

SHIRE OF
WESTONIA
A vibrant community lifestyle

AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 22nd April 2021

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 22nd April 2021 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Discussion Period – 1.30 pm – 2.30 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

A handwritten signature in black ink, appearing to read 'J. Criddle'.

JAMIE CRIDDLE
CHIEF EXECUTIVE OFFICER
22 April 2021



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.



SHIRE OF WESTONIA
A vibrant community lifestyle

STRATEGIC COMMUNITY

SNAPSHOT

PLAN

2018-2028

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.

OUR VALUES

Respect – We value people and places and the contribution they make to the Shire.

Inclusiveness – Be receptive, proactive, and responsive.

Fairness and Equity – Provide services for a variety of ages and needs.

Communication – Create opportunities for consultation with the broad community.

OUR VISION

A vibrant community lifestyle

MISSION

Provide leadership and direction for the community.

ECONOMIC



Support growth and progress, locally and regionally...

Efficient transport connectivity in and around our Shire.

- Continue to utilise our Road Management Plan, which incorporates a road hierarchy, minimum service levels and maintenance policy.
- RAV Ratings and Shire boundaries are consistent across local government boundaries.
- Lobby and build enduring partnerships with key Government Departments to improve Great Eastern Hwy.
- Actively participate in the Secondary Freight Network group.
- Develop and implement a Road Asset Plan highlighting key funder and strategic partnerships to support sustainability.
- Develop a Gravel Reserve Policy which identifies future gravel reserves and recognises cost to local government.
- Educate road users about road safety and driving on gravel roads.
- Optimal and safe use of our plants and equipment assets.
- Ensure that appropriate RAV vehicles traverse correct RAV routes.
- Maintain our airport with a view to improvements to meet commercial and recreational aviation needs.

Facilitate local business retention and growth.

- Council recognises the opportunity of partnering with Westonia Progress Association, works closely and supports them to help achieve their economic development projects and our strategic goals.
- Council continue to have a role in facilitating the presence of a Co-op in our community.
- Enhance local economic activity by supporting the growth of tourism in our Shire and region including applying for funding to improve tourist facilities.
- Improve our online tourism presence.
- We forward plan to improve the economic diversity in our community.
- In partnership with Council, the mine develops long term business plans for current mine assets.
- Investigate options for multipurpose accommodation if vacancies arise in mine accommodation.

SOCIAL



Provide community facilities and promote social Interaction...

Plan for community growth and changing demographics.

- Develop the Town Planning Scheme.
- Plan and develop residential and industrial land.
- Community safety and ease of access around town is a priority.
- Our lifestyle, facilities and sense of community is promoted.
- The CEACA project continues to expand the number of universally designed dwellings in our town.
- We support our emergency services.
- We enable visiting health professionals to our community.
- The Community Resource Centre receives external funding to provide preventative health and community development initiatives to the community.
- We facilitate healthy and active ageing in place
- Our cemetery is well presented.

Our community has the opportunity to be active, socialised and connected.

- We collaborate and encourage active engagement in local clubs and community initiatives that support a healthy lifestyle.
- Investigate motor sport opportunities around the Shire.
- Preserve and celebrate our local history.
- Support our volunteers and clubs to remain strong, dynamic, and inclusive.
- Encourage lifelong learning.
- Children and youth have active and social opportunities.
- Continue to provide high standard and accessible shire facilities.
- Retain and expand Westonia's unique tourism experience.

Natural spaces are preserved and bring us value.

- Sustainably manage our reserves and open spaces.
- Participate in best practice waste management.
- Work collaboratively to meet legislative compliance with managing weeds and pests as well as our environmental health standards.
- Investigate renewable energy generation technologies.

GOVERNANCE



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

Be progressive and capture opportunities.

- Be open to local productivity/ best practice and cost saving opportunities locally and regionally.
- Investigate joint resourcing and tendering
- Advocate and develop strong partnerships to benefit our community.
- Be prepared by forward planning our resources and focusing on continuous improvement.
- Identify risks and opportunities after the life of the mine.

The community receives services in a timely manner.

- Meet our legislative and compliance requirements.
- Work towards optimal management of our assets.
- Work to develop Councillor and staff skills and experience to provide career and succession opportunities within the Shire.
- Inside and outside staff are multi skilled to understand the business of local government and provide a seamless service to the community.
- Communicate and engage with our community regularly.

Financial resources meet the ongoing needs of the community.

- Seek external funding for significant capital improvements that deliver upon our strategic objectives.
- Investigate ways to reduce reliance on operational grants given the current State and Federal Government priorities.

Shire of Westonia: -
A vibrant community lifestyle.



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1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr KM Day	President
Cr WJ Huxtable	Deputy President
Cr DL Geier	
Cr JJ Jefferys	
Cr RA Della Bosca	
CR RS Corsini	

Staff:

Mr. JC Criddle	Chief Executive Officer
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Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 18th February 2021 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

That the minutes of the WEROC Inc. Board Meeting held on 22nd February 2021 be received.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **22nd April 2021**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **22nd April 2021**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **22nd April 2021**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Manager of Corporate Services		
File Reference:	F1.3.3 Monthly Financial Statements		
Disclosure of Interest:	Nil		
Attachments:	Attachment 9.1.1 List of Accounts		
Signature:	Officer	CEO	
			

Purpose of the Report

Executive Decision

Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of March 2021. The credit card statements currently show: -

CEO **March 2021 \$2,473.68** associated with the purchase of Activ8inet Housing & Office, Email Exchange Platform, Spotify, National Police Check, Microsoft 365 Business Basic Recurring, Meals LEMC, Telstra Recharge, VAST Decoders

Works Supervisor **March 2021 \$ 1,238.75** associated with the purchase WA HVA Registration, HVA Auditing Costs & 30m Hose and Fittings

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

Policy Implications

Council does not have a policy in relation to payment of accounts.

Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

Financial Implications

Expenditure in accordance with the 2020/2021 Annual Budget.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That March 2021 accounts submitted to today's meeting on Municipal vouchers numbered from 3922 to 3926, and D/Debits from EFT4858 to EFT4903 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$521,342.28 be passed for payment.

Attachment 9.1.1

Shire of Westonia



Accounts for Payment

for period ending
31st March 2021

List of Accounts Due & Submitted to Council March 2020/2021

Chq/EFT	Date	Name	Description	Amount	Bank	Type
PAYROLL	01/03/2021	PAYROLL	Payroll Liability FE 28/2/2021	-30754.28	1	CSH
827	01/03/2021	WESTNET - INTERNET PROVIDER FEE	INTERNET PROVIDER FEE	-66.00	1	FEE
827	01/03/2021	FEE - BANK FEES	BANK FEES	-127.41	1	FEE
B/S	03/03/2021	Bankwest Corporate Mastercard	130GB Office	-1456.97	1	CSH
EFT4858	10/03/2021	Avon Waste	Refuse maintenance & Domestic Refuse Collection	-1716.66	1	CSH
EFT4859	10/03/2021	Landgate	Valuation Expences - GRV Interims	-94.05	1	CSH
EFT4860	10/03/2021	WALGA	Staff Training - L Hale Rates in LG	-1045.00	1	CSH
EFT4861	10/03/2021	Ron Bateman & Co	Materials & Contracts - Freight liners, Water Tanker & HP Semi Trailer	-709.01	1	CSH
EFT4862	10/03/2021	Two Dogs Home Hardware	MAINTENANCE - Gardens & Reserves - 1 x Pallet Soil	-552.46	1	CSH
EFT4863	10/03/2021	Carrabin Roadhouse (Rythdale P/L)	Medical Room Expenses	-147.00	1	CSH
EFT4864	10/03/2021	GEF Great Eastern Freightlines	Capital Expenditure Walgoolan South Road	-216.08	1	CSH
EFT4865	10/03/2021	Ross's Diesel Service	Sundry Small Plant Maintenance	-1325.11	1	CSH
EFT4866	10/03/2021	Wheatbelt Uniforms Signs & Safety	Printing & Stationary	-3534.85	1	CSH
EFT4867	10/03/2021	Great Southern Fuel Supplies	Fuels & Oils - Finance 02WT	-68.79	1	CSH
EFT4868	10/03/2021	A.D. Engineering International	Maintenance - Information Bay Carrabin	-89.10	1	CSH
EFT4869	10/03/2021	Westonia Community Cooperative Limited	Various Sundry & Cleaning Items	-546.38	1	CSH
EFT4870	10/03/2021	Downer Edi Works Pty Ltd	Roads Construction Council - Koorda SX Road	-235688.93	1	CSH
EFT4871	10/03/2021	Brownley's Plumbing & Gas	Water Suply Standpipes	-3073.40	1	CSH
EFT4872	10/03/2021	Australia Post	Postage - Administration	-308.64	1	CSH
EFT4873	10/03/2021	Ramsay Construction Pty Ltd	EHO Contract	-1210.00	1	CSH
EFT4874	10/03/2021	Australian College Of Training	Training Expences Administration	-372.75	1	CSH
EFT4875	10/03/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49	1	CSH
EFT4876	10/03/2021	OAG Office of the Auditor General	Audit Fee Expense	-880.00	1	CSH
EFT4877	10/03/2021	Medelect Biomedical Services	Medical Rooms Dr expense other	-511.50	1	CSH
EFT4878	10/03/2021	Avon Concrete	Capital Expenditure - Goldfields rd	-38500.00	1	CSH
EFT4879	10/03/2021	Advanced Nursery	Caravan Park Upgrades	-13700.50	1	CSH
EFT4880	10/03/2021	Accredit Building Surveying & Construction Services Pty Ltd	Building Control - Contract EHO	-385.00	1	CSH
DD3032.1	10/03/2021	W POWER NON ENERGY	Land Development - Dome Installations Sheelite St.	-15359.00	1	CSH
3922	11/03/2021	TELSTRA CORPORATION LIMITED	Telephone usage & service charges	-1363.16	1	CSH
3923	11/03/2021	Synergy	Power Usage Charges	-7734.09	1	CSH
EFT4881	11/03/2021	DS Agencies Pty Ltd	Purchase of furniture and equipment - dump points	-5207.95	1	CSH
DD3038.1	14/03/2021	Aware Super - Accumulation	Payroll deductions	-6127.39	1	CSH

DD3038.2	14/03/2021	BT Panorama Super	Payroll deductions	-850.07	1	CSH
DD3038.3	14/03/2021	MLC Masterkey	Superannuation contributions	-213.31	1	CSH
PAYROLL	15/03/2021	PAYROLL	Payroll Liability FE 14/3/2021	-29044.04	1	CSH
EFT4882	15/03/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49	1	CSH
BPAY	20/03/2021	Deputy Commissioner of Tax	BAS Payment - March 2021	-12219.00	1	CSH
3924	24/03/2021	TELSTRA CORPORATION LIMITED	Telephone Usage & Service Charges	-387.18	1	CSH
3925	24/03/2021	Synergy	Power Usage charges	-733.93	1	CSH
EFT4883	24/03/2021	Merredin Telephone Service	CCTV for Complex/Gym & Stadium	-8037.37	1	CSH
EFT4884	24/03/2021	Australian Communications and Media Authority	Retransmission - 42 Wolfram Street 6JJJ	-45.00	1	CSH
EFT4885	24/03/2021	Copier Support	Printing & Stationary - Meter read shire admin. photocopier	-608.90	1	CSH
EFT4886	24/03/2021	Toll Transport Pty Ltd	Freight Charges	-140.53	1	CSH
EFT4887	24/03/2021	Westonia Community Resources Centre	Public Relations/Promotion	-4400.00	1	CSH
EFT4888	24/03/2021	Westonia Tavern	Members Refreshments & Receptions - Council Meetings 19/11 & 18/2	-1535.00	1	CSH
EFT4889	24/03/2021	Ross's Diesel Service	Parts & Repairs Side tipper & Dog	-1253.99	1	CSH
EFT4890	24/03/2021	Eastern Districts Panel Beaters	Plant Parts & Repairs	-396.00	1	CSH
EFT4891	24/03/2021	Daves Tree Service	Shire Caravan Park Upgrades - Trim Trees	-3685.00	1	CSH
EFT4892	24/03/2021	Malcolm Nicoletti	Capito Road Resheet	-16500.00	1	CSH
EFT4893	24/03/2021	Westonia Bowling/tennis Club's Bar Account	Members Refreshments & Receptions	-850.00	1	CSH
EFT4894	24/03/2021	Mech Tech Diesel Services Pty Ltd	Parts & Repairs various plant	-8603.32	1	CSH
EFT4895	24/03/2021	Ancor Electrical	Maintenance Westonia Primary School	-401.93	1	CSH
EFT4896	24/03/2021	Betta Roads Pty Ltd	Walgoolan South Rd - Maintenance	-7128.00	1	CSH
EFT4897	24/03/2021	OAG Office of the Auditor General	Audit Fee Expences	-22000.00	1	CSH
EFT4898	24/03/2021	CORSIGN WA PTY LTD	Traffic Sign Maintenance	-194.70	1	CSH
EFT4899	24/03/2021	Avon Concrete	4 Mile Gate Rd Floodway maintenance	-3547.50	1	CSH
EFT4900	24/03/2021	Industrial Automation Group Pty Ltd	Standpipes General	-3364.07	1	CSH
EFT4901	24/03/2021	Combined Tyres Pty Ltd	Tyres & Tubes - Freightliner	-3960.00	1	CSH
EFT4902	24/03/2021	Accredit Building Surveying & Construction Services Pty Ltd	EHO Contract	-385.00	1	CSH
827	25/03/2021	2VNET - MONTHLY MAINTENANCE FEE	MONTHLY MAINTENANCE FEE	-578.95	1	FEE
DD3045.1	28/03/2021	Aware Super - Accumulation	Payroll deductions	-6138.19	1	CSH
DD3045.2	28/03/2021	BT Panorama Super	Payroll deductions	-852.11	1	CSH
DD3045.3	28/03/2021	MLC Masterkey	Superannuation contributions	-213.89	1	CSH
DD3045.4	28/03/2021	Sunsuper	Superannuation contributions	-155.53	1	CSH
PAYROLL	29/03/2021	PAYROLL	Payroll Liability FE 28/3/2021	-31839.02	1	CSH
EFT4903	29/03/2021	FleetNetwork Pty Ltd	Novated Lease - J Criddle	-988.49	1	CSH

3926	31/03/2021	Cash	Petty Cash Recoup	-664.40	1	CSH
827	31/03/2021	TPORT - DEPT TRANSPORT LICENSING	DEPT TRANSPORT LICENSING	-5333.70	1	FEE



-521342.28

The above list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from 3922 to 3926, and D/Debits from EFT4858 to EFT4903 Inclusive of Department for Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$521342.28 submitted to each member of the Council on Thursday 22 April 2021, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.



CHIEF EXECUTIVE OFFICER

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2021

Responsible Officer:	Jamie Criddle, CEO
Author:	Jasmine Geier, Manager of Corporate Services
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.2 Monthly Statement of Financial Activity
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending March 2021 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2020/2021 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirements

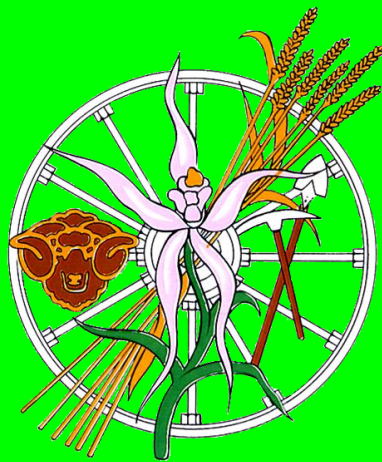
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending March 2021 and note any material variances greater than \$10,000 or 15%.

