

2.3 Discrimination, Bullying And Harassment

Policy Statement

The Shire of Westonia and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term "employee/s" will extend to cover contractors, volunteers and any person performing work for or with the Shire of Westonia in any capacity.

Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement.

The Shire of Westonia acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

1. Age;
2. Family responsibility or status;
3. Race or colour;
4. Sex including gender identity, sexual orientation and intersex status;
5. Physical or mental disability;
6. Marital status;
7. Political or religious conviction;
8. Pregnancy;
9. Criminal record;
10. Breastfeeding;
11. Gender history;
12. Impairment;
13. National extraction or social origin; and
14. Trade union activity

Sexual Harassment

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

1. Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
2. Gestures of a sexual nature;
3. Leering or staring;
4. Offensive telephone calls, emails, text messages or notes;
5. Sexual suggestive jokes or comments;
6. Tales of sexual exploits;
7. Repeated requests for a date;
8. Unwelcome comments or questions about a person's sex life, appearance or dress; and
9. Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Bullying

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Some examples of bullying include, but are not limited to:

1. Loud, abusive or offensive language or comments;
2. Yelling and screaming;

3. Unjustified criticism and insults;
4. Unjustified threats of dismissal or other disciplinary action;
5. Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
6. Spreading malicious rumours or misinformation;
7. Inappropriate comments about an employee's appearance, lifestyle of family;
8. Deliberately excluding an employee from workplace meetings or activities;
9. Hiding documents or equipment or withholding vital information required for effective work performance;
10. Constantly changing targets or work guidelines;
11. Overloading an employee with work and impossible deadlines;
12. Setting tasks that are unreasonably below or beyond an employee's level of skill;
13. Threats of assault or violence or actual violence;
14. Teasing and practical jokes; and
15. Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee the police should be called.

Reasonable Management Action

The Shire of Westonia has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

1. The establishment and regular use of performance management systems;
2. The setting of reasonable performance targets and deadlines;
3. Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
4. Issuing a lawful and reasonable direction to an employee to complete a work task;
5. Preparing and amending a roster for employees;
6. Transferring an employee to a different work location for operational reasons;
7. Implementing organisational change;
8. Informing an employee about inappropriate behaviour in a confidential manner; and
9. Taking disciplinary action against an employee.

Other Behaviours not Considered to be Bullying

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.

Ways in which Bullying can Occur

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

Roles & Responsibilities

To ensure the intent of this policy is realised various roles within the Shire of Westonia must assume certain responsibilities.

The Employer

The Shire of Westonia will endeavour to:

1. provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
2. provide and maintain safe systems of work;
3. provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
4. treat all employees fairly; and
5. take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

All the Organisation's Employees

Employees are required to:

1. report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
2. follow all policies and procedures of the Shire of Westonia;
3. ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
4. treat all employees fairly and with respect.

Consequences of Breaching This Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

POLICY NO	2.4
POLICY SUBJECT	GRATUITOUS PAYMENTS TO EMPLOYEES
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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

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

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.

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.

The maximum payment to an employee shall be in accordance with regulation 19A of the *Local Government (Administration) Regulations 1996*.

POLICY NO	2.5
POLICY SUBJECT	STAFF UNIFORM
ADOPTION DATE	MAY 2017
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

2.5 Staff Uniforms

Policy Statement

The type of clothing and standard of dress for the Shire of Westonia's employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

Commitment

The Shire of Westonia is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards.

Payments made under this Policy

Council will pay up to a maximum of \$400 per financial year to Administration employees and \$500 for Works employees towards the cost of an approved corporate uniform for permanent employees.

The cost of any uniforms purchased above the appropriate limit will be borne by the employee. Contracted employees payments may vary subject to Employment Contract conditions.

Compulsory Uniform/Protective Clothing

The Shire of Westonia may require employees to wear a uniform. The following applies in relation to compulsory wearing of Shire of Westonia uniforms:

1. The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work.
2. Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear.
3. If an employee's uniform is damaged the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform.

Additional Requirements Relating to Protective Clothing

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Westonia. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

Wearing of Uniform out of Hours

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Westonia. Employees must adhere to the Shire of Westonia's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

Employees who choose to consume alcohol whilst wearing a Shire of Westonia uniform must at all time do so in a responsible manner. Employees who choose to consume alcohol and act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

Acceptable Standards of Dress

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, **shire polo shirt**, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

1. Clothing worn to comply with cultural or religious practices;
2. Tattoos or body piercings; and
3. Jewellery.

In relation to appropriate footwear and clothing, staff will have regard for the possible hazards within the workplace (i.e. accidentally spilling boiling water, dropping heavy items etc) and take steps to minimise the risk of injury. When out of the office, staff will wear footwear and clothing appropriate to the task being conducted (i.e. water or housing/building inspections, loading and unloading vehicles etc) which may be different to the footwear and clothing worn within the office environment. Appropriate footwear is that which provides protection from potential injury.

Casual Dress Days

On "casual dress" days, "smart casual" is the minimum required standard.

Shire of Westonia polo shirt is the preferred uniform which can be worn with appropriate smart business dress jeans, skirts, pants or shorts.

Further guidance is available from the respective line manager.

Unacceptable Standards of Dress

The following items are unacceptable at the Local Government:

1. Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory.
2. Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

Tax Deductibility

The Shire of Westonia's uniform has been entered on the Register of Approved Occupations clothing, meaning the expenditure incurred by a paid employee in relation to their uniform can be claimed as a tax deduction.

Personal Hygiene

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

All matters relating to personal hygiene will be handled sympathetically and discreetly.

Consequences of Breaching This Policy

This policy constitutes a lawful instruction to all of the organisation's people and breaches may lead to disciplinary action or termination by the Shire of Westonia. People who breach the policy may also be personally liable for their actions.

POLICY NO 2.6
POLICY SUBJECT MOTOR VEHICLE REPLACEMENT
ADOPTION DATE MAY 2019
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

2.6 Motor Vehicle Replacement

To ensure the best financial deal for Council, the Shire of Westonia will allow for the following changeovers of each Senior Management vehicle:

Chief Executive Officer	each 15,000km
Manager of Works & Services	each 15,000km
Manager of Corporate Services	5 years

Chief Executive Officer may review existing deals to best suit value for money for Council.

