

Administration

Change Management

Objective

Effective change management requires planning, communication, monitoring, rollback, and follow-up procedures to reduce negative impact to the user community.

The purpose of this policy is to establish management direction and high-level objectives for change management and control. It aims to ensure changes are well-communicated, planned and predictable, to minimise unplanned outages and unforeseen system issues.

This policy will ensure the implementation of change management and control strategies to mitigate associated risks, such as:

- information being corrupted and/or destroyed,
- computer performance being disrupted and/or degraded,
- productivity losses being incurred, or
- exposure to reputation risk.

Policy

Change Management Framework

Methodology

The Change Management methodology has five milestones that staff need to achieve to change successfully and to sustain the change, these being:

- Awareness of the need for change;
- Desire to participate in and support the change;
- Knowledge on how to change;
- Ability to implement required skills and behaviours; and
- Reinforcement to sustain the change.

Supporting these milestones, the Change Management methodology has three phases, these being:

Phase 1: Preparing for Change

In this, phase change and project teams conduct a series of data gathering and assessments that will be used to manage the overall change management process. This will address the unique people challenges of the change with each impacted service team.

Questions that will be addressed include:

- “Who will be impacted by this change?”
- “How will each group be impacted? What will be different in the way they perform their roles?”
- “What is the readiness or resistance of each group for this change?”; and
- “How can we best structure and resource the Change Management component?”.

Phase 2: Managing Change

The focus is using the data collected in Phase 1 and there are four sub plans that will support individuals to move through each stage of the change process:

- Communication Management plan
- Training and Development plan
- Coaching plan to engage and upskill staff; and
- Stakeholder Management plan.

Phase 3: Reinforcing Change

In the final phase, action plans are developed for measuring how well the change is being adopted, to identify and address resistance and to celebrate success as per the following:

- Measuring changes in behaviour
- Corrective action plans
- Reinforcement mechanisms
- Individual and group recognition approaches
- Success celebrations; and
- After action review.

Change Management Principles

The following principles will underpin all change management activities throughout the project:

- There is a clearly defined rationale and vision of the change, and it is understood;
- There is a dedicated focus on employees. We commit to supporting employees throughout every step of the change process;
- The Shire's Executive Management Team will drive change from the top down and lead by example;
- We commit to being as inclusive as possible and stakeholders will be identified and appropriately consulted;
- We encourage active participation, and all stakeholder contributions will be valued;
- We will communicate openly and transparently so that all stakeholders are fully informed; and
- We will build capability, so everyone is confident and productive throughout the transition.

Change Management Responsibilities

Who	Key responsibilities
Elected Members	<ul style="list-style-type: none"> • Active and visible leadership - promote the change and truly understand the changes being undertaken and their impact on the organisation and community. • Owning their part in the change.
Chief Executive Officer	<ul style="list-style-type: none"> • Aligning change with organisational strategy. • Providing visible leadership to make change happen. • Internal and external communication.
Executive Management Team	<ul style="list-style-type: none"> • Active and visible leadership - promote the change and truly understand the changes being undertaken and their impact on the organisation and community. • Owning their part in the change. • Cascading communication. • Preparing teams for implementation. • Actively contribute to drive and deliver change.
Project Team/ Change Manager	<ul style="list-style-type: none"> • Implementation of the Change Management Plan. • Engagement and communication management. • Supporting workforce transition.
Change Champions	<ul style="list-style-type: none"> • Supporting workforce transition. • Cascading communication.

	<ul style="list-style-type: none"> • Actively contribute to drive and deliver change.
Employees	<ul style="list-style-type: none"> • Seeking support and feedback. • Participate positively in the change process. • Sharing experiences.

Change Management Plan

Identify Change Drivers and Barriers

Undertake a process to identify the major drivers for change and the major barriers to change to inform the design of change activities. This process can be a combination of face-to-face meetings and document reviews.

Organisational Readiness Assessment

An initial organisation readiness assessment should be undertaken with various stakeholders involved in the project. In assessing the organisational readiness, several factors should be taken into consideration including;

- The perceived need for change;
- The impact of past changes;
- Organisational culture and reinforcement of change;
- Leadership and vision for the organisation; and
- Change competency.