Attachment 9.1.2

Shire of Westonia



Monthly Statement of Financial Activity

for period ending
31st March 2021

SHIRE OF WESTONIA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 March 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**Shire of Westonia
Information Summary
For the Period Ended 31 March 2021**

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*,

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by reporting program

Is presented on page 6 and shows a surplus as at 31 March 2021 of \$1,844,622.

Items of Significance

The material variance adopted by the Shire of Westonia for the 2020/21 year is \$10,000 or 15% whichever is the

Capital Expenditure

Infrastructure - Roads ▼ -\$ 61,795 0

Capital Revenue

Grants, Subsidies and Contributions ▲ \$284,479 0

Proceeds from Disposal of Assets ▲ \$169,000 0

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Buildings	84%	\$ 40,358	\$ 30,267	\$ 34,095
Furniture & Office Equip.	62%	\$ 518,732	\$ 81,756	\$ 320,857
Plant , Equip. & Vehicles	75%	\$ 506,000	\$ 440,500	\$ 381,817
Transport	63%	\$ 1,698,500	\$ 1,003,500	\$ 1,065,295
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	70%	\$ 960,842	\$ 720,632	\$ 670,034
Non-operating Grants, Subsidies and Contributions	98%	\$ 970,792	\$ 729,485	\$ 953,165
	84%	\$ 1,931,634	\$ 1,450,117	\$ 1,623,200
Rates Levied	100%	\$ 1,047,650	\$ 1,047,650	\$ 1,047,453

% Compares current ytd actuals to annual budget

Financial Position		This Time Last	
		Year 31 Mar 2020	Current 31 Mar 2021
Adjusted Net Current Assets	88%	\$ 1,810,651	\$ 1,585,928
Cash and Equivalent - Unrestricted	105%	\$ 1,558,522	\$ 1,634,117
Cash and Equivalent - Restricted	315%	\$ 892,765	\$ 2,808,400
Receivables - Rates	189%	\$ 14,542	\$ 27,471
Receivables - Other	11%	\$ 333,915	\$ 35,597
Payables	213%	\$ 7,923	\$ 16,854

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of

Preparation

Prepared by: Jasmine Geier



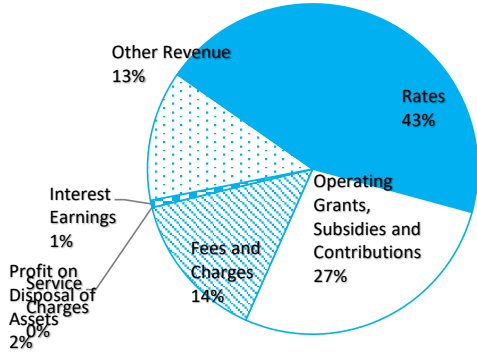
Reviewed by: Jamie Criddle



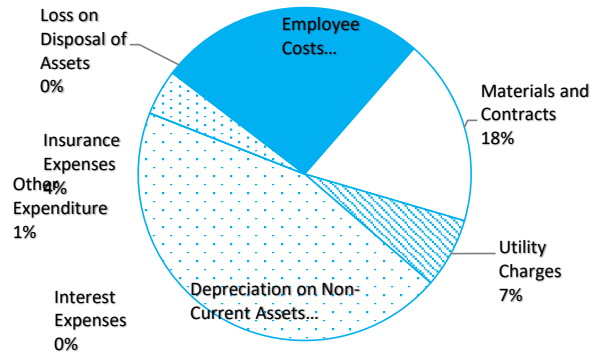
Date prepared:

**Shire of Westonia
Information Summary
For the Period Ended 31 March 2021**

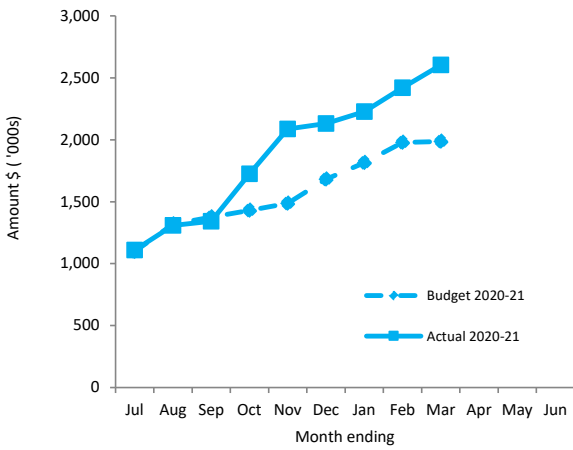
Operating Revenue



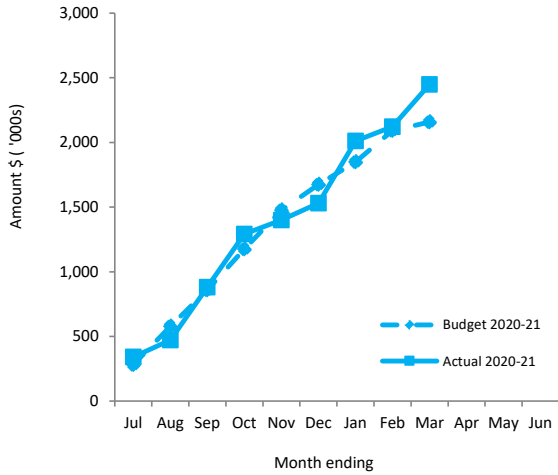
Operating Expenditure



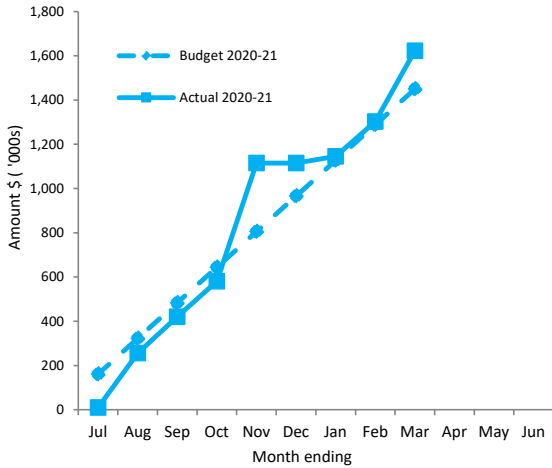
Budget Operating Revenues -v- Actual (Refer Note 2)



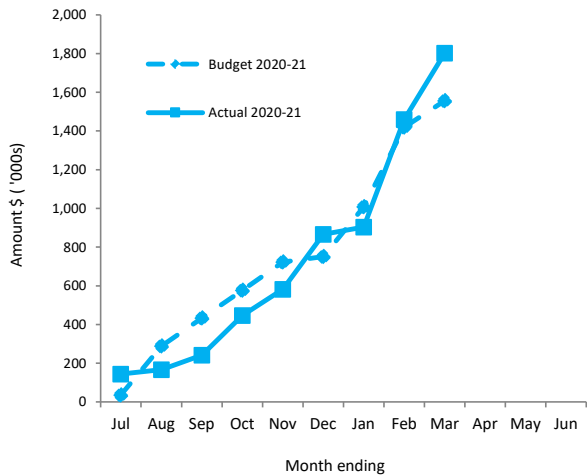
Budget Operating Expenses -v- YTD Actual (Refer Note 2)



Budget Capital Revenue -v- Actual (Refer Note 2)



Budget Capital Expenses -v- Actual (Refer Note 2)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF WESTONIA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,354,464	1,354,464	1,417,557	63,093	5%	
Revenue from operating activities							
Governance		1,150	0	27	27		
General Purpose Funding - Rates	9	1,043,000	1,043,000	1,047,453	4,452	0%	
General Purpose Funding - Other		657,167	490,824	484,563	(6,261)	(1%)	
Law, Order and Public Safety		42,400	26,158	26,321	163	1%	
Health		2,000	1,503	1,897	394	26%	
Education and Welfare		8,750	6,876	9,696	2,820	41%	
Housing		164,000	122,212	122,724	512	0%	
Community Amenities		10,300	10,047	12,898	2,851	28%	
Recreation and Culture		145,800	52,603	51,974	(629)	(1%)	
Transport		126,325	126,325	146,746	20,421	16%	▲
Economic Services		68,982	42,682	64,420	21,738	51%	▲
Other Property and Services		99,000	64,503	476,230	411,727	638%	▲
		2,368,874	1,986,733	2,444,951			
Expenditure from operating activities							
Governance		(350,813)	(183,850)	(225,354)	(41,504)	(23%)	▼
General Purpose Funding		(38,500)	(21,960)	(22,024)	(64)	(0%)	
Law, Order and Public Safety		(86,130)	(52,555)	(58,166)	(5,611)	(11%)	▼
Health		(33,800)	(16,847)	(19,068)	(2,221)	(13%)	
Education and Welfare		(38,300)	(22,770)	(30,770)	(8,000)	(35%)	▼
Housing		(166,996)	(70,023)	(93,018)	(22,995)	(33%)	▼
Community Amenities		(134,266)	(59,737)	(66,573)	(6,836)	(11%)	▼
Recreation and Culture		(811,898)	(539,479)	(568,253)	(28,774)	(5%)	▼
Transport		(1,456,935)	(952,790)	(974,243)	(21,453)	(2%)	
Economic Services		(354,532)	(243,776)	(294,391)	(50,615)	(21%)	▼
Other Property and Services		(16,000)	5,278	(97,379)	(102,657)	1945%	
		(3,488,170)	(2,158,509)	(2,449,239)			
Operating activities excluded from budget							
Add back Depreciation		1,509,340	943,610	1,093,039	149,429	16%	▲
Adjust (Profit)/Loss on Asset Disposal	8	6,000	0	40,908	40,908		▲
Adjust Provisions and Accruals		0	0	0	0		
Amount attributable to operating activities		1,750,508	2,126,298	2,547,216			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	11	972,647	669,577	954,056	284,479	42%	▲
Proceeds from Disposal of Assets	8	240,000	0	169,000	169,000		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(40,358)	(30,267)	(34,095)	(3,828)	(13%)	
Infrastructure Assets - Roads	13	(1,698,500)	(1,003,500)	(1,065,295)	(61,795)	(6%)	▼
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(40,000)	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(506,000)	(440,500)	(381,817)	58,683	13%	▲
Furniture and Equipment	13	(518,732)	(81,756)	(320,857)	(239,101)	(292%)	▼
Amount attributable to investing activities		(1,590,943)	(886,446)	(679,009)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(208,000)	292,000	0	(292,000)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(10,358)	(10,358)	(10,358)	0	0%	
Transfer to Reserves	7	(521,500)	(521,500)	(13,228)	508,272	97%	▲
Amount attributable to financing activities		(739,858)	(239,858)	(23,585)			
Closing Funding Surplus(Deficit)	3	(580,293)	999,994	1,844,622			

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WESTONIA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2021

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,354,464	1,354,464	1,417,557	63,093	5%	
Revenue from operating activities							
Rates	9	1,047,650	1,047,650	1,047,453	(197)	(0%)	
Operating Grants, Subsidies and Contributions	11	960,842	673,909	670,034	(3,875)	(1%)	
Fees and Charges		275,150	220,110	357,723	137,613	63%	▲
Service Charges		0	0	0	0		
Interest Earnings		18,750	15,650	16,931	1,281	8%	
Other Revenue		66,482	29,414	311,904	282,490	960%	▲
Profit on Disposal of Assets	8	0	0	40,908			
		2,368,874	1,986,733	2,444,953			
Expenditure from operating activities							
Employee Costs		(906,478)	(588,000)	(612,429)	(24,429)	(4%)	
Materials and Contracts		(768,811)	(418,559)	(444,279)	(25,720)	(6%)	▼
Utility Charges		(143,450)	(90,161)	(166,633)	(76,472)	(85%)	▼
Depreciation on Non-Current Assets		(1,509,340)	(943,610)	(1,093,039)	(149,429)	(16%)	▼
Interest Expenses		(482)	(482)	(482)	0	0%	
Insurance Expenses		(110,986)	(95,620)	(108,015)	(12,395)	(13%)	▼
Other Expenditure		(42,623)	(22,077)	(24,363)	(2,286)	(10%)	
Loss on Disposal of Assets	8	(6,000)	0	0			
		(3,488,170)	(2,158,509)	(2,449,240)			
Operating activities excluded from budget							
Add back Depreciation		1,509,340	943,610	1,093,039	149,429	16%	▲
Adjust (Profit)/Loss on Asset Disposal	8	6,000	0	40,908	40,908		▲
Adjust Provisions and Accruals			0	0	0		
Amount attributable to operating activities		1,750,508	2,126,298	2,547,217			
Investing activities							
Non-operating Grants, Subsidies and Contributions	11	972,647	669,577	954,056	284,479	42%	▲
Proceeds from Disposal of Assets	8	240,000		169,000	169,000		▲
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(40,358)	(30,267)	(34,095)	(3,828)	(13%)	
Infrastructure Assets - Roads	13	(1,698,500)	(1,003,500)	(1,065,295)	(61,795)	(6%)	▼
Infrastructure Assets - Public Facilities	13	0	0	0	0		
Infrastructure Assets - Footpaths	13	(40,000)	0	0	0		
Infrastructure Assets - Drainage	13	0	0	0	0		
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(506,000)	(440,500)	(381,817)	58,683	13%	▲
Furniture and Equipment	13	(518,732)	(81,756)	(320,857)	(239,101)	(292%)	▼
Amount attributable to investing activities		(1,590,943)	(886,446)	(679,009)			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0		
Transfer from Reserves	7	(208,000)	292,000	0	(292,000)	(100%)	▼
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(10,358)	(10,358)	(10,358)	0	0%	
Transfer to Reserves	7	(521,500)	(521,500)	(13,228)	508,272	97%	▲
Amount attributable to financing activities		(739,858)	(239,858)	(23,585)			
Closing Funding Surplus (Deficit)	3	(580,293)	999,994	1,844,623	844,629	84%	▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

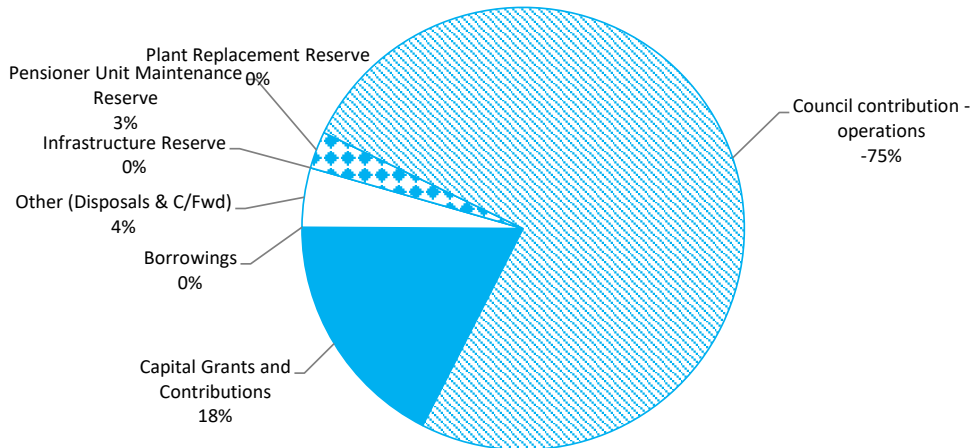
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WESTONIA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2021

Capital Acquisitions

	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	Amended YTD Budget (d)	Amended Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	34,095	0	(30,267)	(40,358)	(34,095)	(3,828)
Infrastructure Assets - Roads	13	1,065,295	0	(1,003,500)	(1,698,500)	(1,065,295)	(61,795)
Infrastructure Assets - Footpaths	13	0	0	0	(40,000)	0	0
Plant and Equipment	13	0	381,817	(440,500)	(506,000)	(381,817)	58,683
Furniture and Equipment	13	320,857	0	(81,756)	(518,732)	(320,857)	(239,101)
Capital Expenditure Totals		1,420,247	381,817	(1,556,023)	(2,803,590)	(1,802,064)	(246,041)
Capital acquisitions funded by:							
Capital Grants and Contributions				729,485	972,647	953,165	
Borrowings				0	0	0	
Other (Disposals & C/Fwd)				0	240,000	169,000	
Council contribution - Cash Backed Reserves							
Infrastructure Reserve				0	0	0	
Pensioner Unit Maintenance Reserve				0	150,000	0	
Plant Replacement Reserve				0	0	0	
Council contribution - operations				(2,285,508)	(4,166,237)	(2,924,230)	
Capital Funding Total				(1,556,023)	(2,803,590)	(1,802,064)	

Budgeted Capital Acquisitions Funding



SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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.

