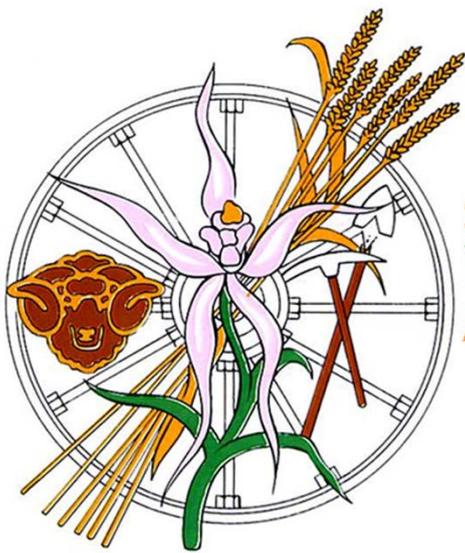


17/18

Policy Manual



SHIRE OF
WESTONIA
A vibrant community lifestyle

Westonia Shire

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

Next review June 2016

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GENERAL ADMINISTRATION

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

1.1 Council Meetings

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

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

1.2 Elected Members Entitlements

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

Information Technology (IT)

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

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

Attendance Fees/Travel Expenses

Elected 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 kilometrage 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 kilometrage 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 kilometrage 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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

1.3 Smoke Free Policy

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

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

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

1.4 Community Engagement Policy

Definitions

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

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

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

Information sharing processes, to keep the community informed and promotes understanding.

Consultation processes, to obtain feedback.

Involving community members consistently throughout the process to ensure community concerns and aspirations are understood and considered.

Collaborating with community members in each aspect of the decision making process.

Empowering the community.

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

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

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

Focus and commitment	<ol style="list-style-type: none"> 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. 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. 3. The Shire is genuinely open to engaging with the community and committed to using a range of appropriate engagement methods.
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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	-	NOVEMBER 2016 (COUNCIL RES:)

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:

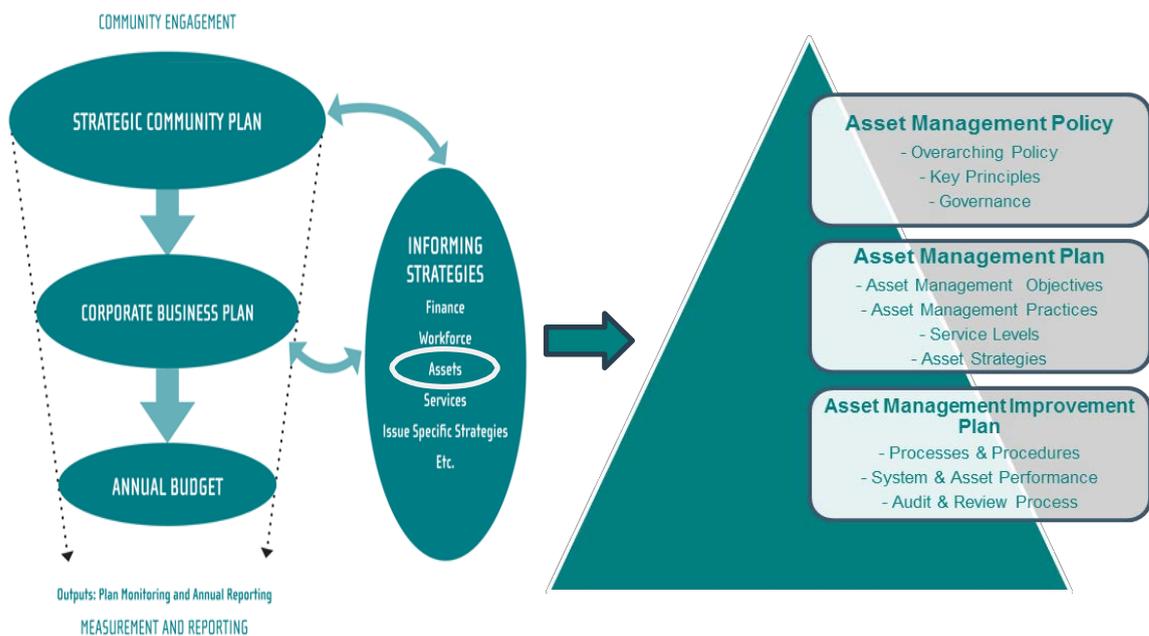
- Developing an Asset Management Strategy and Plan (AMP);
- Preparing individual Asset Management Plans for each specific asset class;
- Adopting and maintaining procedures for the continuous improvement in asset management capacity and capability; and
- Ensuring that the AMP and associated systems are 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 and effectiveness and enable informed decision-making.
Standards and Levels of Service	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	-	