Stakeholder Management Plan

Stakeholder management includes the processes required to identify the people, organisations or groups who could impact or be impacted by the project, to analyse stakeholder expectations and their impact on the project, and to develop appropriate management strategies for effectively engaging stakeholders in the project execution and decision making.

A Stakeholder Management Plan should be developed to identify stakeholders, levels of engagement, forms of engagement required and the most appropriate and preferred stakeholder engagement and communication methods. This Strategy should inform the activities in the Communication Management Plan.

Change Management Communications Plan

A Change Management Communications Plan has been developed to support the delivery of the project. This plan will outline the communication activities and will:

- Describe the information to be communicated;
- Identify the audience;
- Identify the communication channels/method to be used;
- Identify the frequency that the information is to be disseminated;
- Define roles and responsibilities for communication management;
- Define terms and acronyms that are used in the project; and
- Identify communication constraints or assumptions.

Training and Development Plan

A Training and Development Plan should be developed to identify and define training and support requirements for employees. The training plan will consider all stakeholder requirements and endeavour to provide training in more than one format to allow for individual and business unit requirements. Following the change impact analysis, a training needs, and gap analysis should be undertaken by the project team.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Risk Management Strategy
Policy G - Risk Management

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	Adoption of Policy



Bush Fire Control

Use of Shire Equipment and Resources for Firefighting Purposes

Objective

To confirm the Shire of Koorda's ("the Shire's") commitment to the provision of any available plant, equipment, and personnel during a fire incident necessary for community safety as approved by relevant Shire representative.

Policy

For the purposes of this policy, the Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO) or Works Supervisor (WS) are responsible and authorised to determine if the situation requires Shire resources.

Scope

The policy applies to Shire employees and volunteer bush firefighters registered with a Shire of Koorda Bush Fire Brigade.

Definitions

TERM	DEFINITION
Bush Fire Brigade Volunteers	Any person not employed as a firefighter who is contributing to firefighting operations on an active fireground and is formally registered as a volunteer firefighter in a Shire Bush Fire Brigade.
Executive Management Team (EMT)	Any person currently employed by the Shire as the CEO, DCEO or WS.
Incident Controller	A person responsible and accountable for the management of all functions across an incident.

Shire Resources

The Shire commits, in principle, resources including plant, equipment and personnel which can be used for firefighting purposes to be made available for firefighting.

The operation of this equipment is to be conducted by a Shire employee, or in the case where a Shire employee is not available, an operator who has been approved at the time of the incident by the Shire Chief Executive Officer, Deputy Chief Executive Officer, or Works Supervisor.

The Incident Controller should alert the Works Supervisor, or a member of the EMT, as soon as the need is identified for plant, equipment or personnel and seek approval for mobilisation.

Standpipes and Water Tanks

The Shire will ensure that standpipes and water tanks in strategic locations throughout the Shire are well-maintained and fit for purpose for use by Bush Fire Brigade volunteers for the purpose of extinguishing fires.

Standpipes and water tanks shall be inspected at least once per year, with a report presented at a Bushfire Advisory Committee (BFAC) meeting before the annual bushfire season, typically in August.

Roles and Responsibilities

The Shire EMT are responsible for authorising mobilisation of plant, equipment and personnel when requested to provide support during a fire incident.

Emergency Management Resource Sharing

The Great Eastern Country Zone resolved in August 2022 to endorse a Memorandum of Understanding (MoU) for emergency management purposes for the provision of mutual aid during emergencies and post incident recovery.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Bush Fires Act 1954

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/2024	RES:	Adoption of Policy



Finance

Cash Handling

Objective

The objective of the policy is to ensure the handling of cash throughout the Shire of Koorda (“the Shire”), along with any associated risk, is minimised and all statutory financial obligations are met.

Policy

Definitions

TERM	DEFINITION
Authorised Agent	A person who has authority and wears identification connecting them to the Shire’s sponsored operation or program, or a partner of the Shire at a designated site, who collects, transits and safeguards cash on the Shire’s behalf.
Banking	Cash preparation and reconciliation for collection by the Shire’s authorised staff or agent for depositing with the bank.
Cash	Australian notes and coins
Cash Handling	Petty cash, manual handling of cash, floats (special events, collection of money), banking preparation and reconciliation.
Designated Site	Those sites throughout the Shire that are involved in cash handling operations

Application of Policy

This policy applies to all Shire employees, authorised agents including volunteers involved with the handling of cash applicable to any Shire operation or program and any staff members authorised to dispense petty cash.