(f) 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 and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) 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.

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. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) 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 sale 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. Finance 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 on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

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

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	0 to 20 years
Furniture and Equipment	0 to 10 years
Plant and Equipment	0 to 10 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
construction/road base	50 years
Gravel Roads	
formation	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.

(l) Employee Benefits

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

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

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

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

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

Borrowing Costs

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

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

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

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

Objective:

To provide a decision making process for the efficient allocation of scarce resources.

Activities:

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

Objective:

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Objective:

To provide services to help ensure a safer and environmentally conscious community.

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

Objective:

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

Objective:

To provide services to disadvantaged persons, the elderly, children and youth.

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

Objective:

To provide and maintain elderly residents housing.

Activities:

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

Objective:

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

Objective:

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Objective:

To help promote the shire and its economic wellbeing.

Activities:

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.

OTHER PROPERTY AND SERVICES

Objective:

To monitor and control Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$10,000 or 15% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	27			Timing	
General Purpose Funding - Rates	4,452	0%		Permanent	03109 Instalment Interest Received
General Purpose Funding - Other	(6,261)	(1%)		Timing	
Law, Order and Public Safety	163	1%		Timing	05203 Dog Registration Fees
Health	394	26%		Timing	
Education and Welfare	2,820	41%		Timing	
Housing	512	0%		Timing	09221, 09231 & 09125 Housing Rent Income
Community Amenities	2,851	28%		Permanent	10708 Cemetery Fees
Recreation and Culture	(629)	(1%)		Timing	
Transport	20,421	16%	▲	Timing	12398 Profit on Sale of Asset
Economic Services	21,738	51%	▲	Permanent	13609 Standpipe Water Income & Bus Hire Income
Other Property and Services	411,727	638%	▲	Permanent	14100 Private Works Income
Operating Expense					
Governance	(41,504)	(23%)	▼	Timing	
General Purpose Funding	(64)	(0%)		Timing	
Law, Order and Public Safety	(5,611)	(11%)	▼	Timing	05101 Bush Fire Control Maintenance Plant & Equipment
Health	(2,221)	(13%)		Timing	
Education and Welfare	(8,000)	(35%)	▼	Timing	
Housing	(22,995)	(33%)	▼	Timing	09100 Staff Housing - ABC Costs
Community Amenities	(6,836)	(11%)	▼	Timing	
Recreation and Culture	(28,774)	(5%)	▼	Timing	
Transport	(21,453)	(2%)		Timing	
Economic Services	(50,615)	(21%)	▼	Timing	13611 Water Supply Standpipes
Other Property and Services	(102,657)	1945%		Timing	14100 Private Works
Capital Revenues					
Grants, Subsidies and Contributions	284,479	42%	▲	Timing	
Proceeds from Disposal of Assets	169,000		▲	Timing	
Capital Expenses					
Land and Buildings	(3,828)	(13%)		Timing	14704 Land Development
Infrastructure - Roads	(61,795)	(6%)	▼	Timing	
Infrastructure - Public Facilities	0				
Infrastructure - Footpaths	0				
Infrastructure - Drainage	0				
Heritage Assets	0				
Plant and Equipment	58,683	13%	▲	Timing	
Furniture and Equipment	(239,101)	(292%)	▼	Timing	
Financing					
Loan Principal	0	0%		Timing	

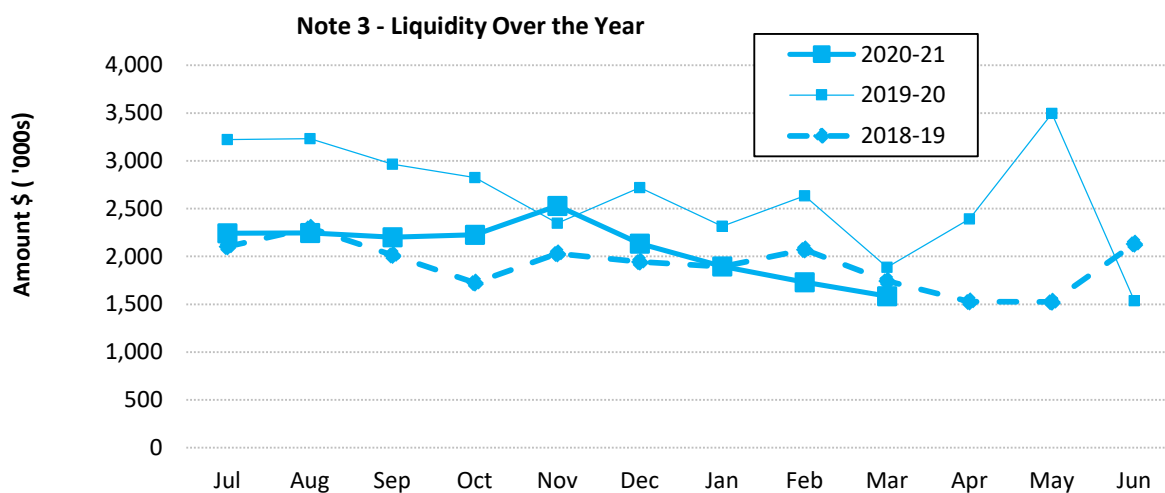
General Comments

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Closing 30 June 2020 \$	This Time Last Year 31 Mar 2020 \$	Current 31 Mar 2021 \$
Current Assets				
Cash Unrestricted	4	1,383,898	1,558,522	1,634,617
Cash Restricted - Conditions over Grants	11	0	0	0
Cash Restricted	4	2,795,172	892,765	2,808,400
Receivables - Rates	6	11,466	14,542	27,471
Receivables - Other	6	125,243	333,915	35,597
Interest / ATO Receivable/Trust		(2,453)	(2,056)	(2,209)
Inventories		7,884	7,944	7,864
		4,321,210	2,805,632	4,511,740
Less: Current Liabilities				
Payables		(7,923)	(7,923)	(16,854)
Provisions		(100,558)	(94,293)	(100,558)
		(108,481)	(102,216)	(117,412)
Less: Cash Reserves	7	(2,795,172)	(892,765)	(2,808,400)
Net Current Funding Position		1,417,557	1,810,651	1,585,928



Comments - Net Current Funding Position

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	1,634,117			1,634,117	BankWest	0.10%	At Call
Trust Bank Account			56,320	56,320	BankWest	0.10%	At Call
Cash On Hand				0	N/A	Nil	On Hand
(b) Term Deposits							
Municipal Gold		2,808,400		2,808,400	BankWest	3.00%	
Total	1,634,117	2,808,400	56,320	4,498,837			

Corporate MasterCard

Transaction Summary	Total Amount	Institution	Interest Rate	Reporting Period End Date
	\$			
Card # **** *270				
Criddle, Jameon C				
Retic	68.98	Bankwest	17.99%	31-Mar-21
Telstra Ipad Recharge	140.00			
Meals LEMC	109.00			
Road Train Driver Ad	324.50			
Office 365: Exchange Online Plan 1	176.94			
Microsoft 365 Business x7 Units	133.21			
130GB Office 95GB Office 95GB Office	469.50			
Spotify Subscription for Westonia Swimming Poo	18.99			
VAST Decoders	1032.00			
Purchase Interest	0.56			
Card # **** *693				
Price, Arthur W				
WA HVA Registration	\$115.00	Bankwest	17.99%	31-Mar-21
WA HVA Registration	\$110.00			
HVA Auditing Costs	\$968.00			
1 x 30m Hose and Fittings	\$45.75			
	3,712.43			

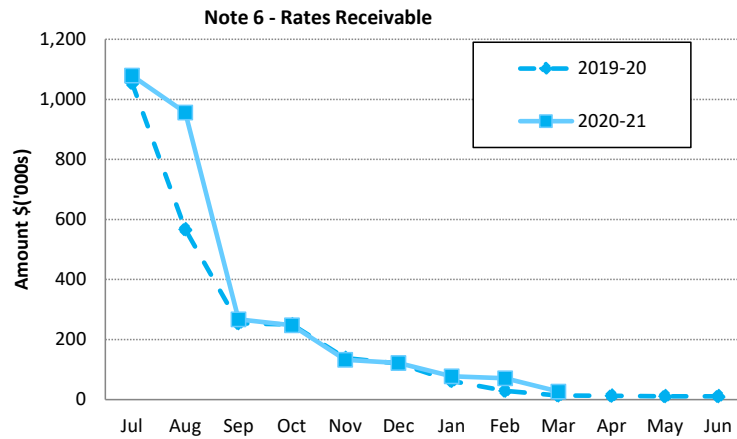
SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 6: Receivables

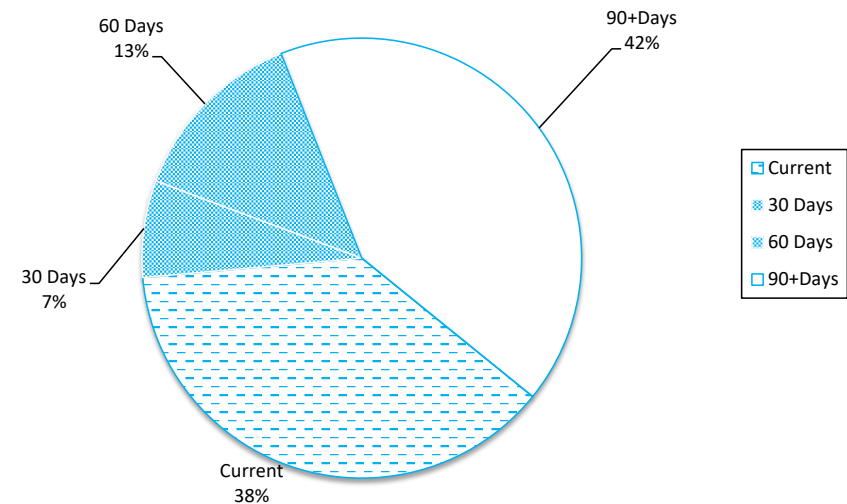
Receivables - Rates Receivable	31 Mar 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	11,466	13,046
Levied this year	1,067,757	1,042,818
Less Collections to date	(1,051,752)	(1,044,399)
Equals Current Outstanding	27,471	11,465
Net Rates Collectable	27,471	11,465
% Collected	97.45%	98.91%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	13,441	2,534	4,738	14,884
Balance per Trial Balance				
Sundry Debtors				35,597
Receivables - Other				
Total Receivables General Outstanding				35,597

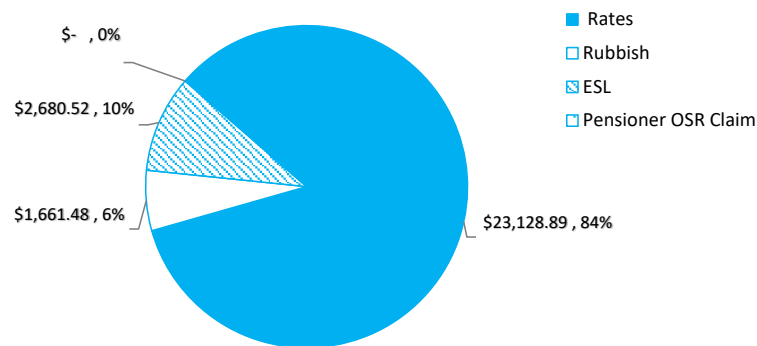
Amounts shown above include GST (where applicable)



Note 6 - Accounts Receivable (non-rates)



Note 6 - Net Rates Collectable

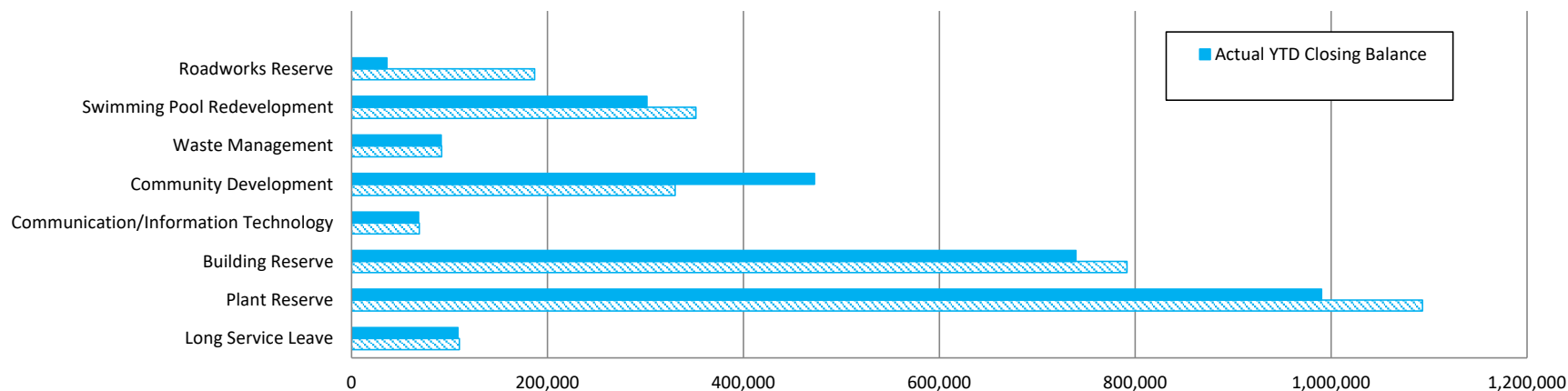


SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave	108,018	2,000	520	0	0	0	0	110,018	108,538
Plant Reserve	985,733	7,500	4,509	250,000	0	(150,000)	0	1,093,233	990,242
Building Reserve	736,006	5,500	3,546	50,000	0	0	0	791,506	739,552
Communication/Information Technology	68,147	1,000	328	0	0	0	0	69,147	68,475
Community Development	470,299	2,000	2,266	0	0	(142,000)	0	330,299	472,565
Waste Management	90,970	1,000	438	0	0	0	0	91,970	91,408
Swimming Pool Redevelopment	300,000	1,500	1,446	50,000	0	0	0	351,500	301,446
Roadworks Reserve	36,000	1,000	173	150,000	0	0	0	187,000	36,173
	2,795,172	21,500	13,228	500,000	0	(292,000)	0	3,024,672	2,808,400

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
A509	Work Supervisors Vehicle	50,333	56,000	5,667		54,000	52,000		(2,000)
	Work Supervisors Vehicle					54,000	52,000		(2,000)
A462	GTE Semi Side Tipper (WT0246)	15,246	30,000	14,754					
	Other Property & Services								
A508	Toyota Landcruiser GXL	62,513	83,000	20,487		69,000	68,000		(1,000)
	Toyota Landcruiser GXL					69,000	68,000		(1,000)
		128,092	169,000	40,908	0	246,000	240,000	0	(6,000)