All other Council vehicles be changed over as per Council's Plant Replacement Program.

Law and Order, and Public Safety

POLICY NO	3.1
POLICY SUBJECT	HARVESTING ON SUNDAYS AND PUBLIC HOLIDAYS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

Administration to notify the Community in advance via Website, Newsletter and Social Media.

POLICY NO	3.2
POLICY SUBJECT	HARVEST BANS
REFERENCE	BUSH FIRES REGULATIONS 38A
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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 Behaviour Meter.

POLICY NO	3.3
POLICY SUBJECT	SUNDAY BURNING
REFERENCE	BUSH FIRES REGULATIONS 15C(1)
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

3.3 Sunday Burning

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

Burning is not permitted on Good Friday or Easter Sunday if Easter falls during restricted burning period.

POLICY NO	3.4
POLICY SUBJECT	INFRINGEMENT NOTICES – BUSH FIRES ACT
REFERENCE	BUSH FIRES ACT
ADOPTION DATE	JUNE 2013
LAST REVIEW -	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	3.5
POLICY SUBJECT	HARVEST BANS
REFERENCE	BUSH FIRES ACT
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

Community Amenities

POLICY NO	4.1
POLICY SUBJECT	HALF MASTING OF SHIRE FLAG
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

Works and Services

POLICY NO	5.1
POLICY SUBJECT	PROVISION OF CROSSOVERS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	5.2
POLICY SUBJECT	PLANT REPLACEMENT
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	5.3
POLICY SUBJECT	GRAVEL ROYALTY PAYMENTS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

5.3 Gravel Royalty Payments

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

POLICY NO	5.4
POLICY SUBJECT	GRAVE: PIT REHABILITATION PROGRAM
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	5.5
POLICY SUBJECT	ROAD CROSSINGS DRAINAGE
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	6.1
POLICY SUBJECT	INVESTMENT OF SURPLUS FUNDS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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

That funds surplus to immediate requirements may be placed in any of the following authorized deposit taking institutions (ADIs), being licensed banks as defined under the Banking Act 1995 for a period not exceeding 12 months:

- a) Western Australian Treasury Corporation
- b) Australian and New Zealand Banking Group
- c) National Australian Bank
- d) Westpac
- e) Bank West
- f) Commonwealth Bank
- g) Citibank
- h) St George Bank Ltd
- i) Bendigo Bank
- j) HSBC Bank Australia
- k) ING Bank Australia Limited
- l) Suncorp Bank
- m) Bank of Queensland
- n) Rabobank

Prohibited Investments

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

1. Deposits with an institution other than an Authorised Institution;
2. Deposits for a fixed term of more than twelve months;
3. Bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government;
4. Bonds with a term to maturity greater than three years; and
5. 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:

- a) The purpose of the investment, and its needs together with the circumstances;
- b) The nature of and the risk associated with the different investments;
- c) The need to maintain the real value of capital and income;
- d) The risk of capital loss or income loss;
- e) The likely return and the timing of that return;
- f) The liquidity and the marketability of the proposed investment during, and at the determination of the term of, the proposed investment;
- g) The aggregate value of the investment;
- h) The likelihood of inflation affecting the value of the proposed investment;
- i) The costs (including commissions, fees, charges and duties payable) of making the proposed investment; and
- j) 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 Manager of Corporate Services

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.

Authorised Counterparties and Exposure Limits

Counterparty Details	Minimum Standard & Poor's Rating	Maximum Exposure as a % of total Investment Portfolio
11.1 All banks within the meaning of the <i>Banking Act 1959</i> . Note: At all times a minimum of 50% of total investments must remain with a Bank	A-1 (short) AA (long)	100%
11.2 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 1 year	Aam AAf	50%
11.3 Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 3 years	AAf	30%
11.4 Managed (Fixed Interest) Funds Note: An overall limit of 50% applies to items – ie. A mix is acceptable but combined exposure must remain within 50% of total investment portfolio	AAf	20%
11.5 Commonwealth Government (Max term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%
11.6 State Government (Max Term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%

Reporting

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

- i. Name of institution where investment is lodged;
- ii. Amount of funds invested;
- iii. Interest rate on investment; and

iv. 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.

POLICY NO	6.2
POLICY SUBJECT	PURCHASE OF GOODS – PREFERENCE TO LOCAL SUPPLIERS
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

6.2 Purchase of Goods - Preference to Local Suppliers

Where possible and within reasonable limits set out herein, the Shire of Westonia will support local and regional business and industry by providing price preference to local and regional suppliers tendering for contracts with Council.

The application of this Regional Price Preference Policy will ensure that when purchasing goods and services, Council will achieve the best possible outcome for the amount of money spent, whilst, where possible, giving preference to local suppliers.

The application of a price preference will be clearly outlined as to whether it will be applied or not prior to the tender process commencing.

A regional tenderer is defined under Section 24B(2) of the Local Government (Functions and General) Regulations 1996. A supplier of goods or services who submits a tender is regarded as being a regional tenderer if:

- (a) That supplier has been operating a business continuously out of premises in an appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or
- (b) Some or all of the goods or services are to be supplied from regional sources.

The Shire of Westonia recognizes the following two Regions for price preferences:

Region 1 – which is defined as a business or industry located within the District of the Shire of Westonia; and

Region 2 – which is defined as a business or industry located within the Districts of the Shire of Merredin, Kellerberrin, Nungarin, Mukinbudin, Yilgarn and Bruce Rock.

The regional price preference to be given to either a Region 1 or Region 2 tenderer or supplier of a quotation are outlined below and represents at which the regional tender's price bids or quotations would be reduced for the purpose of assessing the tender or quotations.