Principles

- Council must provide a secure work environment that will protect the welfare of staff and authorised agents and safeguard cash at designated sites.
- Appropriate cash receipting systems, consistent with corporate objectives, must be installed to support cash handling at designated sites.
- A standard and approved process for cash handling is to be reviewed annually and complied with at all times.
- Customers and staff will be encouraged to use transaction processes that do not require cash.
- Staff and authorised agents must be trained, authorised and delegated with the appropriate level of responsibility in all aspects of cash handling process and be aware that borrowing or taking cash from any float or till for personal benefit, however minor, is prohibited.

Security

Designated Sites

- The physical environment of each designated site must be established and maintained to minimise the risk to the Shire, staff and authorised agents.
- Each designated site must have a secure storage area for the storage of cash.
- Each designated site must have an acceptable level of security that protects staff, authorised agents and cash.

Computer Applications

- Each operator must have a unique log in and password that is used only by that operator.
- Each operator must be assigned the correct level of access, as approved and authorised by the CEO and/or Deputy CEO, for the requirements of the function performed.

- The operation of cash handling applications must conform to existing backup procedures, interface with existing corporate financial systems and assign security levels based on the operator's log in.
- Business continuity management procedures must be in place and be familiar to all operators in order to maintain normal business processes in the event of system failure.
- Staff and authorised agents must have access to cash handling applications removed on departure from the Shire or when they are no longer involved in a position that requires cash handling.

Management of Cash Handling Processes

Cash handling processes require that:

- Customers making payments in person at designated sites must be issued with a receipt from an installed Shire electronic system or an official receipt book, each such receipt to be dated and numbered in sequential order.
- All discrepancies as a result of cash handling processes, must be recorded, processed and reported.
- All Shire deposits must be recorded and reconciled to the Shire's bank account.
- All payments made to the Shire must be banked on the next banking day, unless prior arrangements have been made with the CEO or Deputy CEO.
- Cash in transit must be accounted for and transported in a secure manner.
- All cash is to be held in a locked safe, locked draw or locked petty cash box.
- Facility managers are responsible for ensuring that physical and password access to cash storage areas, safes, draws and petty cash boxes is removed when staff and authorised agents are no longer involved in a position that requires cash handling.
- Only Shire cash may be stored in the Shire's safe keeping devices at designated sites.

Consequences

This policy represents the formal policy and expected standards of the Shire.

Appropriate approvals need to be obtained prior to any deviation from the policy.

Elected Members and Employees are reminded of their obligations under their respective Code of Conducts to give full effect to the lawful policies, decisions and practices of the Shire.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government Industry Award 2010

Shire of Koorda Council Members, Committee Members and Candidates Code of Conduct

Shire of Koorda Employee Code of Conduct

Shire of Koorda Cash Handling Procedure

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/2024	RES:	Adoption of Policy

Finance

Financial Reserves and Provision for Accrued Leave

Objective

To provide a strategic framework for the establishment and utilisation of Financial (cash-backed) Reserves and to remain a debt-free Shire.

Policy

Scope

This Policy applies to all cash-backed reserves. Reserves are funds retained to help meet future needs and mitigate financial pressures during challenging economic times, as well as facilitate planning for major works in the future. Reserves are an important funding strategy to help balance the current needs with the future needs of the community.

Reserves are typically created as long-term savings plans for future major expenditure which cannot be managed in a single budgetary year. The use of reserves is restricted by the *Local Government Act 1995* (“**Act**”) and the *Local Government (Financial Management) Regulations 1996* (“**Regulations**”), and each reserve is required to be established with a clearly defined purpose.