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 9: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	7.207300	49	619,955	44,682	0	0	44,683	44,682	0	0	44,683
GRV - Mining	20.495300	2	1,305,800	267,628	0	0	267,628	267,628	0	0	267,628
UV	1.592200	123	44,798,998	713,290	679	0	713,969	713,290	679	0	713,969
UV- Mining	1.592200	7	176,245	2,806	0	0	2,806	2,806	0	0	2,806
Sub-Totals		181	46,900,998	1,028,405	679	0	1,029,085	1,028,405	679	0	1,029,085
Minimum Payment	Minimum \$										
GRV	355.00	16	23,722	5,680	0	0	5,680	5,680	0	0	5,680
UV	355.00	17	130,102	6,035	0	0	6,035	6,035	0	0	6,035
UV - Mining	200.00	11	38,485	2,200	0	0	2,200	2,200	0	0	2,200
Sub-Totals		44	192,309	13,915	0	0	13,915	13,915	0	0	13,915
		225	47,093,307	1,042,320	679	0	1,043,000	1,042,320	679	0	1,043,000
Concession							0				0
Amount from General Rates							1,043,000				1,043,000
Ex-Gratia Rates							4,650				4,650
Specified Area Rates											
Totals							1,047,650				1,047,650

Comments - Rating Information

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 10: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2020	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Loan 6 - School Bus *	10,358		10,358	10,358	10,358	0	482	482
	10,358	0	10,358	10,358	10,358	0	482	482

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Amended Budget		YTD	Annual	Post	Expected	YTD Actual		Unspent
			Balance	Operating	Capital	Budget	Budget	Variations		Revenue	(Expended)	Grant
			(a)				(d)	(e)	(d)+(e)	(c)	(a)+(b)+(c)	
				\$	\$	\$				\$	\$	\$
General Purpose Funding												
Grants Commission - General	WALGGC	Operating - Tied	0	397,804	0	298,353	397,804		397,804	293,910	(293,910)	0
Grants Commission - Roads	WALGGC	Operating - Tied	0	235,213	0	176,410	235,213		235,213	174,135	(174,135)	0
Law, Order and Public Safety												
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating - Tied	0	24,000	0	18,000	24,000		24,000	18,487	(18,487)	0
Ramelius MOU Emergency Services	Ramelius Resources	Operating - Tied	0	13,500	0	10,125	13,500		13,500	6,818	(6,818)	0
Education & Welfare												
Grants - School	Regional Development & Lands	Non-operating	0	0	0	0	0		0	158,369	(158,369)	0
Recreation and Culture												
Grant Funding	Ramelius Resources	Operating - Tied	0	92,000	0	69,000	92,000		92,000	0	0	0
Ramelius Common Management - Income	LotteryWest	Operating - Tied	0	10,000	0	7,500	10,000		10,000	10,000	(10,000)	0
Transport												
MRWA Direct	Main Roads WA	Operating - Tied	0	126,325	0	94,744	126,325		126,325	126,325	(126,325)	0
MRWA Specific	Main Roads WA	Non-operating	0	0	340,000	255,000	340,000		340,000	405,600	(405,600)	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	324,415	243,311	324,415		324,415	225,000	(225,000)	0
Grant - MRWA Blackspot	Main Roads WA	Non-operating	0	0	40,000	30,000	40,000		40,000	0	0	0
Economic Services												
Evolution MOU 33%	Ramelius Resources	Operating - Tied	0	14,000	0	10,500	14,000		14,000	13,318	(13,318)	0
Evolution MOU WAP 67%	Ramelius Resources	Operating - Tied	0	28,000	0	21,000	28,000		28,000	27,041	(27,041)	0
Furniture & Equipment - Standpipes		Operating - Tied	0	0	0	0	0		0	0	0	0
Museum - CAPITAL		Non-operating	0	0	27,000	20,250	27,000		27,000	0	0	0
Caravan Park - Capital Income		Non-operating	0	0	241,232	180,924	241,232		241,232	164,196	(164,196)	0
Govt. Grant Funding	NRM	Operating - Tied	0	20,000	0	15,000	20,000		20,000	0	0	0
TOTALS			0	960,842	972,647	1,450,117	1,933,489	0	1,933,489	1,623,200	(1,623,200)	0
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	0	0	0	0	0	0	0	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	960,842	0	720,632	960,842	0	960,842	670,034	(670,034)	0
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	970,792	729,485	972,647	0	970,770	953,165	(953,165)	0
TOTALS			0	960,842	970,792	1,450,117	1,933,489	0	1,931,612	1,623,200	(1,623,200)	0

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021















Note 12: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Mar 2021
	\$	\$	\$	\$
Police Licensing	-4,877	87,597	-88,573	(5,853)
BCITF Training Levy - Now CTF Levy	381	0	0	381
BRB Building Levy - Now BSL Levy	5	0	0	5
Nomination Deposits	0	0	0	0
Bonds	2,141	0	0	2,141
George Rd Water Extensions	0	0	0	0
St John's Westonia	2,048	0	0	2,048
Westonia Sports Council	123	0	0	123
Westonia Progress Association	3,137	0	0	3,137
Accommodation Units	2,901	0	0	2,901
WEIRA - Booderockin Water Scheme	647	0	0	647
Warralakin Hall	1,700	0	0	1,700
Social Club	6,565	950	-7,515	0
Walgoolan History Group	12,071	0	0	12,071
Community Project	1,001	0	0	1,001
Rural Youth	4,639	0	0	4,639
Westonia P & C	910	0	0	910
LGMA - Receipts	2,749	2,036	-113	4,672
Donations J Townrow	73	0	0	73
Rates Incentive Prize	3,654	0	-1,764	1,890
Rent Pre Payment	835	0	0	835
Westonia Historical Society	14,803	2,000	0	16,803
Cemetery Committee	6,405	2,000	0	8,405
	61,910	94,582	(97,964)	58,529

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
Buildings								
Housing								
 Land Development	14704	23,738	0	23,738	30,000	22,500	1,238	
	Housing Total	23,738	0	23,738	30,000	22,500	1,238	
Economic Services								
 Principal Loan #6	16115	10,358	0	10,358	10,358	7,767	2,591	
	Economic Total	10,358	0	10,358	10,358	7,767	2,591	
 Buildings Total		34,095	0	34,095	40,358	30,267	3,828	
Furniture & Office Equip.								
Recreation & Culture								
 Purchase Furniture & Equipment - Swimming Pools	11205	5,818	0	5,818	5,000	3,753	2,065	
 Purchase Furniture & Equipment - Other Housing	9232	13,330	0	13,330	12,000	9,000	4,330	
 Solar Panels 55 Wolfram & 42 Jasper	9128	0	0	0	9,000	0	0	
 Old Club Hotel Museum	13216	18,463	0	18,463	22,500	0	18,463	
 Caravan Park - Capital	13217	39,603	0	39,603	241,232	0	39,603	
 Solar Panels	8203	0	0	0	10,000	0	0	
 Standpipe Controllers	13606	125,712	0	125,712	127,000	0	125,712	
 Purchase Furniture & Equipment - Other Culture	11603	117,932	0	117,932	92,000	69,003	48,929	
	Governance Total	320,857	0	320,857	518,732	81,756	239,101	
 Furniture & Office Equip. Total		320,857	0	320,857	518,732	81,756	239,101	
Plant , Equip. & Vehicles								
Governance								
 CEO Vehicle Replacement	14520	0	78,998	78,998	138,000	103,500	(24,502)	
	Governance Total	0	78,998	78,998	138,000	103,500	(24,502)	

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

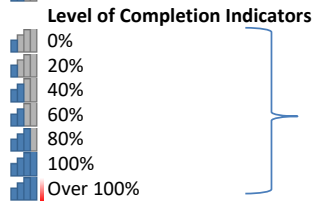
Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Plant , Equip. & Vehicles Cont.								
Transport								
Works Supervisor Vehicle Replacement x2	14213	0	59,846	59,846	108,000	87,000	(27,154)	
Side Tipper - CAPITAL	12305	0	242,974	242,974	260,000	250,000	(7,026)	
Transport Total		0	302,819	302,819	368,000	337,000	(34,181)	
Plant , Equip. & Vehicles Total		0	381,817	381,817	506,000	440,500	(58,683)	
Roads (Council Funded)								
Transport								
4 Mile Gate Rd Floodway - CAPITAL	C0019	32,053	0	32,053	40,000	29,997	2,056	
Goldfields Road Floodway - CAPITAL	C0008	44,500	0	44,500	61,000	0	44,500	
Baladjie Track Formation & Gravel Sheet	C0083	3,681	0	3,681	21,000	0	3,681	
Echo Valley Road Gravel Resheet/Drainage	C0015	21,999	0	21,999	33,000	24,750	(2,751)	
English Road Gravel Resheet	C0048	62,624	0	62,624	60,000	45,000	17,624	
Masefield Road Gravel Resheet	C0030	0	0	0	56,000	42,003	(42,003)	
Cement Street Footpaths & Drainage	C0060	0	0	0	25,000	18,747	(18,747)	
Boodarockin Road Floodway repair	C0007	22,689	0	22,689	30,000	22,500	189	
George Road Gravel Resheet	C0018	0	0	0	86,000	64,503	(64,503)	
Capito Road Resheet	C0040	57,766	0	57,766	86,000	64,503	(6,737)	
Boodarockin Rd - Ramelius Marda Dam	C0007R	12,106	0	12,106	25,000	18,747	(6,641)	
Transport Total		257,419	0	257,419	523,000	330,750	(73,331)	
Roads (Council Funded) Total		257,419	0	257,419	523,000	330,750	(73,331)	
Roads (MRWA)								
Transport								
Koorda-Southern Cross Rd (M40) Reconstruction	RRG91C	629,948	0	629,948	477,000	357,750	272,198	
Koorda-Southern Cross Rd (M40) Reseals	RRG91R	0	0	0	178,500	0	0	
Warralakin Road Reconstruction	RRG84C	16,369	0	16,369	195,000	146,250	(129,881)	
Transport Total		646,317	0	646,317	850,500	504,000	142,317	
Roads (MRWA) Total		646,317	0	646,317	850,500	504,000	142,317	

SHIRE OF WESTONIA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021



Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
Streetscapes								
Footpaths								
Pyrites Street Footpaths & Drainage	FP0056	0	0	0	27,000	0	0	
Scheelite Street Footpaths & Drainage	FP0093	0	0	0	10,000	0	0	
Gold Street Footpaths & Drainage	FP0059	0	0	0	3,000	0	0	
Footpaths Total		0	0	0	40,000	0	0	
Footpaths Total		0	0	0	40,000	0	0	
Town (R2R)								
Transport								
Walgoolan South Road	R2R04	70,216	0	70,216	135,000	101,250	(31,034)	
Morrison Rd - R2R	R2R50	51,270	0	51,270	50,000	37,503	13,767	
Rabbit Proof Fence Rd - R2R	R2R25	40,073	0	40,073	40,000	29,997	10,076	
Leach Road Shoulder Widening	R2R16	0	0	0	100,000	0	0	
Transport Total		161,559	0	161,559	325,000	168,750	(7,191)	
Town (R2R) Total		161,559	0	161,559	325,000	168,750	(7,191)	
Capital Expenditure Total		1,420,247	381,817	1,802,064	2,803,590	1,556,023	246,041	



Percentage YTD Actual to Annual Budget
 Expenditure over budget highlighted in red.

9.1.3 GST RECONCILIATION REPORT – MARCH 2021

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Manager of Corporate Services		
File Reference:	F1.4.4 Audit Report		
Disclosure of Interest:	Nil		
Attachments:	Attachment 9.1.3 GST Report		
Signature:	Officer	CEO	
			

Purpose of the Report

- Executive Decision Legislative Requirement

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 31st March 2021 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regard to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council's current GST liability, which has an impact on Council's cash-flow.

Voting Requirements

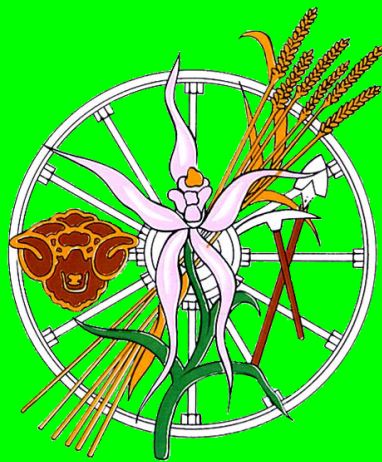
- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totaling \$ 12,219.00 for the period ending March 2021 adopted.

Attachment 9.1.3

Shire of Westonia



GST Reconciliation Report

for period ending
31st March 2021

**SHIRE OF WESTONIA
BAS EXTRACT - 31 March 2021**



ABN:	87 507 505 958
Business Activity Statement:	Mar-21
Period/Year end:	2020/2021

Name	Jasmine Geier
Position	Manager of Coporate Services
Date	13/04/2021


Month	A	B	C	D	E	F	G
	GST						
	On Sales (collected) <i>*1405000</i>	On Purchases (paid) <i>*1304000</i>	Nett GST Payable / (Receivable)	Fuel Tax Credit <i>*1144040.170</i>	PAYG <i>*1406010</i>	FBT Instalment <i>*1142210 & 1145090</i>	Nett Payment /(Refund)
Jul-20	2,711.00	20,221.00	(17,510.00)	(3,818.00)	20,846.00	0.00	(482.00)
Aug-20	3,279.00	11,400.00	(8,121.00)	(5,472.00)	27,210.00	0.00	13,617.00
Sep-20	18,769.00	14,124.00	4,645.00	(3,253.00)	17,867.00	5,259.00	24,518.00
Oct-20	19,106.00	20,164.00	(1,058.00)	(5,322.00)	18,176.00	0.00	11,796.00
Nov-20	47,584.00	39,387.00	8,197.00	(2,927.00)	17,591.00	0.00	22,861.00
Dec-20	2,170.00	21,530.00	(19,360.00)	(3,636.00)	18,289.00	5,259.00	552.00
Jan-21	6,029.00	11,222.00	(5,193.00)	(3,652.00)	16,988.00	0.00	8,143.00
Feb-21	2,544.00	21,202.00	(18,658.00)	(3,545.00)	17,883.00	0.00	(4,320.00)
Mar-21	30,288.00	38,095.00	(7,807.00)	(3,403.00)	18,170.00	5,259.00	12,219.00
Apr-21							
May-21							
Jun-21							
Total	132,480.00	197,345.00	(64,865.00)	(35,028.00)	173,020.00	15,777.00	88,904.00

A - B = C (Net GST)

C + D + E + F = G (Nett (Refund/Payment))

9.1.4 DIFFERENTIAL RATES

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

- Executive Decision Legislative Requirement

Summary

Council is requested to support the differential rates in the dollar and minimums proposed for the 2021/2022 financial year and advertise the proposed rates for a 21 day comment period. Council are required to seek Minister approval for proposing to impose a Mining GRV differential rate that is more than twice the lowest rate.

Background

In accordance with sections 1.7 and 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category.

Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days (after 1st May);

- 1) Details of each rate or minimum payment the local government intends to impose,
- 2) Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

The Shire recognises that the COVID-19 crisis has had significant financial implications for many ratepayers within the community. In response to this it is proposed that there be no increase in the total rates levied for the 2021/22 financial year (including Differential Rates), that is, total rates are to remain the same as for 2020/21.