Region 1:

A preference may be given to a regional tenderer or supplier of a quotation from "region 1" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by:

1. 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
2. 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
3. 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources,

only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

Region 2:

A preference may be given to a regional tenderer or supplier of a quotation from "region 2" by assessing the tender or quote from that regional tenderer as if the price bids were reduced by :

1. 5% - where the contract is for goods or services, up to a maximum price reduction of \$25,000;
2. 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$25,000; or
3. 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$250,000, if the local government is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods or services that form part of a tender or quotation submitted by a regional tenderer may be:

1. wholly supplied from regional sources; or
2. partly supplied from regional sources, and partly supplied from non-regional sources, only those goods or services identified in the tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender or quotation when a regional price preference policy is in operation.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenderers or quotations it thinks would be most advantageous to the local government to accept.

Further References:

Part 4A of the Local Government (Functions and General) Regulations 1996

POLICY NO 6.3
POLICY SUBJECT PURCHASING POLICY
ADOPTION DATE JUNE 2013
LAST REVIEW MAY 2019 (COUNCIL RES: 06/05-19)

6.3 PURCHASING POLICY

PURPOSE

The purpose of this policy is to provide compliance with the Local Government Act 1995 (as amended) and the Local Government Act (Functions and General) Regulation 1996 (as amended in March 2007).

To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

SCOPE

This policy is applied to the Shire of Westonia and its elected members and employees.

DEFINITIONS

STRATEGIC CONTEXT

This policy links to core drivers:

Relationships that bring us tangible benefits (to the Shire and our community)

Our lifestyle and strong sense of community

We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

POLICY STATEMENT

The Shire's purchasing activities will achieve:

The attainment of best value for money;

Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;

Consistent, efficient and accountable processes and decision-making;

Fair and equitable competitive processes that engage potential suppliers impartially, honestly and consistently;

Probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;

Compliance with the Local Government Act 1995, Local Government (Functions and General) Regulations 1996, as well as any relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;

Risks identified and managed within the Shire's Risk Management framework;

Records created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire's Record Keeping Plan;

Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

ETHICS & INTEGRITY

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

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

Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;

All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;

Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;

All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;

Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

Any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

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

All relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.

The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).

A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;

The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;

The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy; and

Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

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 AND PRACTICES

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Policy Purchasing Value Definition

Purchasing value for a specified category of goods, services or works is to be determined upon the following considerations:

Exclusive of Goods and Services Tax (GST); and

Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend specific to a particular category of goods, services or works. OR

Where there is no existing contract arrangement, the Purchasing Value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period. This period may be extended to a maximum of 5 years only where the supply category has a high risk of change i.e. to technology, specification, availability or the Shire's requirements (Regulation 12).

The calculated estimated Purchasing Value will be used to determine the applicable threshold and purchasing practice to be undertaken.

Purchasing from Existing Contracts

The Shire will ensure that any goods, services or works required that are within the scope of an existing contract will be purchased under that contract.

Table of Purchasing Thresholds and Practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to \$5,000 (exc GST)	Direct purchase, no quote needed
From \$5,001 and up to \$35,000 (exc GST)	<p>Seek at least one (1) verbal or written quotation from a suitable supplier. Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either:</p> <ul style="list-style-type: none"> a supplier included in the relevant WALGA Preferred Supplier Arrangement; or other suppliers that are accessible under another tender exempt arrangement; or the open market.

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>The purchasing decision is to be based upon assessment of the suppliers response to: a brief outline of the specified requirement for the goods; services or works required; and value for money criteria, not necessarily the lowest price.</p> <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>
<p>From \$35,001 and up to \$85,000 (exc GST)</p>	<p>Seek at least two (2) written quotations, if practical, from suitable suppliers. Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either: a supplier included in the relevant WALGA Preferred Supplier Arrangement; or other suppliers that are accessible under another tender exempt arrangement; or the open market.</p> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation is to be sought, where a suitable supplier is available, from: a WADisability Enterprise; and / or an Aboriginal Owned Business; and / or a Local Supplier.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to: a brief outline of the specified requirement for the goods; services or works required; and value for money criteria, not necessarily the lowest price. The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
<p>\$85,001 and up to \$249,999 (exc GST)</p>	<p>Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then a quote must be sought from either: a supplier included in the relevant WALGA Preferred Supplier Arrangement; or other suppliers that are accessible under another tender exempt arrangement; or the open market.</p> <p>If quotes are not being sought from a WALGA Preferred Supplier Arrangement, at least one (1) quotation of the three (3) quotations is to be sought, where a suitable supplier is available, from either: a WADisability Enterprise; and / or an Aboriginal Owned Business; and / or a Local Supplier.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to: a detailed written specification for the goods, services or works required and pre-determined evaluation criteria that assesses all best and sustainable value considerations.</p> <p>The procurement decision is to be represented using the Evaluation Report template</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, seek quotations in accordance with the contract requirements.</p> <p>If no Panel of Pre-Qualified Suppliers exists for the required purchasing category, then either: Seek at least three (3) written quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; OR</p>

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<p>Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements.</p> <p>The purchasing decision is to be based upon the suppliers response to: a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and pre-determined evaluation criteria that assesses all best and sustainable value considerations.</p> <p>The procurement decision is to be represented using the Evaluation Report template.</p>
Emergency Purchases (<i>Within Budget</i>)	Must be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting.
Emergency Purchases (<i>Not Included in Budget</i>)	<p>Only applicable where, authorised in advance by the President in accordance with s.6.8 of the <i>Local Government Act 1995</i> and reported to the next available Council Meeting.</p> <p>Where the Shire has an established Panel of Pre-Qualified Suppliers relevant to the required purchasing category, the emergency supply must be obtained from the Panel suppliers.</p> <p>If however, no member of the Panel of Pre-qualified Suppliers or a suitable supplier from WALGA Preferred Supplier Arrangement is available, then the supply may be obtained from any supplier capable of providing the emergency purchasing requirement, and to the extent that it is reasonable in context of the emergency requirements, with due consideration of best and sustainable consideration.</p>

Exemptions

An exemption from the requirement to publically invite tenders may apply when the purchase is:

Obtained from a pre-qualified supplier under the WALGA Preferred Supplier Arrangement or other suppliers that are accessible under another tender exempt arrangement.