Shire of Koorda Reserves

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

RESERVE NAME	PURPOSE
Leave	To fund annual, long service, accrued holiday and sick leave requirements.
Plant	To ensure plant purchases are funded from funds set aside and the use of those funds determined by a ten year Forward Plan, which is reviewed annually. The intent is that at least the annual plant depreciation component is set aside.
Road	To assist future road works difficult to fund on an annual basis including acts of nature.
Council Building	To fund the major asset category the Shire owns and allow some management of the various building requirements.
TV	To fund future upgrading or extension of receiver/transmission facility.
Recreation	To fund future upgrading, renovations and general requirements.
Medical Practitioners	To fund future costs of attracting and retaining a qualified medical practitioner within the District/Region.
IT & Administration	To fund future technology that will require future updating.
Sewerage	To fund upgrading and replacement of the town sewerage treatment plant.
Community Bus	To fund the changeover of costs of the community bus.
NRM	To fund the future retention of the Natural Resource Management (NRM) officer.
Waste Management	To fund future refuse development.

Reserves will be established for known or predicted liabilities, or where it is prudent to set aside funds for specific purpose expenditure in future years in an aim to remain a debt free Shire.

Council will support the establishment of reserves in the following categories:

- Minimising in any one year the financial impact of major asset purchases or other significant non-recurrent expenditure.
- Risk mitigation and strategic opportunities that minimise the impact on the Shire's operations in any one year from unanticipated financial risks and provide funds to take advantage of opportunities that arise that are aligned to strategic directions.
- Provide for a known liability listed in the Strategic Resourcing Plan (SRP) (*incorporating the Long-Term Financial Plan and Asset Management Plan*) or is predicted to be incurred beyond the period of the SRP and is of a magnitude warranting accumulation over the extended period.

Reserves will be managed as follows:

- To comply with requirements of legislation or other contractual requirements, inline with Shire of Koorda Policy "F - Investments."
- Interest earned on deposits in reserves shall be aggregated into the specific Reserve, to maximise the growth in the balance.
- When the purpose for a specific reserve is complete, any residual funds will be considered to be applied towards another purpose in the Annual Budget or in accordance with the requirements of Section 6.11(2) of the *Local Government Act 1995*.
- All transfers to and from reserves shall be reflected in the Annual Budget or as determined by Council.

Provision for Leave Liability

To ensure nil or minimal impact on Council's annual operating budget, the Executive Management Team is to confirm that the correct level of funding is allocated to Council's Leave Reserve to cover the current liability with relation to Long Service Leave and Annual Leave.

All Staff Leave Entitlements/Council Liability shall be recognised in accordance with relevant Employment Awards or Employment Contracts, and that all such liability to Council shall be calculated on an annual basis and recorded in accordance with the latest applicable Accounting Standards, or advice received from the Department of Local Government, Sport & Cultural Industries.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

- Section 6.2(4)(e) - Reserve particulars to be disclosed in the Annual Report
- Section 6.11 - Establishment and changes in purpose or use of a reserve
- Section 6.38 - Service charges to be placed in reserve

Local Government (Financial Management) Regulations 1996

- Regulation 17 - Reserve title and reserve purpose
- Regulation 18 - Public notice to change use of reserve not required
- Regulation 27(g) - Disclosure within the notes to the Annual Budget disclosures
- Regulation 38 - Disclosure within the notes to the Annual Financial Report

Shire of Koorda Policy "F - Investments"

Shire of Koorda Strategic Resourcing Plan

Shire of Koorda Integrated Strategic Plan

Shire of Koorda Annual Budget

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Merged Former Policies F5 & F12 and updated policy wording.
Former Policy: F5 Establishment of Reserve Accounts & F12 Provision for Accrued Leave (Long Service/Annual/Sick)		
31/07/2000		Adoption of Policy (F5)
31/07/2000		Adoption of Policy (F5)
15/06/2011	RES: 110611	Amendment to Policy



FINANCE

ESTABLISHMENT OF RESERVE ACCOUNTS

Policy No: F5 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

- (1) That wherever possible, unexpended budget allocations or surpluses be transferred to a specific purpose reserve account to limit the need for borrowing in the future.
- (2) That in preparing the budget each year Council consider the transfer of funds to Reserve accounts.

PURPOSE

To remain a debt-free shire.

FINANCE

PROVISION FOR ACCRUED LEAVE (LONG SERVICE/ANNUAL/SICK)

Policy No: F12 **Adopted 31.7.00**
Amended:15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

Each year, the accrued liability for long service leave for that year is calculated on the presumption that all employees with a continuous service of more than five years will remain in service for sufficient time to claim their full entitlement. The accrued expense so calculated is charged as a cost to the programmes and activities for which those employees were engaged.