Community / Stakeholder Consultation:

An advertisement on the 5th May 2021 will be included in the public notice section of the Newspaper circulated in the district. The community will have 21 days to make submissions. (27th May 2021)

Comment

The Local Government Act 1995 provides for Councils to levy rates to fund the estimated annual budget deficiency for the forthcoming financial year.

The estimated budget deficit for the 2021/2022 financial year has not yet been finalised, as the detailed budget estimates covering various expense and revenue items are currently being prepared. At present, the amount required from rates to fund the outcomes of the draft budget is well in excess of the 1.5% rate proposed. Staff are revising the draft budget and service levels and are looking at all avenues to reduce the gap, including alternative revenue sources.

In the past Council has adopted rates that are more than twice the minimum differential rate and must therefore seek Ministerial approval, as required by the provisions of the Local Government Act 1995. The Department of

Local Government has been scrutinising Council's differential rating strategy each year and may request modifications to be made, if they are not satisfied that the rating strategy is fair and equitable.

It must be understood the purpose of this Agenda Item is to set an estimated Differential Rate so a request can be sent to the Minister after advertising and seeking submissions from the electorate. Invariable the actual rate amount set may differ from the estimate once the valuations have been received from Landgate for the next financial year. However the legislations allows these rate in dollar amounts to be adjusted to reflect the actual valuations by making notation in the Shires Adopted Budget and on the Rate Notices sent out. Such notation is to explain the reason for the difference between the advertise Differential Rate and that impose being due to valuation adjustments from Landgate. The actual Rate Revenue raised will not differ significantly.

Due to the COVID-19 pandemic and the resulting economic uncertainties, the 2020/21 financial years rates were not increased on those imposed in 2019/2020. With this in mind it will be proposed that a small 2.0% increase in the Rate in the Dollar for the 2021/22 financial year

The proposed Rates in the dollar for 2021/2022 represent a 2.0% increase over those imposed in 2020/2021.

The recommended Rate in the dollar increase of 2.0% is in line with the WA Local Government Cost Index (WALGCI) forecast for 2021/22 of 1.4% and December 2020 CPI of 0.9%. The WALGCI is similar in principle to the Consumer Price Index (CPI) but is weighted towards expenditure types more relevant to Local Governments. The CPI is based on actual household expenditure data, which is principally derived from the Household Expenditure Survey conducted by the ABS and includes expenditure on areas such as food and non-alcoholic and alcoholic beverages, tobacco products and clothing & footwear; all of which are not expenditure areas for a Local Government. The WALGCI is a combination of certain cost items from the CPI and others from the General Construction Index WA (GCIWA). The WALGCI offers an indication of those changes in the WA economy that relate more closely to the functions of Local Government.

The table below shows the rate categories for 2020/2021 and the rate in cents and minimum amounts; GRV Rate Category:

Category	Rate in the \$	Minimum Rate \$
GRV General	7.2073	355.00
GRV Mining	20.4953	355.00

The Proposed rates for 2021/2022 are listed below:

Category	Rate in the \$	Minimum Rate \$
GRV General	7.2217	355.00
GRV Mining	20.5362	355.00

Statutory Environment

Under section 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category. Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days;

- Details of each rate or minimum payment the local government intends to impose,

- Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

The Shire's principle source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision, therefore, these increasing costs must be borne by increases in rates or you will see a reduction in services.

The Shire has until 31 August each year to adopt the Annual Budget, as the Shire is a growing organisation and as such we are heavily reliant on receiving rates income to fund our operations, including salaries. With this in mind, setting the level of rates for advertising and allowing the adoption of the annual budget in June, after the close of the advertising period, is a very high priority to enable rates notices to be issued. The Shire prepares its cash flow based on starting to receive rate payments in late August each year.

Voting Requirements

- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council:

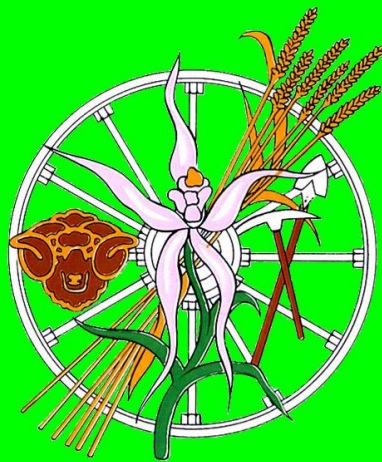
1. **Reviews and adopts the statements in relation to**
 - a) **Objects and Reasons for implementing a Differential Rate 2021-22**
 - b) **Statement of Rating Information 2021-22**
2. **Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2021/2022 draft budget:**

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	7.2217	355.00
GRV Mining	20.5362	355.00

3. **Seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate; and**
4. **That Council publicly advertises its intention to impose differential rates, pursuant to section 6.36 (1) of the Local Government Act 1995 and invites public submissions for a period of twenty one days; and**
5. **That Council consider any submissions in respect of imposition of differential rates as part of the 2021/2022 Budget deliberations.**

Attachment 9.1.4

Shire of Westonia



DIFFERENTIAL RATES



SHIRE OF WESTONIA

NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2021/2022

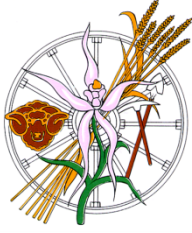
Pursuant to Section 6.33 and 6.36 of the Local Government Act 1995, notice is hereby given to ratepayers of the intention of the Shire of Westonia to impose the following differential and minimum rates for the 2021/2022 rating year. This rate is taking into consideration Council’s decision at April meeting to impose a 2% rate increase:

RATE IN THE DOLLAR

Category	Rate in the \$	Minimum Rate \$
GRV General	7.2217	355.00
GRV Mining	20.5362	355.00

The proposed rates-in-the-dollar and minimum payments are based on estimates at the time of giving public notice and may change as part of Council’s 2021/22 budget consideration. The object and reasons for each proposed rate may be inspected at the Shire Office, Wolfram Street, Westonia during normal business hours or by visiting our web site www.westonia.wa.gov.au. All submissions in writing with reference to the proposed differential rates or minimum payments should be forwarded to the Shire of Westonia no later than 4:00pm on Wednesday 26th May 2021.

Jamie Criddle
Chief Executive Officer
Shire of Westonia



Shire of Westonia

Statement of Rating Information 2021-22

Including Objects and Reasons for the Current Rating Structure

This Statement is published by the Shire of Westonia in accordance with Section 6.36 of the Local Government Act 1995 to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying of rates is to meet Council's budget requirements in each financial year in order to deliver services, facilities and community infrastructure. Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Westonia. The application of differential rating maintains equity in the rating of properties across the Shire, enabling the Council to provide facilities, services and infrastructure to the entire community and visitors to the area.

Gross Rental Values (GRV)

The Local Government Act 1995 provides that properties of a Non-Rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer General determines the GRV for all properties with a non-rural purpose within the Shire of Westonia approximately every five years and provides a GRV. The current valuation is effective from 1 July 2018. Interim valuations are provided regularly to Council by the Valuer General for properties where changes have occurred during the year (i.e. subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rate notices.

GRV – General Rate

All land within the Shire used for non-rural purposes (GRV) is rated using a uniform GRV Rate. The uniform rate is calculated and adopted after the consideration of many factors such as current economic conditions, increases to land valuations as assessed by the Valuer General's Office, the infrastructure and service improvement proposals contained in the Budget, as well as other factors. The rate in the dollar set for the GRV-General category forms the basis for calculating all other GRV differential rates.

Unimproved Values (UV)

The Local Government Act 1995, provides that properties predominantly used for a rural purpose are assigned an Unimproved Value as supplied and reviewed by the Valuer General on an annual basis. The unimproved value of land refers to the market value of the land in its natural state without improvements such as buildings, fences, dams etc. Interim valuations are provided regularly to Council by the Valuer General for properties where changes have occurred during the year (i.e. subdivisions of property, amalgamations, and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rate notices. It is considered that for this financial year the valuations imposed by the Valuer General provides the capacity for the additional rate contributions that may be required from different zoning/land use and therefore the need for a differential rate is not deemed necessary.

GRV Differential Rate - Mining

The Local Government Act provides for rural use properties used for mining, exploration or prospecting purposes are assigned a Gross Rental Value supplied and reviewed by the Valuer General. It refers to all land for which a mining tenement has been issued by the Department of Mines and Petroleum (DMP), and valued as such by the Valuer General's Office.

The valuation determined by the Valuer General for mining tenements is calculated by multiplying the following factors.

- Rental cost of the tenement type (mining lease, prospecting lease, exploration license, petroleum producing licence etc);
- GRV basis as determined by the DMP, and
- Tenement/license area

The valuation of mining tenements is not reviewed each year, as occurs with other UV properties and only changes when the tenement rental is amended.

Objects and Reasons for GRV Mining Differential Rate

Land used for Mining is rated higher than the GRV-General rate to improve fairness and equity outcomes by:

- Ensuring mining rates payable are no less than the average rates payable, per property, in part to;
 - compensate for the different method and comparatively lower valuation level;
 - to recognise the often short term tenure of mining projects in the region; and
 - to maintain comparability with other commercial operations in the rural sector.
- Applying a percentage premium above the average rates payable, per property, at a level determined by the Council, to reflect the following:
 - the impacts of higher road infrastructure maintenance costs to Council as a result of frequent very heavy vehicle use over extensive lengths of roads throughout the year;
 - additional emergency service arrangements that have to be put in place;
 - the monitoring of environmental impacts of clearing, noise, dust and smell;
 - planning, building and health assessment cost; and
 - additional costs of amenities and services provided to cater for the employees of the mining operations, such as recreation, parking and law, order and public safety due to the increased population of the 160 man mining camp situated in the Westonia townsite which almost triples the population of the town and creates a massive burden on Council's resources.

Minimum Payments

The setting of general minimum payment level within all rating categories is an important method of ensuring all properties contribute an equitable rate amount to non-exclusive services.

Objections & Appeals

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on our web site.

Under the provisions of the Local Government Act 1995, a property owner is able to lodge an objection to the rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owners or property details; or
- The characteristics of the land differ from that used in the differential rating system. The objection is to be received within 60 days of the issue of the rate notice.

Please contact Shire Staff if you would like to discuss this matter further.

Pensioner's Discount

Eligible Pensioners are entitled to receive a discount on their rates. Council shall determine the nature and extent of entitlement from details as at 1 July, in relation to ownership and occupation. Also a pro-rata rebate amount will be paid if a person becomes the holder of an eligible card type during the financial year which is effective from the date of registration. A deferral arrangement is also possible. If the circumstances of a Pensioner, who is already claiming the rebate, have changed during the previous year, they will need to update their details (ie. card number, etc) with Council.

Submissions are invited from any Elector or Ratepayer with respect to the proposed differential rate within 21 days of the date of the notice of intent.

All submissions in writing should be forwarded to the Shire of Westonia no later than 4:00pm on Wednesday 27th May 2021.



SHIRE OF WESTONIA 2021/2022 DIFFERENTIAL RATE MODEL STATEMENT OF OBJECTS AND REASONS

Objects and Reasons for implementing a Differential Rate

In accordance with Section 6.36 of the Local Government Act 1995 and the Council's "Notice of Intention to impose Differential Rates", the following information details the objectives and reasons for those proposals.

What are Rates?

The raising of rates is the primary source of revenue for all Councils throughout Australia. The purpose of levying rates is to meet Council's proposed budget requirements each year in a manner that is fair and equitable to the ratepayers of the community.

In Western Australia land is valued by Landgate Valuation Services (Valuer General's Office - a state government agency) and those values are forwarded to each Local Government.

Two types of values are calculated:

- Gross Rental Value (GRV) for urban areas; and
- Unimproved Value (UV) for rural land.

To calculate the rate account, councils multiply a rate in the dollar by the supplied value. The rate in the dollar is determined by the level of revenue the council wishes to raise and is dependent on their proposed budget.

Apart from the need to ensure sufficient revenue to meet its expenditure needs Council must be mindful of the impact and affordability of rates to the community.

Differential Rating

Local Governments, under section 6.33 of the Local Government Act, have the power to implement differential rating in order to take into account certain characteristics of the rateable land. These characteristics include:

- ◆ The purpose for which the land is zoned under the town planning scheme in force;
- ◆ The predominant use for which the land is held or used as determined by the local government; and

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates that they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

The Shire of Westonia proposes to Differentially Rate all Gross Rental Value (GRV) Mining rates to the Gold Mine as the land has an improved classification. The minimum payments proposed for all rate categories have been set at \$355, which are considered to be the maximum for the long term, with the exception of UV Mining which is set at \$200.00.

The following are estimated Differential Rates and Minimum Payments for the Shire of Westonia for the 2021/2022 financial year.

	<i>Rate in the Dollar (Cents)</i>	<i>Minimum \$</i>
GRV – Residential	7.2217	\$355.00
GRV - Mining	20.5362	\$355.00

GRV – Residential

The object of the GRV rates and minimum payments is to ensure a fair contribution to the revenue requirements of the Shire, while not imposing additional financial pressure on town residents. The minimum payments proposed for all rate categories have been set at \$355, which are considered to be the maximum for the long term. The proposed rate in dollar for GRV Residential is 7.2217 cents in the dollar.

GRV – Mining

The object of the GRV rates associated with the Gold Mine is to ensure the mine contributes to the maintenance of the Shire's assets and services to the extent that the mining operators and their connections use them. The population of the 160 man mining camp situated in the Westonia townsite almost triples that of the general population of the town and creates a massive burden on the Council's resources. The minimum payments proposed for all rate categories have been set at \$355, which are considered to be the maximum for the long term. The proposed rate in dollar for GRV Mining is 20.5362 cents in the dollar.

UV – Rural

The object of the UV Rural rate is to permit the imposition of rates on Rural Properties that is reasonably proportional to the financial resources of those who will bear the burden of the rates and striking a reasonable balance between the capacity to pay and the fairness of the requirement. The minimum payments proposed for all rate categories have been set at \$355, which are considered to be the maximum for the long term. The proposed rate in dollar for UV Rural is 1.5922 cents in the dollar.

UV – Mining

The object of the UV Mining rate is to ensure a fair contribution to the revenue requirements of the Shire and to permit the imposition of rates on mining tenements that is reasonably proportional to the financial resources of those who will bear the burden of the rates and striking a reasonable balance between the capacity to pay and the fairness of the requirement. The minimum payments proposed for all rate categories have been set at \$200, *as per section 6.35 (4) of the Local Government Act 1995 and Regulation 53 of the Local Government (Financial Management) Regulations 1996* which are considered to be the maximum for the long term, subject to section 6.33 of the Local Government Act. The proposed rate in dollar for UV Mining is 1.5922 cents in the dollar.

GRV Differential Rate - Mining

The Local Government Act 1995 determines that properties of a Non-Rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Valuer General determines the GRV for all properties within the Shire of Westonia every five years and assigns a GRV.

The current valuation is effective from 1 July 2019. Interim valuations are provided monthly to Council by the Valuer General for properties where changes have occurred

(i.e. subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning). In such instances Council recalculates the rates for the affected properties and issues interim rates notices.

It refers to all land for which a mining tenement has been issued by the Department of Mines and Petroleum (DMP), and valued as such by the Valuer General's Office. The valuation determined by the Valuer General for mining tenements is calculated by multiplying the following factors.