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	-	

1.7 Councillor Tablets

The Shire of Westonia will supply personal computing equipment (i.e. tablets) that provides sufficient capacity to enable Council members to fulfil their role. The equipment will be configured to contain programs for word processing, spreadsheets, virus scanning and other appropriate software. 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
LAST REVIEW	-	

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.

Administration Staff

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

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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

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

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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

2.4 Gratuitous Payments to Employees

Objective

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

Policy Statement

That for the purpose of section 5.50 (1) of the Act, the following approximate amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service -

- 5 – 10 years up to \$400
- 10 – 15 years up to \$800
- 15 – 20 years up to \$1,000
- 20 years plus up to \$1,500

The CEO may at his / her discretion make a presentation gift where an employee leaves prior to 5 years' service, at a value not exceeding \$40.00 for each year of service.

Council may make a payment to a retiring employee that exceeds this policy amount however, before such payment is made, local public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the Local Government Act 1995.

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

POLICY NO	-	2.5
POLICY SUBJECT	-	STAFF UNIFORM
ADOPTION DATE	-	MAY 2017
LAST REVIEW	-	

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. An employee must refrain from consuming alcohol whilst wearing a Shire of Westonia uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or 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, 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.

Law and Order, and Public Safety

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

3.1 Harvesting on Sundays and Public Holidays

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

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

3.2 Harvest Bans

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

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

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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

3.4 Infringement Notices - Bush Fires Act

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

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

3.5 Brigade Membership Forms

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

Community Amenities

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

4.1 Half Masting of Shire Flag

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

Council will include a Death Notice in the West Australian for the following people (if known)
Councilors (Current & Ex)
Councilors Spouses (Current & Ex)
Staff (Current & Ex)

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

Works and Services

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

5.1 Provision of Crossovers

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

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

5.2 Plant Replacement

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

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

5.3 Gravel Royalty Payments

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

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

5.4 Gravel Pit Rehabilitation Program

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

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

5.5 Road Crossings - Drainage

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

That a Notice of Intent to Drain (NOID) must be completed and approved by the Department of Agriculture.

A culvert design with all relevant supporting information e.g. Flow rates etc. to be submitted by the applicant for Council consideration.

Culverts are to extend the whole width of the road reserve, with ends to be positioned inside landholder's fence lines.

Materials associated with the works be borne by the applicant.

Installation and reinstatement works to be undertaken/supervised by Council.

Finance

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

6.1 Investment of Surplus Funds**STATEMENT OF INTENT**

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

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

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

STATUTORY COMPLIANCE

All investments are to be made in accordance with:

Local Government Act 1995 – Section 6.14;

The *Trustees Act 1962* – Part III Investments as amended by the *Trustees Amendment Act 1997*;

Local Government (Financial Management) Regulations 1996 – specifically Regulation 19, Regulation 28 and Regulation 49; and

POLICY STATEMENT**Authorised Institutions**

Investments may only be made with an authorised institution. An 'authorised institution' is defined as: An authorised deposit taking institution as defined in the *Banking Act 1959* (Commonwealth) Section 5; or

The Western Australian Treasury Corporation (WATC) established by the *Western Australian Treasury Corporation Act 1986* for a term not exceeding twelve months; or

Bonds that are guaranteed by the Commonwealth Government or a State or Territory and which have a term not exceeding three months.