Sufficient cash to meet this liability is annually set aside into a reserve account, subject to the following limitations:

- Employees who have worked in Local Government for a continuous term of more than five (5) years, but less than seven (7) years, a minimum of seventy five percent (75%) of the accrued long service leave liability shall be held in the Long Service Leave Restricted Asset account.
- Employees who have worked in Local Government for a continuous term of more than seven (7) years, one hundred percent (100%) of the accrued long service leave liability shall be held in the Long Service Leave Restricted Asset account.

In addition to amounts calculated under the previous clauses, the Long Service Leave Restricted Asset account shall also hold an amount equivalent to two full periods of long service leave for the highest paid position on the Staff. Although no known liability exists for this sum, the funding exists to finance potential pro-rata claims by other local governments under the Long Service Leave Regulations for persons who were previously employed by this Council.

Additionally provision for Annual and Sick leave liability is accrued on a basis of the employee's entitlement.

Intent is to set aside sufficient funds to ensure nil or minimal impact on Council's annual operating budget.

PURPOSE

So that prospective long service/annual/sick leave claims can be substantially funded. Long Service entitlements must be cash backed.

Note: Longer term objective is to fully fund outstanding leave entitlements (annual and long service) and make provision for longer term sick leave.

Finance

Purchasing Policy

Objective

The Shire of Koorda (**“the Shire”**) is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire’s strategic and operational objectives.

The Shire’s purchasing activities will:

- Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- Comply with the *Local Government Act 1995*, *Local Government (Functions and General Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire;
- Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

Policy

This policy applies to all Officers purchasing goods or services on behalf of the Shire and/or using Shire funds. It documents the responsibilities attached to the making purchases on behalf of the Shire.

Ethics and Integrity

All officers 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.

The Shire’s Code of Conduct apply when undertaking purchasing and decision-making.

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

Any canvassing of the Shire’s Elected Members or staff is strictly prohibited on current procurement activity.

Value for Money

Value for money shall be the overarching principle governing purchasing and is determined through consideration of price, risk, qualitative and other factors to determine the most

advantageous outcome to be achieved for the Shire. The Shire acknowledges that the lowest price may not always provide the best value for money.

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

- All relevant whole of lifecycle/contract costs and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, 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. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- Providing opportunities for local/NEWROC businesses to quote for providing goods and services;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

Authorised Officer Limits

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

Position	Amount
Chief Executive Officer	Unlimited
Deputy Chief Executive Officer	\$75,000
Works Supervisor	\$75,000
Finance Officers	\$5,000
Maintenance & Property Officer	\$5,000

Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A *category of supply* can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

Strategic Purchasing Value Assessments

The Local Government will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- Exclusive of Goods and Services Tax (GST); and
- The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

Table of Purchasing Thresholds and Practices

Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1	Existing Contract Current contracts, including a Panel of Prequalified Suppliers (if applicable) or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.
Priority 2	Local Suppliers Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the Shire/NEWROC area.
Priority 3	Regional Suppliers Where the expected contract value does not exceed the tender threshold and a supplier located within the Wheatbelt region is capable of providing the required goods or services, the Shire shall ensure that wherever possible and appropriate, quotations are obtained from such suppliers.
Priority 4	Other Suppliers Where no existing contract are in place and or suitable local suppliers are identified, the Shire shall consider other suppliers – including those included on a WALGA Preferred Supplier Program (PSP), WA State Government Common Use Arrangement (CUA), other tender-exempt arrangements, and other suppliers.

Purchasing Thresholds

The following purchasing thresholds apply:

Purchase Value (ex GST)	Purchasing Requirements
Up to \$1,000	A purchase order or quotation are not required for purchases under the threshold for day to day maintenance and supplies from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section. Staff are to use professional judgement and discretion to determine if prices or rates are value for money.
From \$1,001 and up to \$5,000	No quotation is required for purchases under the threshold for day to day maintenance and supplies from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section. Staff are to use professional judgement and discretion to determine if prices or rates are value for money.
From \$5,001 and up to \$20,000	Obtain at least one (1) written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in the prior section.
From \$20,001 and up to \$75,000	Seek at least two (2) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in the prior section. If purchasing from a tender exempt arrangement, such as a WALGA PSA or State CUA, a minimum of one (1) written quotation is to be obtained.
From \$75,001 and up to \$250,000	Seek at least three (3) written quotations from suitable suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in the prior section.
Over \$250,000	Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in the prior section. OR Public Tender undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures. The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to: <ul style="list-style-type: none"> • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>

Purchasing Thresholds continued..