- Rental cost of the tenement type (mining lease, prospecting lease, exploration license, petroleum producing licence etc);
- GRV basis as determined by the DMP, and
- Tenement/license area

Objects and Reasons for GRV Mining Differential Rate

Land used for Mining is rated higher than the UV-Rural differential rate to improve fairness and equity outcomes by:

- Ensuring mining rates payable are no less than the average rates payable, per property, in

Policy Area C (General Farming), in part to;

- compensate for the different method and comparatively lower valuation level;
 - to recognise the often short term tenure of mining projects in the region; and
 - to maintain comparability with other commercial operations in the rural sector.
- Applying a percentage premium above the average rates payable, per property, in Policy

Area C (General Farming), at a level determined by the Council, to reflect the following:

- the impacts of higher road infrastructure maintenance costs to Council as a result of frequent very heavy vehicle use over extensive lengths of roads throughout the year;
- additional emergency service arrangements that have to be put in place;
- the monitoring of environmental impacts of clearing, noise, dust and smell;
- planning, building and health assessment cost; and
- additional costs of amenities and services provided to cater for the employees of the mining operations, such as recreation, parking and law, order and public safety.

Minimum Payments

The setting of general minimum payment level within all rating categories is an important method of ensuring all properties contribute an equitable rate amount to non-exclusive services.

Submissions are invited from any Elector or Ratepayer with respect to the proposed differential rate within 21 days of the date of the notice of intent.

All submissions in writing should be forwarded to the Shire of Westonia no later than 4.00pm on Wednesday 27th May 2021.

Jamie Criddle
Chief Executive Officer
Shire of Westonia

5 May 2021

9.1.5 MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Responsible Officer: Jamie Criddle, CEO
Author: Jamie Criddle, CEO
File Reference: A1.1.4
Disclosure of Interest: The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the standards.

Attachments:

1. Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination
2. Local Government (Administration) Amendment Regulations 2021 – Explanatory Notes
3. Draft Shire of Westonia CEO Recruitment and Selection, Performance Review and Termination Standards.

Signature:	Officer	CEO
		

Purpose of the Report

Executive Decision Legislative Requirement

The government has enacted new legislation requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 22 of the Amendment Act.

The Model CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

Local governments will be required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

Local governments that have a CEO recruitment process currently underway, or are about to commence a CEO recruitment process, are encouraged to contact the department to discuss compliance with the new Standards.

Comment

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards, which is Attachment 1 to this item.

If the local government doesn't adopt the model standards, they are taken to be the Shire's Standards.

The Chief Executive Officer is of the opinion that they are satisfactory to be adopted without modification, (provided at Attachment 3), however the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

There is a requirement to adopt a set of Standards by 3 May 2021.

The current Chief Executive Officer's contract doesn't expire until 6 August 2025 and on this new legislative change, is only renewable for up to one more 5 year term, if both parties are agreeable, before the Council is legally bound to advertise the position in accordance with the adopted standards of the day.

In the opinion of the author, the current process for review of the current Chief Executive Officer's performance is consistent with the model requirements.

In the opinion of the author, the proposed process for early termination of a Chief Executive Officer's contract of employment appears fair and reasonable.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39B;
- Local Government (Administration) Amendment Regulations 2021; and
- Local Government (Administration) Regulations 1996.

5.39B, States:

"Adoption of model standards

(1) In this section —

model standards means the model standards prescribed under section 5.39A(1).

(2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

* Absolute majority required.

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

* Absolute majority required.

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government’s adopted standards until the local government adopts standards under this section.

(6) The CEO must publish an up-to-date version of the adopted standards on the local government’s official website.

(7) Regulations may provide for —

(a) the monitoring of compliance with adopted standards; and

(b) the way in which contraventions of adopted standards are to be dealt with”.

Resources and further reading for local governments include:

- Attachment 1 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/localgovernment-act-review/ceo-standards-and-guidelines.pdf?sfvrsn=706437d2_0
- Attachment 2 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/localgovernment-act-review/ceo-model-standards-explanatory-notes.pdf?sfvrsn=f0e031d0_3

Policy Implications

Nil

Strategic Implications

Shire of Westonia Strategic Community Plan 2017-2027

Objective 4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)

Outcome: 4.1 An efficient and effective organisation

Strategy: 4.1.1 Continually improve operational efficiencies and provide effective services

Strategy: 4.1.2 Continue to enhance communication and transparency

Outcome: 4.2 An employer of choice

Strategy: 4.2.1 Provide a positive, desirable workplace

Financial Implications

The adoption of the model standard – which is required by law, with only minor variations permitted, and only to the extent that it is not inconsistent, will, in all probability, add to the cost of recruitment of a Chief Executive Officer. This by virtue of the additional administrative requirements of a consultant, if a consultant is utilised, as well as the need for an external person (in addition to the consultant) to be on the recruitment panel – which may require remuneration. Typically, prior to these legislative changes, the recruitment of a Chief Executive Officer, for a band 4 local government, and utilising a consultant (who must be licensed) costs anywhere from \$15,000 to \$35,000, plus advertising.

It is not known what additional cost might be incurred with the adoption of the ‘minimum’ standard, however it conceivably will certainly add administrative time, due to the additional legislated components and recording requirements.

One might argue that ‘gone are the days’ that a local government can recruit, or certainly terminate, a Chief Executive Officer without a consultant, with these new regulatory measures.

It will almost certainly add time, as any variations (no matter how seemingly insignificant or minor) to the proposed contract to be offered, have to be previously permitted / agreed by resolution of the Council.

Voting Requirements

Simple Majority

Absolute Majority

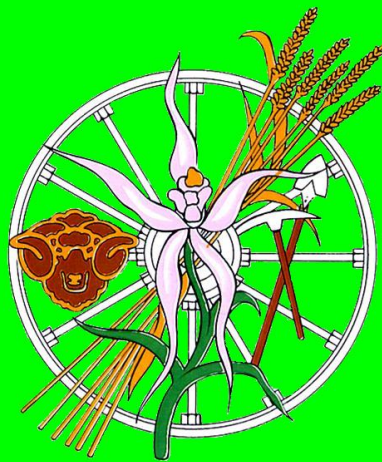
OFFICER RECOMMENDATIONS

That with respect to the new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers, Council;

1. Pursuant to section 5.39B (2) of the Local Government Act 1995, adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as detailed in Attachment 3.
2. Pursuant to section 5.39B (6) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.

Attachment 9.1.5

Shire of Westonia



MODEL STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION



Department of
Local Government, Sport
and Cultural Industries



Local Government
Act 1995 Review
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000 (WA)*.

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality


Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

9.1.6 POLICY MANUAL REVIEW

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	A2.8.5		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

Executive Decision Legislative Requirement

Summary

To complete an annual review of Council's Policy Manual.

Background

Council consideration in adopting Council's Policy Manual last reviewed in May 2020.

Comment

Council's Policy Manual was last reviewed in May 2020. The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

A copy of the Policy Manual is attached which includes any new policies adopted by Council since the last review.

The Chief Executive Officer will provide comment on existing and future policies prior to the meeting. Councillors are requested to also review the policies and advise the CEO of any requested changes.

Modify	POLICY NO	1.16	ELECTED MEMBER TRAINING
New	POLICY NO	1.18	COUNCILLOR SITTING FEES
New	POLICY NO	1.19	PUBLIC INTEREST DISCLOSURE
New	POLICY NO	1.20	ACTING CHIEF EXECUTIVE OFFICER
New	POLICY NO	1.21	ATTENDANCE AT EVENTS

Statutory Environment

Local Government Act 1995 – Section 2.7(2)(b) Role of Council.

A key role of Council is to determine the local government's policies.

Local Government Act 1995 – Section 5.42 Delegation of some powers and duties to CEO.

In order for the CEO to carry out the duties and tasks contained within the policy, appropriate delegations need to be in place.

Local Government (Financial Management) Regulations 1996 – Regulations 5 and 11.

 **Policy Implications**

Review of Council Policies

 **Strategic Implications**

N/A

 **Financial Implications**

There are no direct financial implications in relation to this item.

 **Voting Requirements**



Simple Majority



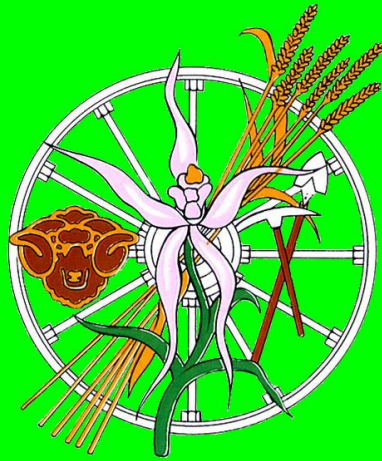
Absolute Majority

OFFICER RECOMMENDATIONS

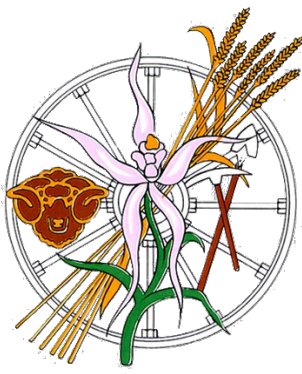
That Council reviews the current policies, makes changes and adopts the policies contained within the Policy Manual.

Attachment 9.1.6

Shire of Westonia



POLICY MANUAL REVIEW



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:

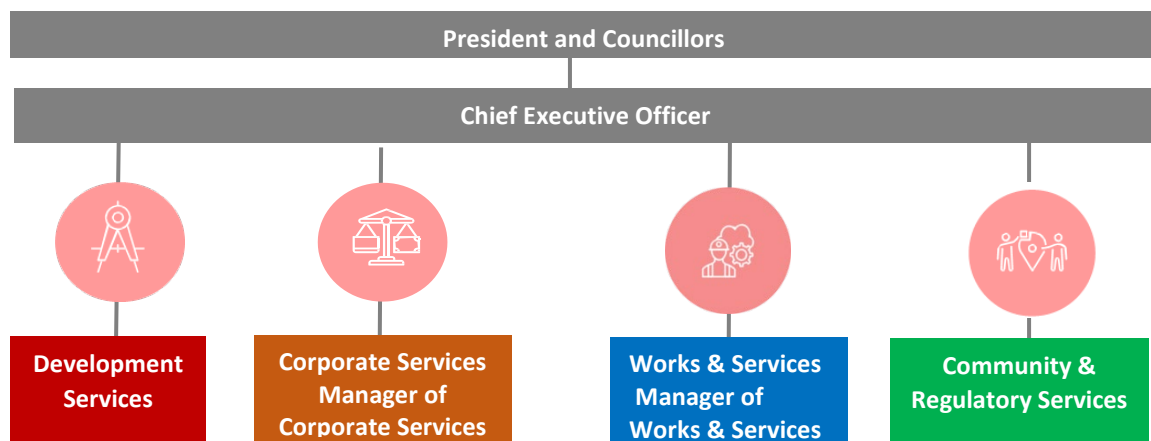
- Discretionary legislated powers; and/or
- Non-legislated functions/activities of Council; eg provision of Community Services, and mainly relate powers under the *Local Government Act 1995*.

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 City'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;

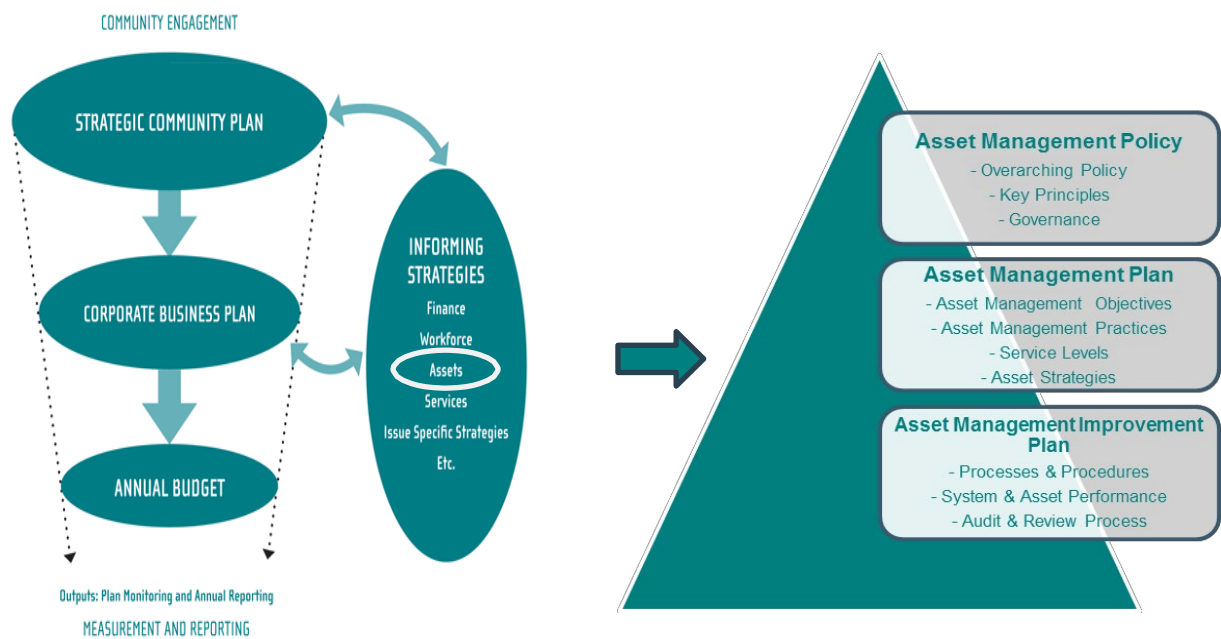
- Adopting and maintaining procedures for the continuous improvement in asset management capacity and capability; and
- Ensuring that the AMP and associated systems are kept up to date.

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.

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.

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.
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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.

Travel Arrangements

All booking arrangements for other conferences and training for Elected Members are coordinated through the Chief Executive's Office. Elected Members should note that the Local Government Act 1995 precludes an Elected Member to pre-spend Shire funds.

Any airline travel for an Elected Member is to be booked at economy level and booking arrangements are to be reviewed upon any improved discount offer being identified. Any upgrade to Business Class is permissible provided the Council member funds the difference in cost.

Other than to amend departure times, tickets provided to representatives of the Shire shall not be exchanged, downgraded or rebated. Tickets or bookings may not be altered to include personal travel that is not part of the scheduled conference itinerary.

The proposed duration of another conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Westonia will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the other conference or training.

Expenses

Expenses relating to other conferences and training as approved, will be paid direct by the Shire in accordance with Policy No 1.8 COUNCILLOR ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING COURSES AND MEETINGS

Expenses may include the following items:

- Air fare;
- Travel insurance;
- Conference registration;
- Copy of conference proceedings;
- Room accommodation;
- Reasonable phone utilisation;
- Reasonable laundry expenses; and
- Meals in the hotel where registered if these are not provided during the course of the conference.

Incidental expenses include:

- Phone calls made outside the accommodation premises and for the purposes of the conference and/or Council business;
- Travel to and from the conference venue; and
- Travel to and from all airport destinations.

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)

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

1.16 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*

POLICY NO 1.20
POLICY SUBJECT ACTING CHIEF EXECUTIVE OFFICER
ADOPTION DATE APRIL 2021
LAST REVIEW

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 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

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.

Local Government Act 1995.

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:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the CEO and Line Management only);
- (b) Meetings of clubs or organisations within the Shire of Westonia;
- (c) Any free event held within the Shire of Westonia;
- (d) Australian or West Australian Local Government events;
- (e) 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;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Westonia or District;
- (k) Cultural events/festivals within the Shire of Westonia or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Westonia;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Westonia or District;
- (p) Recognition of Service event's within the Shire of Westonia or District;
- (q) RSL events within the Shire of Westonia or District;
- (r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association; and
- (s) 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

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

6.3 Purchasing Policy

1. 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.