From a pre-qualified supplier under a Panel established by the Shire;

From a Regional Local Government or another Local Government;

Acquired from a person/organisation 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 (exc GST) and represents value for money;

Acquired from an Australian Disability Enterprise and represents value for money;

The purchase is authorised under auction by Council under delegated authority; within 6 months of no tender being accepted;

Where the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or

The purchase is covered by any of the other exclusions under Regulation 11 of the Regulations.

Inviting Tenders Under the Tender Threshold

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 threshold.

This decision will be made after considering:

Whether the purchasing requirement can be met through the WALGA Preferred Supplier Program or any other tender exemption arrangement; and

Any value for money benefits, timeliness, risks; and

Compliance requirements.

A decision to invite Tenders, though not required to do so, may occur where an assessment has been undertaken and it is considered that there is benefit from conducting a publicly accountable and more rigorous process. In such cases, the Shire's tendering procedures must be followed in full.

Other Procurement Processes Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value, or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

In these cases, the Shire may consider conducting an EOI process, preliminary to any Request for Tender process, where the purchasing requirement is:

Unable to be sufficiently scoped or specified;

Open to multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

Subject to a creative element; or

To establish a procurement methodology that allows for an assessment of a significant number of tenderers leading to a shortlisting process based on non-price assessment. All EOI processes are conducted as a public process and similar rules to a Request for Tender apply. However, the EOI should not seek price information from respondents, seeking qualitative and other non-price information only. All EOI processes should be subsequently followed by a Request for Tender through an invited process of those shortlisted under the EOI.

Request for Proposal

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal where the requirements are less known, or less prescriptive and detailed. In this situation, the Request For Proposal would still be conducted under the same rules as for a Request For Tender but would seek responses from the market that are outcomes based or that outline solutions to meet the requirements of the Shire.

Emergency Purchases

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act and including natural disasters such as fire and flood. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Sole Source of Supply

A sole source of supply arrangement may only be approved where the:
Purchasing value is estimated to be over \$5,000; and
purchasing requirement has been documented in a detailed specification; and
specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
market testing process and outcomes of supplier assessments have been documented, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.

A sole source of supply arrangement will only be approved for a period not exceeding three

(3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that a Sole Source of Supply still genuinely exists.

Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a Tender exempt arrangement will not be adopted as this would place this Local Government in breach of the Regulations (Regulation 12).

The Shire administration will conduct regular periodic analysis of purchasing activities within supply categories and aggregating expenditure values in order to identify purchasing activities which can be more appropriately undertaken within the Purchasing Threshold practices detailed in clause 1.4.3 above.

SUSTAINABLE PROCUREMENT

LOCAL ECONOMIC BENEFIT

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire will:

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 local suppliers.

To this extent, a qualitative weighting will be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criteria will relate to local economic benefits that result from Tender processes.

PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

PURCHASING FROM ABORIGINAL BUSINESSES

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where: the contract value is or is worth \$250,000 or less, and a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

demonstrate policies and practices that have been implemented by the business as part of its operations;

generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

PANELS OF PRE-QUALIFIED SUPPLIERS

OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';

the purchasing activity under the intended Panel is assessed as being of a low to medium risk;

the Panel will streamline and will improve procurement processes; and

the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO. Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment

– subject to that supplier agreeing. The Shire will disclose this approach in the detailed

information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

each Panel member 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; or

work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.4.3 of this Policy. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications can be made through eQuotes (or other nominated electronic quotation facility).

Each quotation process, including the invitation to quote, communications with Panel members, quotations received evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

PURCHASING POLICY NON-COMPLIANCE

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

an opportunity for additional training to be provided;

a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;

misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

RECORD KEEPING

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire of Westonia's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

RELATED LEGISLATION/ DOCUMENTATION

Local Government Act 1995 (as amended) and the Local Government Act (Functions and General) Regulation 1996 (as amended in March 2007).



POLICY NO	6.4
POLICY SUBJECT	CREDIT CARD
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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 in accordance with Local government Financial Management Regulation 11 (1) (a).

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.

General Practices

- a) 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.
- b) Misuse of a Shire of Westonia Corporate Credit Card will result in repayment of any incurred debt and disciplinary action.
- c) Full record keeping and accountability applies with the usage of Corporate Credit Cards.
- d) All paperwork and documentation relating to the usage of Corporate Credit Cards must be provided to the Manager of Corporate Services to ensure appropriate and accurate record-keeping occurs.
- e) 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.
- f) Council issued credit cards shall not be used to obtain cash advances.
- g) 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.
- h) 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:

Position

Limit

Chief Executive Officer	Works Supervisor
8,000.00	5,000.00

Terms of Corporate Credit Card Use

- a) No alteration to credit card limits may be made without the approval of Council.
- b) No additional credit cards may be requested without the approval of Council.
- c) No change to the use of credit cards may be made without the approval of Council.
- d) 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.



- e) 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 Councillor and retained in Council's accounting records for audit purposes.

.....
Credit Card Holders Name

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

POLICY NO **6.5**
POLICY SUBJECT **VARIANCE REPORTING – FINANCIAL STATEMENTS**
ADOPTION DATE **JUNE 2013**
LAST REVIEW **MAY 2019 (COUNCIL RES: 06/05-19)**

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 2019/20 year the variance adopted by Council will be \$ 10,000 or 15% whichever is the greatest.

POLICY NO **6.6**
POLICY SUBJECT **RATES AND CHARGES RECOVERY POLICY**
ADOPTION DATE **JUNE 2013**
LAST REVIEW **MAY 2019 (COUNCIL RES: 06/05-19)**

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.

POLICY NO	6.7
POLICY SUBJECT	IMPLEMENTING THE BUDGET
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

6.7 Implementing the Budget

To assist in streamlining Council operations to improve efficiency and effectiveness following the adoption of the budget, the CEO is to use management discretion in:

1. implementing expenditure and income programs contained in the budget the detail of which has been finalised;
2. the appointment of consultants including architects, valuers, auctioneers, selling and leasing agents, to enable the proper administration of the Council's business;
3. prioritising work, unless otherwise directed by the Council;
4. determining whether or not to call tenders or sell by tender or auction where an obligation does not exist to do so under the Local Government Act 1995;
5. authorising overtime; and
6. engaging staff other than Senior Staff.