Purchase Value (ex GST)	Purchasing Requirements
<p>Emergency Purchases (<i>Within Budget</i>) Refer to Clause 1.4.3</p>	<p>Where goods or services are required for an emergency response and are within scope of an existing contract or established Panel of Pre-qualified Supplier (if applicable), the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire’s Record Keeping Plan.</p>
<p>Emergency Purchases (<i>No budget allocation available</i>) Refer for Clause 1.4.3</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
<p>LGIS Services Section 9.58(6)(b) Local Government Act</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

Other Purchasing Exemptions

In addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the of the Functions and General Regulations, the following are further exemptions where the Shire is not required to undertake a competitive purchasing process;

- Advance/Prior Payment of Services (for example: accommodation, travel services, entertainment, conferences, seminars, training courses);
- Annual Memberships/Subscriptions;
- Annual Service/Software licensing and Maintenance/Support Fees;
- Employment of temporary staff through temporary personnel service agencies (CEO approval required for any contract exceeding or extended beyond three (3) months);
- Insurance excess;

- Motor vehicle licensing and registration;
- Postage;
- Pre-employment medicals and staff medical services (for example: Annual flu immunisation program)
- Purchases from Original Equipment Manufacture (OEM's) and where warranty provisions may be voided;
- Talent acts for community events;
- Purchasing as required and determined by the CEO providing the approval is provided in writing prior to the purchase and attached to the requisition.

Disposal of Property

Provisions in the Act and Regulations

- The provisions of s.3.58 of the *Local Government Act 1995* apply to the disposal of Local Government property, which require disposal by public tender, auction or by private treaty subject to public advertising and submission requirements.
- The Functions and General Regulation 30(3)(a) prescribes that a disposition of property, other than land, that has a market value less than \$20,000 is exempt from compliance with the disposal provisions specified under s.3.58.
- Functions and General Regulation 30(3)(b) provides an exception for trade-ins, where the total value of the old asset is used for the purchase and the value of the new asset is not more than \$75,000.

Decision Making Authority

The Shire's Delegation Register (under 3.4 Disposing of Property) provides delegated authority to the CEO to; dispose of property with a market value under \$20,000 (r.30(3)(a) exemption); and disposal of property (not land or buildings) for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$75,000 or less.

- If the disposal is under \$20,000, the conditions on the delegation require the disposal undertaken to ensure that the best value return is achieved.
- If the disposal is above \$20,000 but below \$75,000, delegated authority can be used by the CEO to determine whether to dispose of the property via public auction, tender or private treaty with public notice in accordance with the requirements of s.3.58.
- If the disposal is above \$75,000, a council decision is required to determine whether the property is disposed by public tender, auction or by private treaty subject to public advertising and submission requirements.

Process

Researching costs of the prescribed options for disposal (auction, public tender or private treaty) and the likelihood of each option providing a best value outcome should be evidenced in the officer report and recommendation to Council (or in the record of the CEO's delegated authority decision) for the selection of a preferred method of disposal.

- If the Shire intends to use an **auction** service provider, then the selection of a supplier will need to comply with the Shire's purchasing policy requirements.
- A **public tender** is not required to comply with the public tender provisions under s.3.57 and Functions and General Regulations Part 4, as a tender for disposal of property is not a tender for the supply of goods or services. However, the basic principles of tenders for supply of goods and services should also be applied to a tender for disposal of property as a matter of good practice.
- **Private treaty** disposal can only occur after giving at least 2 weeks local public notice (including the details proscribed in s.3.58(3)(a)) and considering submissions.

It should be noted that using vehicles as a trade-in is still a disposal of property that is required to comply with s.3.58 – unless the value of the new asset is not more than \$75,000 (exempt under r.30(3)(b)). Therefore, if the Shire undertakes a tender for supply of new fleet, that

includes the option for trade-in of redundant fleet vehicles, the public tender should be offered as separable portions i.e. the Shire will accept offers to out-right purchase the redundant fleet, as well as offers from fleet suppliers to trade-in redundant fleet.

Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

Inviting Tenders though no required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13]

Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [F&G Reg.21] where the required supply evidences one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement;
- There is significant variability for how the requirement may be met;
- There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

Unique Nature of Supply (Sole Supplier)

The Chief Executive Officer can make an arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- purchasing value is estimated to be over \$20,000; and
- purchasing requirement has been documented in a detailed specification; and
- specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding three (3) years. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

Anti-Avoidance

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

Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies. For any other contract, the contract must not be varied unless

- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located Shire/NEWROC first, and secondly, those permanently located within the Wheatbelt region. As much as practicable, the Shire will:

- consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

Socially Sustainable Procurement

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex

GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

Environmentally Sustainable Procurement

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

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- demonstrate policies and practices that have been implemented by the business as part of its operations;
- generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

Records Management

Records of all tenders, quotations, panels and any relevant exemptions must be retained in compliance with the *State Records Act 2000* and the Shire's internal Records Management Policy.

All records and documents associated with the tender, quotation or panel process must be recorded and retained as defined within the *State Records Act 2000* and the Shire's Records Management Policy.

This includes:

- Tender, quotation and panel documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Approval and award documentation
- Order forms and requisitions.

All records and documents associated with Request for Tender or Request for Quotation processes must be reviewed for completeness prior to recording on the Shire's electronic document management system.

Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Functions and General) Regulations 1996 – Part 4 & Regulation 30

State Records Act 2000

Shire of Koorda Delegation Register

Code of Conduct

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY		V1.1. Inclusion of treatment for assets over \$75,000. Addition of Maintenance & Property Officer as purchasing Officer. Merge former policy "F4 Tenders - Canvass of Councillors."
28/06/2023	RES: 120623	V1.0. Updating of Purchasing Thresholds, Authorised Officer Limits, Sole Supplier Limit. Removal of Pre-qualified Supplier Panels (do not currently use).
Former Policy: F16 Purchasing Policy		
20/03/2007	127.1.1-2007	Adoption of Policy (F16)
20/03/2013	RES: 080313	Amended
18/11/2015	RES: 051115	Amended
15/06/2016	RES: 050616	Amended
16/09/2020	RES: 050920	Re-written based on WALGA Template.

Governance

Cyber Security and Data Breach Response

Objective

To enforce the protection of the Shire of Koorda's ("the Shire's") Information Communication Technology and information assets from information security threats through the implementation of targeted security controls and best practice standards.

To outline the mandatory requirements to respond to a data breach at the Shire and to mitigate future breaches.

Policy

Definitions

TERM	DEFINITION
Data Breach	A data breach happens when personal information is accessed, disclosed without authorisation, or is lost. For example, when: <ul style="list-style-type: none">• a USB or mobile phone that holds a individual's personal information is stolen• a database containing personal information is hacked• someone's personal information is sent to the wrong person.
ICT Resources	Electronic data exchange, via internal and external data networks, internet access, E-mail and any other electronic data transfer using Shire equipment and services.
Intangible ICT Asset	The Shire's intellectual property, typically data which is owned or held by the Shire and may have a value to others.
Personal Information	Personal information includes a broad range of information, or an opinion, that could identify an individual. What is personal information will vary, depending on whether a person can be identified or is reasonably identifiable in the circumstances.

Cyber Security

In order to protect ICT and information assets from attack by unauthorised parties ensuring that the confidentiality, integrity and availability of the Shire's information, the following policy has been adopted. The Shire will:

- Implement access controls over all systems and networks to prevent unauthorised access to Shire's ICT and information assets;
- Undertake regular information security audits and testing in order to prevent and allow remediation of
 - The potential for illegal access by unauthorised parties;
 - Loss or compromise of Shire owned ICT and information assets;
 - Potential disruption of the Shire's business activities;
- Proactively maintain systems in a secure state in response to evolving threats to the organisation;
- Monitor and report on suspected and attempted breaches and remedies applied;
- Source insurance cover to protect against any threats;

- Develop and Maintain Management Practices as required to provide direction to Council and the Shire's officers regarding the implementation of this policy in the workplace.