2. SCOPE

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

3. DEFINITIONS

4. 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

5. 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:

1. 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.
2. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
3. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
4. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
5. A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy;
6. 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;
7. 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
8. 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.</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:</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:</p> <ul style="list-style-type: none"> • 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>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.</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:</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. <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:</p> <ul style="list-style-type: none"> • a WADisability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • 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>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:</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. <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:</p> <ul style="list-style-type: none"> • a WADisability Enterprise; and / or • an Aboriginal Owned Business; and / or • a Local Supplier. <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • 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>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:</p> <ul style="list-style-type: none"> • 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

Purchase Value Threshold (exc GST)	Purchasing Practice Required
	<ul style="list-style-type: none"> • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. <p>The purchasing decision is to be based upon the suppliers response to:</p> <ul style="list-style-type: none"> • 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>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.

6. 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.

7. 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:

- a. there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- b. the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- c. the Panel will streamline and will improve procurement processes; and
- d. 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:

- e. obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- f. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- g. 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:

- h. 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
- i. 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.

8. 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.

9. 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.

10. 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

1. The Shire of Westonia will provide a safe and healthy work environment, so far as practicable, for –
 - the community,
 - employees,
 - volunteers,
 - contractors, and
 - visitors.
2. 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
-

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.

9.1.7 ADOPTION OF POLICY ON APPOINTING AN ACTING CHIEF EXECUTIVE OFFICER

Responsible Officer:	Jamie Criddle, CEO
Author:	Jamie Criddle, CEO
File Reference:	A1.1.4
Disclosure of Interest:	The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the policy.

Attachments:

Signature:	Officer	CEO
		

Purpose of the Report

- Executive Decision Legislative Requirement

The government has enacted new legislation requiring all local governments to adopt a policy that covers the process to be followed by the local government in relation to the following:

- a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 5.39C of the Local Government Act 1995.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

Comment

The DLGSC has not produced any regulations that stipulate the form or content of the required policy. There is an expectation that the Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

In the opinion of the author, the current process for appointing an Acting Chief Executive Officer is mostly consistent with the new requirements, however it does need to be referenced in 'Policy', rather than being solely referenced in a delegation, as currently occurs. Minor other small administrative changes have been proposed as detailed above.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

Section 5.39C states:

"5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;

(b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

(2) A local government may amend* the policy.

* Absolute majority required.

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website".

No regulations have been promulgated to give guidance on this matter at the current time, and the Administration is not aware of any proposed.

Further, it has been long held that section 5.36(2) also relates to the position of Acting Chief Executive Officers. This section states:

"A person is not to be employed in the position of CEO unless the council —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied* with the provisions of the proposed employment contract".

Resources and further reading for local governments include:

- Government Gazette 2 February 2021

[https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/\\$file/Gg023.pdf](https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/$file/Gg023.pdf)

Policy Implications

Local governments are required to adopt such a policy within a reasonable, but expeditious period of time.

WALGA has advised that it is developing a model policy, however as this Council has had an accepted process for many years, the Chief Executive Officer is of the opinion that a minor modification to the current process would suffice, from an immediate compliance perspective. The model can be reviewed once it becomes available.

In its guidance on the subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:

"Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.

The policy must be made available on the local government's official website".

The Shire currently has guidance on the matter via existing Council Policy 2.1 Senior Employees – Designation as follows:

"Policy Statement

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service
- b) Executive Manager, Development and Regulatory Services
- c) Executive Manager, Technical and Rural Services."

And existing Delegation 1.2 Acting CEO – Appointment as follows:

"1. The CEO is delegated power to appoint an employee designated under the Local Government Act 1995 s.5.37

as Acting CEO when the CEO is on periods of leave, up to a maximum period of 20 working days.
2. In the case of the unavailability of the CEO due to emergency, the EMCCS is automatically appointed as Acting CEO for up to 2 weeks from commencement, and continuation is then subject to confirmation by Council.”

The recommended solution to bring the Council’s existing Policy and Delegation into compliance with the new requirement is to repeal the delegation and adopt an amended policy as follows:

Amend the current Policy 2.1 Senior Employees – Designation to read as follows:

2.1 Senior Employees and Acting Chief Executive Officer appointments Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Service;
- b) Executive Manager, Development and Regulatory Services; and
- c) Executive Manager, Technical and Rural Services.

For the purposes of Section 5.36 (2) of the Local Government Act 1995, 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 Executive Manager Corporate & Community Services is automatically appointed as the Acting CEO for up to 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”.

Strategic Implications

Shire of Westonia Strategic Community Plan 2017-2027

Objective 4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)

Outcome: 4.1 An efficient and effective organisation

Strategy: 4.1.1 Continually improve operational efficiencies and provide effective services

Strategy: 4.1.2 Continue to enhance communication and transparency

Outcome: 4.2 An employer of choice

Strategy: 4.2.1 Provide a positive, desirable workplace

Financial Implications

As the proposed policy mirrors the current practice / delegation, there are no financial implications (different to the current practice / process).

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That with respect to the new mandatory policy that covers the appointment of local government Chief Executive Officers on terms less than one year (including those in an Acting capacity), Council:

- 1. Pursuant to section 5.39C (1) of the Local Government Act 1995, adopt the Policy for Appointing an Acting Chief Executive Officer as follows:

Current Policy 2.1 Senior Employees – Designation to read as follows:

2.1 Senior Employees and Acting Chief Executive Officer Appointments

Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as

senior employees –

- a) Executive Manager, Corporate and Community Service;
- b) Executive Manager, Development and Regulatory Services; and
- c) Executive Manager, Technical and Rural Services.

For the purposes of Section 5.36 (2) of the Local Government Act 1995, 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 incumbent 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 Executive Manager Corporate & Community Services is automatically appointed as the Acting CEO, on that Officer's salary, for up to 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.

- 2. Repeal Delegation 1.2 Acting CEO – Appointment as it is replaced by the above Policy.
- 3. Pursuant to section 5.39C (4) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Policy is published on the Shire's official website, as soon as practical.

Attachment 9.1.7

Shire of Westonia



ADOPTION OF APPOINTING AN ACTING CHIEF EXECUTIVE OFFICER

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 Division 2, 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.

Local Government Act 1995.

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 APPLICATION TO CLEAR NATIVE VEGETATION – RAMELIUS RESOURCES

Responsible Officer:	Jamie Criddle, CEO
Author:	Jamie Criddle, CEO
File Reference:	
Disclosure of Interest:	Jamie Criddle
Attachments:	Nil
Signature:	Officer CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

Council is in receipt of correspondence from the Department of Mines Industry Regulation & Safety advising of an application from Ramelius Resources to clear native vegetation. The application is for the Mineral Exploration of Golden Point and totals 2.1 hectares.

In accordance with section 51E of the Environmental Protection Act 1986 the Department of Mines, Industry Regulation and Safety has accepted clearing permit application CPS 9254/1.

As required by sub-section 51(4)E of the Environmental Protection Act 1986 any public authority or person which or who has a direct interest in the subject matter of the application will be invited to provide comment on it. The application will also be advertised on the departmental website on Monday, 19 April 2021, inviting any person who wishes to comment on it to do so within the period specified in the advertisement. A map displaying the area proposed to be cleared is also attached.

Comment

Attached is a copy of the application to clear native vegetation under the Environmental Protection Act 1986 in relation to proposed clearing at the Edna May Gold Mine.

The area in Question is the area to the east of the existing open pit, known as Golden Point.

Applicant Name:	Edna May Operations Pty Ltd - Golden Point Exploration Project
Permit Type:	Purpose Permit
Tenements:	Exploration Licence 77/2443, Mining Leases 77/88 and 77/124
Purpose:	Mineral Exploration
Area (ha):	2.1 ha
Shire:	Shire of Westonia
Clearing Permit System (CPS) No:	9254/1

Council are invited to make comment on the proposal prior to the department granting a permit subject to conditions.

Council have until 3rd May 2021 to make submissions to the Department.



Statutory Environment

Environmental Protection Act 1986.



Policy Implications

Council does not have a policy in relation to this matter.



Strategic Implications

Protection of environment during the operations of the Edna May Mine Operation.



Financial Implications

There are no financial implications in relation to this matter.



Voting Requirements



Simple Majority



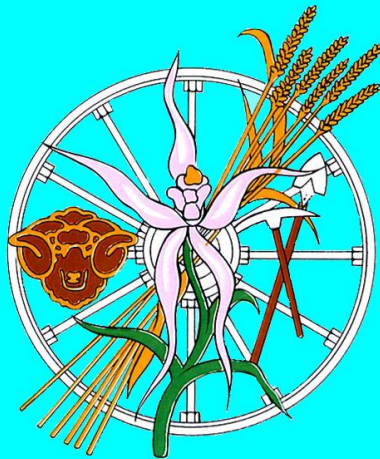
Absolute Majority

OFFICER RECOMMENDATIONS

That Council analyse the area involved with the current clearing application proposed for the Ramelius Resources “Golden Point Project” and advise if the area should be approved to be cleared.

Attachment 9.2.1

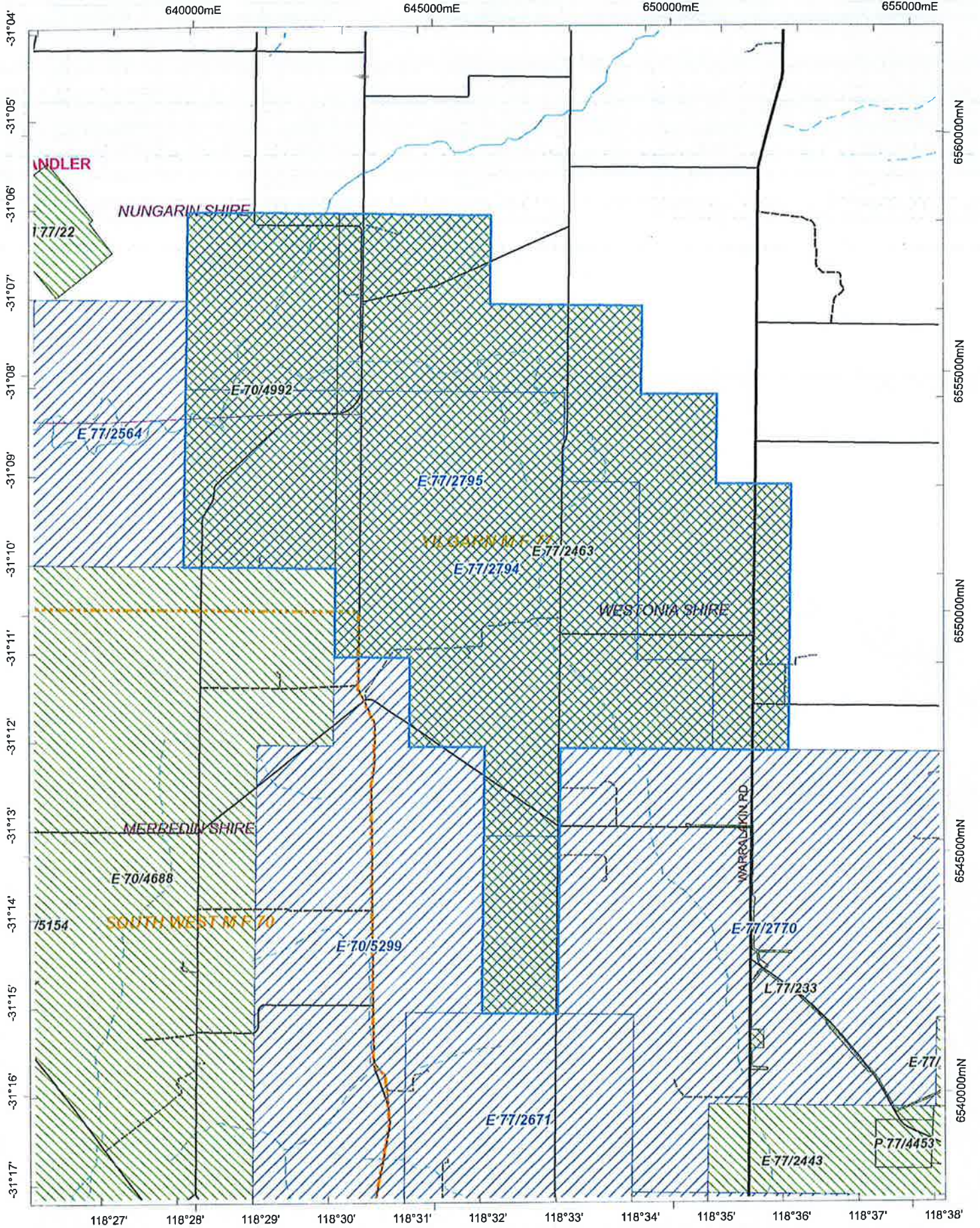
Shire of Westonia



APPLICATION TO CLEAR NATIVE VEGETATION- RAMELIUS RESOURCES



-  Pending Application
-  Live Tenement
-  Application over Live Tenement



The plan has been compiled from various data sources received from a number of agencies and with information supplied by applicants for mining tenements. No responsibility is accepted for any error or omission. The Commonwealth of Australia (c) 2002, through Geoscience Australia and the Department of Defence, maintains copyright over these parts of the topographic data files provided for display on TENGRAPH. Users wishing to use the data in its unaltered form should contact Geoscience Australia at www.ga.gov.au. Confirmation of the extent and composition of any Native Title Claims should be sought from the Native Title Special Services Unit. Enclosed Pastoral Lease land and the 1994 mining corridor to Palaminngga Wapiti and Hjarawungga KUA Native Title determination boundary.

Scale: 1:100,000





Chief Executive Officer
Shire of Westonia
ceo@westonia.wa.gov.au

Dear Sir/Madam

Application to Clear Native Vegetation under the *Environmental Protection Act 1986*

The Department of Mines, Industry, Regulation and Safety has received the following application for permit to clear native vegetation under the *Environmental Protection Act 1986* (the Act):

Applicant Name:	Edna May Operations Pty Ltd - Golden Point Exploration Project
Permit Type:	Purpose Permit
Tenements:	Exploration Licence 77/2443, Mining Leases 77/88 and 77/124
Purpose:	Mineral Exploration
Area (ha):	2.1 ha
Shire:	Shire of Westonia
Clearing Permit System (CPS) No:	9254/1

In accordance with sub-section 51E(4) of the Act, on behalf of the General Manager Environmental Compliance, Resource and Environmental Compliance Division, I consider that you may have a direct interest in the subject matter of the application and invite your comment on the proposal. The General Manager Environmental Compliance, Resource and Environmental Compliance Division, will then, after having taken into account any comments received and subject to sections 51O and 51P, either grant a clearing permit (including any specified conditions) or refuse to grant a permit.

Enclosed are maps indicating the area proposed to clear. Please forward your submission to the above address within 21 days from **Monday, 19 April 2021**, quoting CPS 9254/1.

If you have any queries regarding this matter, please contact Adam Buck in the Department's Resource and Environmental Division at the address above, for further information.