The Chief Executive Officer may, in accordance with Section 5.44 of the Local Government Act 1995, delegate any or all of the above to Senior Managers provided always that costs are contained within budget allocations and subject to compliance with the Local Government Act 1995 and Council's Policy statements.

POLICY NO	6.8
POLICY SUBJECT	FINANCIAL RESERVES
ADOPTION DATE	MAY 2019
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

6.8 Financial Reserves

OBJECTIVE

To establish a framework for the establishment and ongoing management of Reserves.

POLICY

Reserves are established to set aside funds for specific projects as determined.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which are to set out:

- The purpose of the Reserve;
- The basis of calculation for any transfer to the Reserve;
- The basis of calculation for any transfer from the Reserve; and
- The proposed allocation of any unexpended balance remaining in the Reserve following completion of the project.

Every Reserve created must have a specific purpose and relate to the adopted 'Strategic Plan/Plan for the Future' of Council.

Expenditure from and transfers to Reserves can only be authorized by resolution of Council, specifying the amount of the transfer.

Each Monthly Financial Report to Council is to include a Schedule of Reserves, showing:

- Closing Balance as at the End of the Month (Actual).

Interest from Investments will be allocated to each of the Reserve Funds on a percentage weighting basis.

Authorised Reserves of the Shire of Westonia

Reserve Name: Leave Reserve

Purpose: To ensure that adequate funds are available to finance Council's liability for employee long service and annual leave entitlements.

Calculation Basis: Transfers to and from the Reserve will be based upon projected end of year liabilities relating to employees leave entitlements. The calculation of liabilities will consider such factors as length of service of employees, applicable on-costs and probability of employees to reach applicable service levels.

Target Balance: Maximum of 50% of the employee leave liabilities as reported in Council's Annual Financial Statements.

Reserve Name: Plant Replacement Reserve

Purpose: To ensure adequate funds are available to purchase a responsive and modern plant fleet at the optimum replacement point as per Council's Plant Replacement Program.

Calculation Basis: Transfers from the Reserve are based plant purchases as per the Plant Replacement program and authorized by resolution of Council.

Target Balance: Sufficient to ensure adequate funding of appropriate upgrades of Council's plant purchases as per the Plant Replacement Program.

Reserve Name: Building Reserve

Purpose: To ensure adequate funds are available to fund future building construction, land acquisition and required building maintenance of Shire of Westonia's Property portfolio.

Calculation Basis: Transfers to and from the Reserve are based upon the existence of, or proposal for, an annual budget allocation for an identified specific capital project and/or Long Term Building Maintenance Program.

Target Balance: Sufficient to ensure adequate funding of appropriate capital upgrades of Council's Property Stocks as per the Long Term Building Program.

Reserve Name: Communication/IT Reserve

Purpose: To ensure that adequate funds are available for the continual upgrading IT equipment and rebroadcasting equipment.

Calculation Basis: Transfers to and from the Reserve are based upon an annual budget allocation for an identified specific capital project.

Target Balance: Sufficient to ensure adequate funding of appropriate capital upgrades of Council's Communication and Information Technology assets.

Reserve Name: Community Development Reserve

Purpose: To ensure that adequate funds are available to finance Council's development of land, buildings and facilities for the community.

Calculation Basis: Transfers to and from the Reserve are based upon an annual budget allocation for an identified specific capital project.

Target Balance: Sufficient to ensure adequate funding of appropriate development of Council's land, buildings and facilities for the community.

Reserve Name: Waste Management Reserve

Purpose: To be utilized for the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; the provision of receptacles for the temporary deposit of waste; the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste.

Calculation Basis: Transfers to and from Reserve are on the basis of budgeted expenditure or Council resolution in accordance with the purpose of the Reserve.

Target Balance: Sufficient to ensure adequate funding of related projects as per the Shire of Westonia's Strategic Plan.

Reserve Name: Swimming Pool Redevelopment Reserve

Purpose: To ensure adequate funds are available to fund future Redevelopment of the Westonia Swimming Pool.

Calculation Basis: Transfers to and from the Reserve are based upon an annual budget allocation for an identified specific capital project.

Target Balance: Sufficient to ensure adequate funding of appropriate capital upgrades of the Westonia Swimming Pool.

POLICY NO	6.9
POLICY SUBJECT	SIGNIFICANT ACCOUNTING POLICIES
ADOPTION DATE	JUNE 2019
LAST REVIEW	

6.9 Significant Accounting Policies

The purpose of this Policy is to provide the basis for Council's accounting concepts and annual reporting and budget preparation guidelines and to maintain accounting reporting procedures that complies with statutory requirements and demonstrates the Shire's financial position.

AAS means the Australian Accounting Standards made and amended from time to time by the Australian Accounting Standards Board.

Australian Accounting Standards Board means the body corporate of that name continued by the Australian Securities and Investments Commission Act 2001 (Commonwealth).

Council means the council of the Shire of Westonia.

Municipal Fund means all money and the value of all assets received or receivable by a local government are to be held and brought to account in its municipal fund unless required by the Local Government Act 1995 or any other written law to be held in the trust fund.

Trust Fund means a local government is to hold in the trust fund all money or the value of assets that are required by the Local Government Act 1995 or any other written law to be credited to that fund, and held by the local government in trust.

This Policy is to be used for both the preparation of the budget and the financial reports, therefore the words budget or financial report outlined above within the Policy, will be used dependent upon the document that is being produced.

POLICY STATEMENTS:

BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards.

Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Grants, donations and other contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 13.

That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 28

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

Inventories General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

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

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value hierarchy set out in Note 33(h).

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 14.

Previous accounting policy: available for sale financial assets

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Previous accounting policy: Loans and receivables

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to Note 16 for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every four (4) years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**Land under control**

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008.