Authorised Investments

Authorised Investments shall be limited to Australian currency denominated:

Deposits with authorised institutions; and

The Western Australian Treasury Corporation (WATC)

Prohibited Investments

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

Deposits with an institution other than an Authorised Institution;

Deposits for a fixed term of more than twelve months;

Bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government;

Bonds with a term to maturity greater than three years; and

Foreign currency.

Risk Profile

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

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

Delegation of Authority

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

Prudent Person Standard

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

Reporting

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

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

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

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

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

6.2 Purchase of Goods - Preference to Local Suppliers

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

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

6.3 Purchasing Policy

STATEMENT OF INTENT

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

Provides the Shire of Westonia with a more effective way of purchasing goods and services.

Ensures that purchasing transactions are carried out in a fair and equitable manner.

Strengthens integrity and confidence in the purchasing system.

Ensures that the Shire of Westonia receives value for money in its purchasing.

Ensures that the Shire of Westonia considers the environmental impact of the procurement process across the life cycle of goods and services in accordance with Council Policy F.14 – Purchasing Environmental.

Ensures the Shire of Westonia is compliant with all regulatory obligations.

Promotes effective governance and definition of roles and responsibilities.

Provides for guidelines for preferential purchasing agreements with organisations which are regional.

Upholds respect from the public and industry for the Shire of Westonia's purchasing practices that withstand probity.

OBJECTIVES

To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

To deliver a best practice approach and procedures to internal purchasing for the Shire of Westonia.

To ensure consistency for all purchasing activities that integrates within all Shire of Westonia operational areas.

To allow for preferential treatment for Westonia businesses who wish to do business with Council.

To maximise potential expenditure from Council to the community and businesses located within the Shire of Westonia.

To ensure the future sustainability of the Shire of Westonia and its community.

ETHICS & INTEGRITY

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

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

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

all purchasing practices shall comply with relevant legislation, regulations and requirements consistent with Shire of Westonia policies and its Code of Conduct;

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

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

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

any information provided to the Shire of Westonia by a supplier shall be treated as commercial-in-confidence and shall not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

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

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

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

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

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

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

PURCHASING THRESHOLDS

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

Amount of Purchase	Policy
Up to \$20,000	Direct purchase from suppliers (verbal quotations)
\$20,001 - \$49,999	<p>Obtain at least two (2) written quotations from suppliers containing price, specification of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition defined within this policy. (Written, Fax or email)</p> <p>Quotations within this threshold may be obtained from a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or From the open market.</p> <p>At least three written quotes are still required to be obtained.</p>

\$50,000 - \$149,999	<p>Obtain at least three (3) written quotations from suppliers containing price, specification of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition defined within this policy</p> <p>Quotations within this threshold may be obtained from: a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or From the open market. At least three written quotes are still required to be obtained.</p>
\$150,000 and above or as per Part 4 11A of Local Government (Function & General) Regs 1996	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement, conduct a public "Request for Tender" process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy, and all other relevant Shire's policies and procedures.</p> <p>In the case of tender exemption conditions, at least three (3) written quotations must be received by formal invitation under a "Request for Quotation".</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy, and as per the Tender Evaluation Policy.</p>

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$20,000

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

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

\$20,001 to \$49,999

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

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

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

The request for written quotation may include:

Written Specification
Selection Criteria to be applied

Price Schedule

Conditions of responding

Validity period of offer

Invitations to quote should ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

\$50,000 to \$149,999

For the procurement of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is required to obtain at least three written quotes.

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

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

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

An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

The request for written quotation may include:

Written Specification

Selection Criteria to be applied

Price Schedule

Conditions of responding

Validity period of offer

Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.

Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.

Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

WALGA Preferred Suppliers

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

Ordering Thresholds

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

Chief Executive Officer \$2,000,000
 Works Supervisor \$1,000,000
 Senior Finance Officer \$20,000

All orders raised are to have the following items included:
 The value of the order being raised.
 The account or job number being utilised for the expenditure.
 The name of the person requesting the order.
 REGULATORY COMPLIANCE

Tender Exemption

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

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

Sole Source of Supply (Monopoly Suppliers)

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

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

Anti-Avoidance

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

Tender Criteria

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

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

Advertising Tenders

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

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

The notice must include:

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

Issuing Tender Documentation

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

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

Tender Deadline

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

Opening of Tenders

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

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

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

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

No Tenders Received

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

a sufficient number of quotations are obtained;
 the process follows the guidelines for seeking quotations between \$50,000 and \$149,999 (listed above);
 the specification for goods and/or services remains unchanged; and
 purchasing is arranged within six months of the closing date of the lapsed tender.

Tender Evaluation

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

Addendum to Tender

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

Minor Variation

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

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

Notification of Outcome

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

Notification shall include:

The name of the successful tenderer

The total value of consideration of the winning offer

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

Records Management

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

Tender documentation;

Internal documentation;

Evaluation documentation;

Enquiry and response documentation; and

Notification and award documentation.

For a direct purchasing process this includes:

Quotation documentation;

Internal documentation; and

Order forms and requisitions.

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

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

6.4 Credit Card

STATEMENT OF INTENT

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

Shire of Westonia Corporate Credit Cards are strictly to be used for Shire of Westonia purposes only and are not to be used for personal transactions under any circumstance.

Misuse of a Shire of Westonia Corporate Credit Card will result in repayment of any incurred debt and disciplinary action.

Full record keeping and accountability applies with the usage of Corporate Credit Cards.

All paperwork and documentation relating to the usage of Corporate Credit Cards must be provided to the Senior Finance Officer to ensure appropriate and accurate record-keeping occurs.

Employees issued with a Shire of Westonia Corporate Credit Card must take responsible measures to ensure that card details are kept in a safe and confidential manner.

Council issued credit cards shall not be used to obtain cash advances.

In the event of a Council issued credit card being lost or stolen the cardholder shall immediately notify the bank and the Chief Executive Officer.

Credit Card Holders shall not use for personal gain the benefits of any reward scheme (i.e. Fly Buys) that is attached to the Council issued credit card

Employees issued with a Council credit card shall sign a copy of this policy as acknowledgement of their agreement with this policy

Shire of Westonia Corporate Credit Cards are issued as follows:

Position	Limit
Chief Executive Officer	8,000.00
Works Supervisor	5,000.00

No alteration to credit card limits may be made without the approval of Council.

No additional credit cards may be requested without the approval of Council.

No change to the use of credit cards may be made without the approval of Council.

Shire of Westonia Corporate Credit Cards are not to be used to pay employee utility accounts. Such

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

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

.....
Credit Card Holders Name

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

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

6.5 Variances Reporting - Financial Statements

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

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

For the 2017/18 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 - JUNE 2015 (COUNCIL RES: 08-06/15)

6.6 Rates and Charges Recovery Policy

Objective

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

Statement

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

5 September
 5 November
 4 January
 3 March

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

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

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

Procedure

All owners are issued with a Rates and Charges Notice under section 6.41 of the Local Government Act 1995 and where required with a Rate Installment Notice section 6.45

Where rates remain outstanding 14 days after the due date shown on the Rate Notice, and the ratepayer has NOT elected to pay by the 4-Instalment option, a Final Notice shall be issued requesting full payment within 7 days.

Rates remaining unpaid after the expiry date shown on the Final Notice will be examined for the purpose of issuing a Notice of Intention to Summons

Where payment still remains outstanding despite the issue of a Notice of Summons and the ratepayer has not entered into a payment arrangement a claim will be issued for recovery.