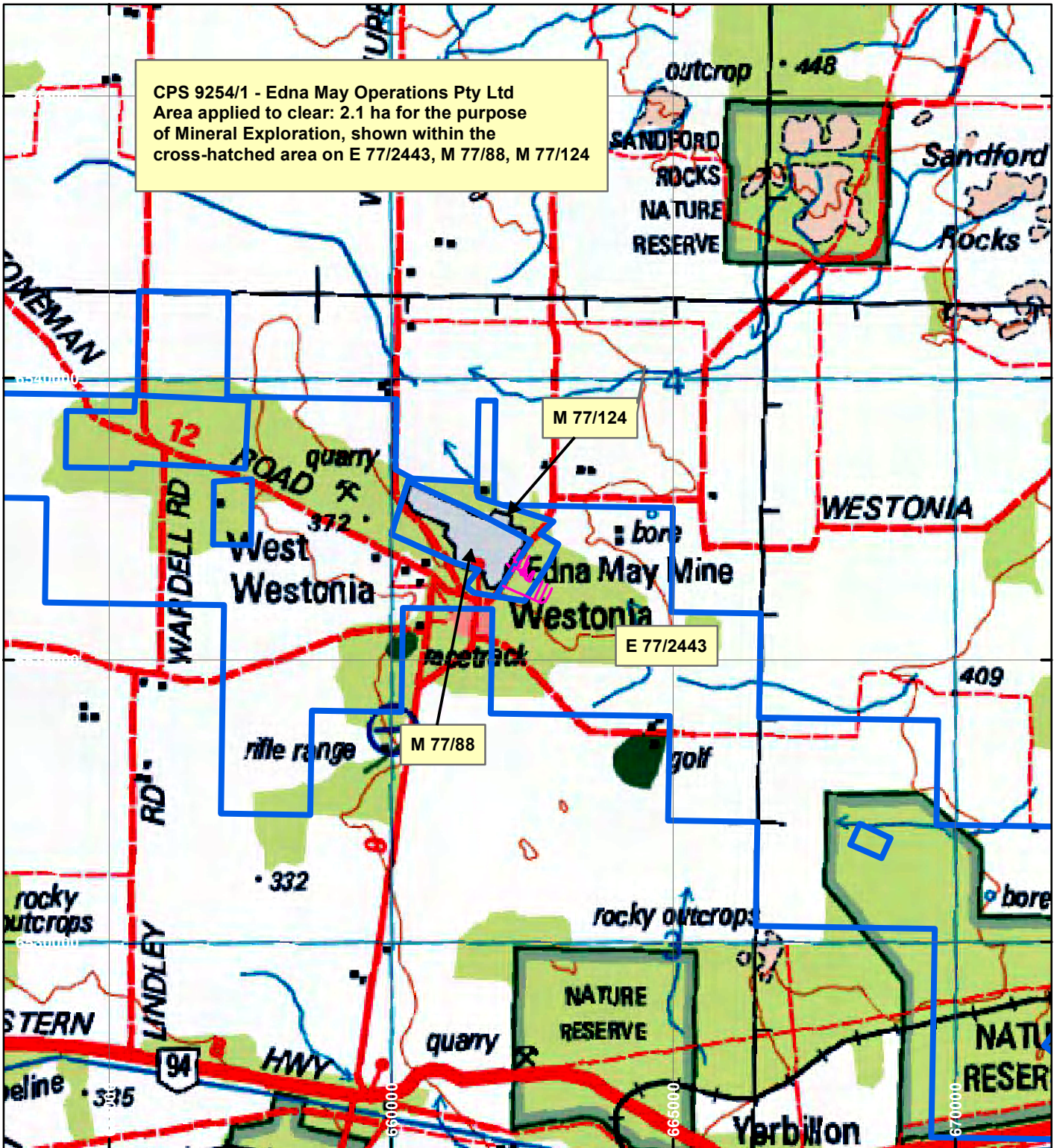
Yours sincerely

Daniel Endacott



Daniel Endacott
General Manager Environmental Compliance
Resource and Environmental Compliance Division

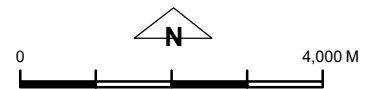
15/4/21

CPS 9254/1 - Edna May Operations Pty Ltd



LEGEND

-  Clearing Instruments
-  Mining Tenements



Scale 1:100,000

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

..... Date

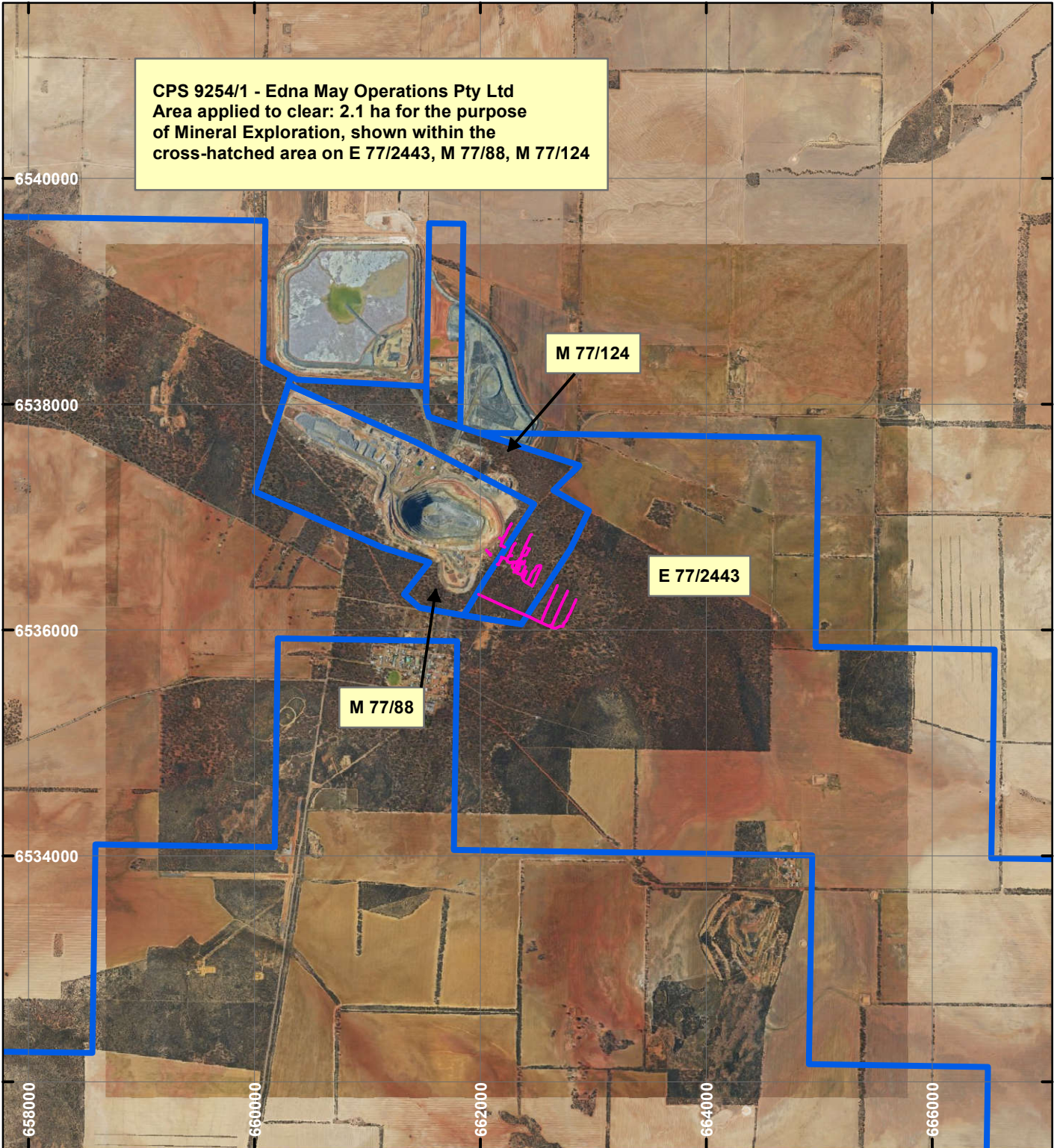
Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.

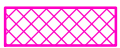


WA Crown Copyright 2002

CPS 9254/1 - Edna May Operations Pty Ltd



LEGEND

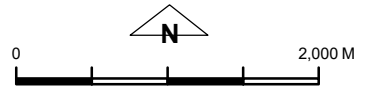


Clearing Instruments



Mining Tenements

Orthophotography sourced from Landgate



Scale 1:50,000

(Approximate when reproduced at A4)

Geocentric Datum Australia 1994

Note: the data in this map have not been projected. This may result in geometric distortion or measurement inaccuracies.

..... Date

Officer with delegated authority under Section 20 of the Environmental Protection Act 1986

Information derived from this map should be confirmed with the data custodian acknowledged by the agency acronym in the legend.




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9.3 WORKS AND SERVICE

9.3.1 STOP SIGNAGE – LEACH ROAD & KAOLIN STREET

Responsible Officer:	Jamie Criddle CEO	
Author:	Jamie Criddle CEO	
File Reference:	T.1.1.3	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

- Executive Decision Legislative Requirement

To formalise a request to Main Roads, Northam to have Stop signs installed at the intersection of Carrabin-Westonia, Leach Rd & Kaolin St.

Background

The intersection of Carrabin-Westonia, Leach Rd & Kaolin St has always been an issue with commuters driving through the current Give Way signage and has been the result of several 'Near Misses' in the past.



Comment

Ramelius Resources will soon be transporting Gold ore from Narembeen (Explorium/Tampia) to the Edna May Mill (Westonia) via the Great Eastern Highway and the Carrabin-Westonia Road. This will see a 24 hour operation of 42 meter, 95 tonne triple Road Trains traversing these roads which will place a greater danger on the Kaolin/Leach intersection.

Management is suggesting that Council places a formal request to Grenn Putland at Main Roads Northam to have Stop Signs installed on the Leach Road and Kaolin Street parts of the intersection.

Statutory Environment

Road Traffic Code 2000

Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council make a formal request to to Grenn Putland at Main Roads Northam to have Stop Signs installed on the Leach Road and Kaolin Street parts of the intersection with Carrabin-Westonia Road.


9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

11.1 TENDER 4-20/21 – SUPPLY & LAY OF ASPHALT

Responsible Officer:	Jamie Criddle, CEO		
Author:	Bill Price, Works Supervisor		
File Reference:	F1.9.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report



Executive Decision



Legislative Requirement

Background

Council has made allowance in the 2020/21 Budget for asphalt works as part of the Caravan Park Capital Upgrade & Roadworks Program.

Tenders were invited for the supply and lay of asphalt products on 31 March 2021.

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria was determined to decide which tender should be accepted:

- Demonstrated experience by tenderer to meet the requirements as set out in specification
- A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image
- Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.

Comment

At the close of tenders only two (2) tenders were received from

1. J & M Asphalt (Compliant)
2. WCP Civil (This tender was considered non-compliant as the Form of Tender documentation was not provided)

The tendered price supplied by J & M Asphalt is as below

Description	Unit	Quantity	Rate	Total
Supply and Lay Hotmix Asphalt 25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M ²	1,600	\$27.49	\$ 43,984.00
40mm – 45mm + or – thick 14mm Intersection Mix (Black)	M ²	1,220	\$31.76	\$ 38,747.20

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Maintenance Service (25%)	Safety Commitment (25%)	
J & M Asphalt	50	25	20	90
WCP Civil	Non-Compliant			

Assessment of Tenders against compliance criteria:

The Tender received from WCP Civil was considered non-compliant as the relevant Form of Tender documentation was not provided.

Basis of recommendation:

All tenderers have demonstrated significant experience in carrying out similar works and a demonstrated commitment to service, quality assurance and safety.

Statutory Environment

Local Government Act 1995, section 3.57 – Tenders for providing goods or services.

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Nil

Financial Implications

An allocation of funds has been allowed for in the 2020/21 financial budget as part of the annual roads program.

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council:

1. Accept the tender received from J & M Asphalt for the Supply and Lay of Hot Asphalt for the total tendered price of \$ 82,731.20 including GST.

12 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on 20th May 2021 commencing at 3.30pm

13 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at pm

11.1.1 MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Responsible Officer:	Jamie Criddle, CEO
Author:	Jamie Criddle, CEO
File Reference:	A1.1.4
Disclosure of Interest:	The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the standards.
Attachments:	<ol style="list-style-type: none">1. Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination2. Local Government (Administration) Amendment Regulations 2021 – Explanatory Notes3. Draft Shire of Westonia CEO Recruitment and Selection, Performance Review and Termination Standards.

Signature:	Officer	CEO	
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Purpose of the Report

Executive Decision

Legislative Requirement

The government has enacted new legislation requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 22 of the Amendment Act.

The Model CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

Background

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;

- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

Local governments will be required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

Local governments that have a CEO recruitment process currently underway, or are about to commence a CEO recruitment process, are encouraged to contact the department to discuss compliance with the new Standards.

Comment

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards, which is Attachment 1 to this item.

If the local government doesn't adopt the model standards, they are taken to be the Shire's Standards.

The Chief Executive Officer is of the opinion that they are satisfactory to be adopted without modification, (provided at Attachment 3), however the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

There is a requirement to adopt a set of Standards by 3 May 2021.

The current Chief Executive Officer's contract doesn't expire until 6 August 2025 and on this new legislative change, is only renewable for up to one more 5 year term, if both parties are agreeable, before the Council is legally bound to advertise the position in accordance with the adopted standards of the day.

In the opinion of the author, the current process for review of the current Chief Executive Officer's performance is consistent with the model requirements.

In the opinion of the author, the proposed process for early termination of a Chief Executive Officer's contract of employment appears fair and reasonable.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39B;
- Local Government (Administration) Amendment Regulations 2021; and
- Local Government (Administration) Regulations 1996.

5.39B, States:

"Adoption of model standards

(1) In this section —

model standards means the model standards prescribed under section 5.39A(1).

(2) Within 3 months after the day on which regulations prescribing the model standards come into

operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

* Absolute majority required.

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

* Absolute majority required.

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.

(6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

(7) Regulations may provide for —

(a) the monitoring of compliance with adopted standards; and

(b) the way in which contraventions of adopted standards are to be dealt with”.

Resources and further reading for local governments include:

- Attachment 1 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/localgovernment-act-review/ceo-standards-and-guidelines.pdf?sfvrsn=706437d2_0
- Attachment 2 https://www.dlgsc.wa.gov.au/docs/default-source/local-government/localgovernment-act-review/ceo-model-standards-explanatory-notes.pdf?sfvrsn=f0e031d0_3

Policy Implications

Nil

Strategic Implications

Shire of Westonia Strategic Community Plan 2017-2027

Objective 4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)

Outcome: 4.1 An efficient and effective organisation

Strategy: 4.1.1 Continually improve operational efficiencies and provide effective services

Strategy: 4.1.2 Continue to enhance communication and transparency

Outcome: 4.2 An employer of choice

Strategy: 4.2.1 Provide a positive, desirable workplace

Financial Implications

The adoption of the model standard – which is required by law, with only minor variations permitted, and only to the extent that it is not inconsistent, will, in all probability, add to the cost of recruitment of a Chief Executive Officer. This by virtue of the additional administrative requirements of a consultant, if a consultant is utilised, as well as the need for an external person (in addition to the consultant) to be on the recruitment panel – which may require remuneration. Typically, prior to these legislative changes, the recruitment of a Chief Executive Officer, for a band 4 local government, and utilising a

consultant (who must be licensed) costs anywhere from \$15,000 to \$35,000, plus advertising.

It is not known what additional cost might be incurred with the adoption of the 'minimum' standard, however it conceivably will certainly add administrative time, due to the additional legislated components and recording requirements.

One might argue that 'gone are the days' that a local government can recruit, or certainly terminate, a Chief Executive Officer without a consultant, with these new regulatory measures.

It will almost certainly add time, as any variations (no matter how seemingly insignificant or minor) to the proposed contract to be offered, have to be previously permitted / agreed by resolution of the Council.



Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That with respect to the new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers, Council;

1. Pursuant to section 5.39B (2) of the Local Government Act 1995, adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as detailed in Attachment 3.
2. Pursuant to section 5.39B (6) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.