This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful Life
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
Formation	not depreciated
Pavement	50 years
Seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
Formation	not depreciated
Pavement	50 years
Footpaths – slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

Depreciation (Continued)

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying

amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Investment properties

Investment properties are principally freehold buildings, held for long-term rental yields and not occupied by the Shire. They are carried at fair value. Changes in the fair values are presented in profit or loss as a part of other revenue.

Fair value of investment properties

A management valuation was performed to determine the fair value of investment properties. The main Level 3 inputs used in the valuation were discount rates, terminal yields, expected vacancy rates and rental growth rates estimated by management based on comparable transactions and industry data.

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave.

Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations.

Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

Investment in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the

associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

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

d) Comparative figures

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

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

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

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

POLICY NO	6.10
POLICY SUBJECT	FINANCIAL HARDSHIP
ADOPTION DATE	APRIL 2020
LAST REVIEW	

6.10 Financial Hardship

PURPOSE

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

This policy applies to all ratepayers experiencing financial hardship regardless of their status, be they a property owner tenant, business owner, sporting group etc.

POLICY

This policy applies in relation to:

1. Outstanding rates and service charges as at the date of adoption of this policy.
2. Future rates and service charges levied.

It is reasonable community expectation, that those with the capacity to pay rates do so. For this reason this Policy is not intended to provide rate relief to ratepayers who are not able or not willing to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

PRINCIPALS

Payment difficulties, or short term financial hardship , occur where a change in a person's circumstances result in an inability to pay rates or service charge debt. Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

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

Financial Hardship Criteria

While evidence of hardship is requested, we recognise that not all circumstances are alike. We will take a flexible and adaptable approach to a range of individual circumstances including, but not limited to, the following situations:

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

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant to enable a fair assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness and equity, integrity and confidentiality whilst complying with our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act of an agreed frequency and amount. These arrangements can, but are not limited to a consideration of the following:

- The payment arrangement will establish a known end date that is realistic and achievable.
- The ratepayer will be responsible for informing the Shire of Westonia of any changes in circumstances that jeopardises the agreed payment schedule.

We will suspend our debt recovery processes:

- Whilst negotiating a suitable payment arrangement with a debtor.
- Whilst the debtor is adhering to an approved payment arrangement (which must be in writing and signed by the debtor).
- For the time period of any agreed deferral.

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

Review

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

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Other Relevant Policies and Documents

NIL

POLICY NO	6.11
POLICY SUBJECT	END OF YEAR SURPLUS
ADOPTION DATE	MAY 2020
LAST REVIEW	

6.11 End of Year Surplus

PURPOSE

The purpose of this policy is to establish parameters for the use of untied surplus funds at the end of each financial year as identified through the Annual Budget adoption process.

SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

DEFINITIONS

STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

POLICY STATEMENT

As part of the Annual Budget process the Council must calculate its end of year financial position, or surplus / deficit as a starting point for the following year's budget.

Included in this calculation are projects which have not been completed in the previous financial year and in most cases, these items are carried forward for expenditure in the following financial year. However, budget savings which have been achieved which cannot be readily identified at the end of the financial year are known as an "untied surplus".

The Council recognises that the allocation of untied surpluses is an important aspect in discharging its financial management responsibilities. The Council recognises that untied surpluses will not be used to offset the future annual operating costs of the Council, being allocated after the completion of the Annual Financial Report.

Principles:

The use of any identified untied surplus at the end of a financial year will be limited to one (or more) of the following transactions, in order of preference:

1. Retirement of debt (where possible);
2. Allocated to a "one-off" capital project;
3. Allocated to special project nominated by the Council;
4. Transferred to a Reserve Account to be nominated by the Council;

EMPLOYEE ENTITLEMENTS/CONDITIONS OF EMPLOYMENT

POLICY NO	7.1
POLICY SUBJECT	EMPLOYMENT SUPERANNUATION CONTRIBUTIONS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.1 Employee Superannuation Contributions

To provide Council staff with a long term incentive and to comply with the statutory superannuation guidelines, in addition to the Superannuation Guarantee Contribution, Council may provide a matching percentage to employees up to a maximum of 5%.

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

Council will contribute 9.5% towards an employee's Superannuation Guarantee. Council will permit employees to salary sacrifice superannuation contributions

POLICY NO	7.2
POLICY SUBJECT	SERVICE PAY
ADOPTION DATE	19 JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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

POLICY NO	7.3
POLICY SUBJECT	USE OF COUNCIL EQUIPMENT BY STAFF
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	7.4
POLICY SUBJECT	WATER – STAFF HOUSING
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.4 Water - Staff Housing

All water used by staff in Council Houses to be paid by Council, on the proviso that the Council residence garden is kept to an acceptable level. The Chief Executive Officer is to ensure that any wastage is brought to the attention of the employee concerned.

POLICY NO	7.5
POLICY SUBJECT	HOURS OF DUTY - EMPLOYEES
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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

POLICY NO	7.6
POLICY SUBJECT	TRAVELLING
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.6 Travelling

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

POLICY NO	7.7
POLICY SUBJECT	SEVERANCE PAY POLICY
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

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.

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.

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.

POLICY NO	7.8
POLICY SUBJECT	POLICE CLEARANCE
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	7.9
POLICY SUBJECT	STAFF MEDICAL EXAMINATIONS
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.

POLICY NO	7.10
POLICY SUBJECT	CEO PERFORMANCE REVIEW
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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 councillors 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 Councillors 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 Councillors present are to consider the report of the CEO against each of the Performance Indicators. The Councillors 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 Councillors 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 Councillors 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 Councillors 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.

POLICY NO	7.11
POLICY SUBJECT	CHRISTMAS OFFICE SHUTDOWN & TWO PAID "GRACE & FAVOUR" DAYS FOR STAFF
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.11 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.

Full Time staff will also be granted 2 paid "grace and favour 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.