Where a claim has been issued and remains unsatisfied, action will be taken to pursue that Claim by whatever means, through Council's solicitors or collection agency as the case may be, to secure payment of the debt.

Following the issue of a Claim and addition of legal costs, a reasonable offer to discharge a rate account will not be refused.

Where the owner is resident at the property in a domestic situation, that installment arrangement will be calculated so that the minimum repaid over a full year will equal 150% of annual levies.

Where the owner is non-resident or a company (i.e. the property is an investment) the maximum period over which repayment will be permitted will be three months.

Legal proceeding will continue until payment of rates imposed is secured. This includes the issue of a Property Seizure and Sale Order against goods AND land if necessary.

If a Property Seizure and Sale Order against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the PSSO is lodged.

PSSO's against land will be used to collect outstanding amounts in respect to investment properties without a requirement that these be referred to Council.

In cases where the owner of a leased or rented property on which rates are outstanding cannot

be located, or refuses to settle rates owed, notice will be served on the lessee under the provisions of section 6.60 of the Local Government Act 1995, requiring the lessee to pay to Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been fully paid.

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

Employee Entitlements/Conditions of Employment

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

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	-	19 JUNE 2015 (COUNCIL RES: 08-06/15)

7.2 Service Pay

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

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

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

7.3 Use of Council Equipment by Staff

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

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

7.4 Water - Staff Housing

All water used by staff in Council Houses to be paid by Council, 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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

7.5 Hours of Duty - Employees

The following conditions shall apply for staff:

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

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

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

7.6 Travelling

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

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

7.7 Severance Pay Policy

The purpose of this policy is to set down the maximum severance payable to terminating employees

for the purpose of section 5.50 (1) of the Local Government Act (the “Act”). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of council.

A terminating employee is entitled to severance pay and benefits in accordance with:-

Any federal or state award or industrial agreement applicable to that employee;

Any applicable provisions within the employee’s contract of employment;

Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;

Where Council so agrees, any recommendation made by a federal or state industrial Commissioner arising from the circumstances of the employee being specifically brought before that Commissioner.

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

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

the strength of the respective cases in any litigation;

the cost of legal advocacy and support;

the cost of witnesses;

the cost of travel and accommodation in running the case;

the cost of having staff tied up in the preparation and hearing of the case; and

the disruption to operations.

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 provide 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	-	JUNE 2015 (COUNCIL RES: 08-06/15)

7.8 Police Clearance

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

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

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

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

7.9 Staff Medical Examination

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

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

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

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

7.10 CEO Performance Review

Policy purpose

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

Timing

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

Delegation

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

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

Outside assistance

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

CEO Performance Agreement

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

Performance Indicators

Performance Targets

Timeframe

Performance Measure

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

CEO Report

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

Appraisal Report

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

Indicator the Council will either:

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

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

Appraisal Interview

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

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

Satisfaction Measure

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

Report to Council

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

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

Legal Implications

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

Once adopted the Appraisal Report has industrial relations implications.

POLICY NO	-	7.11
POLICY SUBJECT	-	CHRISTMAS OFFICE SHUTDOWN & TWO PAID "GRACE & FAVOUR" DAYS FOR STAFF
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	JUNE 2015 (COUNCIL RES: 08-06/15)

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.

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

POLICY NO	-	7.12
POLICY SUBJECT	-	FITNESS FOR WORK
ADOPTION DATE	-	MAY 2017
LAST REVIEW	-	

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 of

testing.

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	-	

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.
3. 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.
4. 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	-	

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; 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;

Telstra Online SMS Messenger 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.

Housing and Facilities

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

8.1 Housing Policy

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

Council Employees

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

Community Members

Westonia Community Cooperative Manager

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

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

POLICY NO	-	8.2
POLICY SUBJECT	-	COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY
ADOPTION DATE	-	JUNE 2013
LAST REVIEW	-	APRIL 2016 (COUNCIL RES: 16-04/16)

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 employees who currently own their house and reside in it to the value of \$500 per annum.