POLICY NO	7.12
POLICY SUBJECT	FITNESS FOR WORK
ADOPTION DATE	MAY 2017
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.12 Fitness for Work

PURPOSE

The Shire of Westonia is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act, 1984 to provide a safe working environment. The Shire of Westonia also recognises that this duty is incumbent on all employees that extend to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

SCOPE

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Westonia. In order to ensure that this duty is fulfilled, the Shire of Westonia has implemented this procedure in the interests of workplace health and safety.

Those who are suspected or found to be under the influence of drugs or alcohol at work will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and depending on the severity of their actions, may also stand the consequence of suspension without pay or instant dismissal.

RESPONSIBILITIES

It is the responsibility of the direct supervisor to detect if an employee is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a manner which will affect their work performance that could endanger work colleagues, members of the public or cause damage to council equipment.

The Shire of Westonia believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the effected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of the Shire of Westonia who is interested in receiving counselling services should seek approval from their Supervisor.

DEFINITIONS

For the purpose of this policy and procedure, the abuse of alcohol and / or other drugs includes:

- Impaired Work Performance - sudden or gradual deterioration in a person's ability to function appropriately at work.
- Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner.
- Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- Misuse – inappropriate use of a substance on the Shire of Westonia premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- Alcohol – Any beverage containing alcohol.

- Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- Substance – any drug that may have adverse effects causing impaired work performance.
- Fatigue – The inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, “hangovers” and/or “come downs”).
- Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

APPLICATION

Alcohol

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire of Westonia. Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest approved medical centre for a blood alcohol test. If a blood alcohol level is deemed to be 0.02 and over, employees will be sent home without pay for the remainder of the day. (Alternative transport will be required if a blood alcohol level is 0.05 or over).

If the blood alcohol level is under 0.02, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Westonia that employees make alternative arrangements to get home. The Shire of Westonia accepts no responsibility for employees during travel to and from the function.

Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Westonia. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Westonia property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Westonia).

Refusal to a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing (every fortnight or at random as determined by the CEO) for a two month period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking which may affect their performance. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations. Failure to follow these requirements will result in disciplinary action, or instant dismissal.

Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep
- Voluntary Work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Westonia procedure to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Westonia where such may add to fatigue. Depending on the circumstances, the Shire of Westonia may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Westonia sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

DISCIPLINARY ACTION

If this procedure is in anyway contravened by an employee the following will result.

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work. It is the employee's responsibility to advise if they are taking any medications (including over the counter or prescription) at the time offsetting.

First Offence:

- (i) The employee will be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor that will focus on;
 - a. the unacceptability of the employee's behaviour
 - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - d. that any future breach of the policy will result in second offence or instant dismissal.
- (v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on second offence. The Shire of Westonia will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second Offence:

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor that will focus on;
 - a. the unacceptability of the employee's behaviour
 - b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
 - d. That any future breach of the policy will result in instant dismissal.
- (vii) Counselling will be offered, refer to First Offence (v), if counselling was not used in the first offence.
- (vi) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.
- (viii) The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid by the Shire of Westonia. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

- (i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (ii) The employee will be immediately dismissed from duty without notice.

Instant Dismissal:

The following are guidelines to circumstances that will result in dismissal without notice:

- (i) Any attempt to falsify the drug and alcohol screen
- (ii) Cultivating, selling or supplying drugs and / or other substances
- (iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.
- (iv) Unlawful behaviour.

Other

If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to:

- a) Contact the employee's next of kin to arrange pick up.

REFERENCE

- Occupational Safety and Health Act 1984;
- Occupational Safety and Health Regulation 1996, and 2005 amendments;
- ISO 31000 Risk Management – Principles and guidelines;
- CASR Part 99
- Shire of Westonia Staff Induction Manual

Explanatory Notes:

Notwithstanding this Policy incorporates a procedure for disciplinary action to address matters where an employee is deemed 'unfit for work', the Council acknowledges the CEO may, at his or her discretion, accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the Shire pursuant Section 5.41 of the Local Government Act 1995.

POLICY NO	7.13
POLICY SUBJECT	INFORMATION COMMUNICATIONS TECHNOLOGY (ICT)
ADOPTION DATE	MAY 2017
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

7.13 Information Communications Technology (ICT)

Policy Statement

Effective security is a team effort involving the participation and support of every Shire of Westonia employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall cover persons performing work on a permanent basis with the Shire of Westonia.

General Use of ICT Equipment

1. While the Shire of Westonia's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire of Westonia. Because of the need to protect the Shire of Westonia's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to the Shire of Westonia cannot be guaranteed.
2. A degree of personal use is allowed on the Shire of Westonia's equipment/devices/systems.

Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

1. personal use should be conducted either before or after contracted hours of work or during authorised breaks;
2. personal use should be limited and brief, avoiding excessive downloads or transmissions. An example of acceptable personal use would be conducting brief transactions through internet banking;
3. personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
4. managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
5. if there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.
6. For security and network maintenance purposes, authorised individuals within the Shire of Westonia may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.
7. The Shire of Westonia reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

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

Security and Proprietary Information

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

Unacceptable Use

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from

these restrictions during the course of carrying out responsibilities related to their role Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire of Westonia ICT systems or resources.

System and Network Activities

The following activities are not permitted:

1. violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire of Westonia or the end user;
2. unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire of Westonia or the end user does not have an active license;
3. exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The appropriate manager should be consulted prior to export of any material where status is unclear;
4. introduction of malicious programs or codes into the network or onto devices connected to the network;
5. revealing your account password to others or allowing use of your account by others;
6. the Shire of Westonia's equipment is not to be used for the downloading or distribution of any material that could be considered as offensive. If an employee receives such material they should notify their manager and also the ICT Team;
7. making fraudulent offers of products, items, or services, or running private business interests via any Shire of Westonia equipment, device or account; and
8. undertaking private work.

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

1. effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
2. executing any form of network monitoring which will intercept data not intended for the user's host;
3. attempting to avoid or bypass the Shire of Westonia's network security measures;
4. interfering with any other user's account, by whatever means; and
5. using the system in a way that could damage or affect the performance of the network in any way.

Email and Communications Activities

The following activities are not permitted:

1. except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
2. any form of harassment via electronic/ICT means;
3. unauthorised use, or forging, of email header information;
4. solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
5. Creating or forwarding "chain letters" or "pyramid" schemes of any type;
6. use of any of the Shire of Westonia's network or systems for the purpose of generating unsolicited communications;
7. providing information about, or lists of, the Shire of Westonia's employees to parties outside the Shire of Westonia or to personal email addresses;
8. communicating in a manner that could adversely affect the reputation or public image of the Shire of Westonia; and

9. communicating in a manner that could be construed as making statements or representations on behalf of the Shire of Westonia without the Shire of Westonia's express permission to do so.

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

Remote Access

Employees with remote access should be reminded that, when they are connected to the Shire of Westonia's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire of Westonia's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire of Westonia's network and servers to ensure the security and integrity of data and records.

Employees are reminded of the following conditions relating to remote access to the Shire of Westonia's system:

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

Provision and Use of Mobile Phones and Information/ Communication Devices

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

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

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

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

Consequences of Breaching This Policy

1. Any employee found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire of Westonia may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.
2. Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the employee being obligated to pay any extra costs incurred.

POLICY NO	7.14
POLICY SUBJECT	SOCIAL MEDIA
ADOPTION DATE	MAY 2017
LAST REVIEW	APRIL 2019 (COUNCIL RES: 06/05-18)

7.14 Social Media

Policy Statement

The Shire of Westonia understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire of Westonia.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire of Westonia who access social media for professional or social purposes whether via personal devices or those supplied by the Shire of Westonia.

Social Media means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter; Instagram, YouTube and Foursquare. To this point, the Shire of Westonia only approves the use of the following social media sites for the following purposes:

- Facebook for the Hood-Penn Museum and Shire of Westonia;
- Twitter for the Shire of Westonia;
- Instagram for the Shire of Westonia;
- Online SMS (Spark) for emergency and community information.

Social Media Use for Shire of Westonia Purposes

The Shire of Westonia may direct specified employees to use social media for Shire of Westonia purposes, such as but not limited to the Chief Executive Officer.

Only employees with appropriate training and knowledge who are expressly authorised by the CEO may use social media for Shire of Westonia purposes.

If a person is provided with express permission by the CEO to use social media s/he must provide information that is truthful, accurate and in the interests of the Local Government. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

1. use spell check and proof read each post;
2. understand the context before entering any conversation;
3. know the facts and verify the sources;
4. be respectful of all individuals and communities with which the person interacts with online;
5. be polite and respectful of other opinions;
6. seek to conform to the cultural and behavioural norms of the social media platform being used;
7. if a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
8. understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.

A person required to use social media who has been trained and given express permission by the CEO should always be aware that the Shire of Westonia may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the CEO if s/he is ever unsure about stating or responding to something on a social media site.

Records Personal/Private Use of the Shire of Westonia's Corporate Sites

An employee cannot comment on behalf of the Shire of Westonia unless expressly authorised by the CEO. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or his/her authorised delegate) must be made.

An employee of the Shire of Westonia is able to share links that the Shire of Westonia has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Shire of Westonia.

Personal/Private Use of Non-Shire of Westonia Sites

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire of Westonia and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

Consequences of Breaching this Policy

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire of Westonia or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

POLICY NO.	7.15
POLICY SUBJECT	OCCUPATIONAL SAFETY & HEALTH POLICY – EMPLOYEES, VOLUNTEERS, CONTRACTORS, VISITORS
ADOPTION DATE	AUGUST 2020
LAST REVIEW	

7.15 Occupational Safety & Health Policy - Employees, Volunteers, Contractors, Visitors

OBJECTIVE

Council have an obligation under the Occupational Safety & Health Act 1984 and Regulations 1996 and other associated Australian standards, to provide and maintain a work environment in which employees, contractors, volunteers and visitors are not exposed to hazards.

POLICY

- The Shire of Westonia will provide a safe and healthy work environment, so far as practicable, for –
 - the community,
 - employees,
 - volunteers,
 - contractors, and
 - visitors.
- The Shire is concerned with protecting the safety, health and welfare of all personnel and visitors. Consistent with this, the Shire will -
 - Provide and maintain a safe work environment by managing risk through effective hazard identification and control;
 - Strive for continuous improvement in Occupational Safety and Health performance utilising best practice procedures and taking into account evolving knowledge and technology;
 - Comply with all applicable legislation and requirements;
 - Establish, implement and maintain an Occupational Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness,

- Ensure that all employees, including contractors and volunteers, are fully informed, instructed, trained and supervised in the tasks they are required to perform;
 - Communicate and consult with employees, including contractors and volunteers, involve them in the development of practices and procedures aimed at the improvement of Occupational Health and Safety performance;
 - Ensure that all employees, including contractors and volunteers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor
3. Copies of this Policy shall be made available to all employees, volunteers, contractors and visitors, and displayed within the workplace.
4. This Policy is to be reviewed and authorised annually
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Related Documentation

Refer -

1. OSH - Manuals, LGIS Health & Wellbeing Program, LGIS- Your guide to injury management
2. OSH – Contractor Management Toolkit

HOUSING AND FACILITIES

POLICY NO	8.1
POLICY SUBJECT	HOUSING POLICY
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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:

Chief Executive Officer
Manager of Corporate Services
Works Supervisor
Maintenance Grader Operator
Swimming Pool Manager
Council Employees

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.

POLICY NO	8.2
POLICY SUBJECT	COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY
ADOPTION DATE	JUNE 2013
LAST REVIEW	MAY 2019 (COUNCIL RES: 06/05-19)

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.
- Council will implement a housing incentive for employees who currently own their house and reside in it. The rationale behind the initiative is to reward staff for not burdening Council with the need for staff housing.

Employees, who are currently in a Shire provided house, receive their water bill free of charge if they keep the gardens at a satisfactory level. This does not occur for staff with their own house.

Council implements an employee housing incentive policy for permanent full time employees who currently own their house and reside in it to the value of \$500 per annum.