Data Breach

In alignment with State Government reforms regarding personal privacy protections and the accountability of information sharing, this policy seeks to formalise the Shire's commitment to the secure handling of personal information it collects and provide clear direction as to the actions that will be taken in the unlikely event of a data breach occurring.

The Privacy Amendment (Notifiable Data Breaches) Act 2017 established a Notifiable Data Breaches scheme in Australia which requires organisations covered by the *Australian Privacy Act 1988* (the Act) to notify any individuals likely to be at risk of serious harm by a data breach.

As required by the Act, This Data Breach Response Policy and Procedure outlines definitions, sets out the procedure and clear lines of authority for Shire staff in the event that the Shire experiences a data breach, or suspects that a data breach has occurred.

Not all data breaches require notification. The Notifiable Data Breaches (NDB) scheme only requires organisations to notify when there is a data breach that is likely to result in serious harm to any individual to whom the information relates.

Data Breach Response (DBR) Team

The following roles make up the Data Breach Response Team:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Payroll/Governance Officer
- IT Consultants (as required)

Data Breach Procedure

If any Shire staff member suspects or becomes aware of a data breach, this procedure activated and should be followed.

• Step 1: Contain Data Breach and complete preliminary ASSESSMENT

The first step is to contain the data breach and complete the preliminary assessment;

- The DBR Team is notified immediately of a suspected data breach when known and the reporting person provides updates as requested.
- DBR Team takes responsibility for the successful containment of the data breach by the IT Consultants.
- DBR Team takes responsibility for preliminary assessment process and ensures information is clearly documented and evidence is preserved:
 - the date, time, duration and location of the breach,
 - the type of personal information involved in the breach,
 - how the breach was discovered and by whom,
 - the cause and extent of the breach,
 - a list of affected individuals, or possible affected individuals,
 - the risk of serious harm to the affected individuals, and
 - other risks to the Shire.
- A DBR Team meeting is convened (regardless of outcome of preliminary assessment).

- **Step 2: EVALUATION of a suspected Data Breach**

The second step is to evaluate the suspected data breach based on the information and evidence available;

- Results of the preliminary assessment are reported to the DBR Team at the meeting that is minuted.
- DBR Team review the information and evidence presented. In principle, if the;
 - data breach is confirmed to have taken place,
 - there is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that the Shire holds,
 - this is likely to result in serious harm to one or more individuals, and
 - the Shire hasn't been able to prevent the likely risk of serious harm with remedial action.

(Then the Data Breach is confirmed, and Steps 3 & 4 of this procedure should be completed).

Further information on determining data breaches is available on the [Office of the Australian Information Commissioner website](#).

- DBR Team assesses risks and priorities,
- keep appropriate records of the suspected breach and actions of the DBR Team, including steps taken to rectify the situation and the decisions made.

- **Step 3: NOTIFICATION of a confirmed Data Breach**

The third step is the notification of affected individuals and government agencies;

- Confirm the notification list;
 - Individuals affected,
 - Shire of Koorda stakeholders (IT Consultants, Executive Management Team, Elected Members)
 - Office of the Australian Information Commissioner
 - Shire Insurers
 - WALGA
 - WA Police
 - Other organisations as required
- Draft and agree to the notification messages.
- Send the notification messages through most appropriate medium (letter, email, etc).

- **Step 4: Lessons Learnt/Future Data Breach PREVENTION**

The last step is to prevent further data breaches;

- Fully investigate the cause of the breach.
- Take action to ensure further data breaches do not occur;
 - update security and response plan if necessary,
 - make appropriate changes to policies and procedures if necessary,
 - revise staff training practices if necessary,
 - consider the option of an audit to ensure necessary outcomes are affected.
- Report outcomes and recommendations to Shire of Koorda stakeholders (IT Consultants, Executive Management Team, Elected Members)

- **Record Keeping**

Records should be maintained throughout the Data Breach Response process including responses from individuals and organisations that were notified.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

ISO 27001 Specification for Information Security Management Systems

Privacy Act 1998

Office of Digital Government Security Policy

ACSC Essential Eight

Australian Privacy Act 1988

Privacy Amendment (Notifiable Data Breaches) Act 2017

Commercial Crime and Cyber Protection Insurance Policy

[Preventing data breaches: advice from the Australian Cyber Security Centre](#)

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0 Adoption of Policy. Introduced new policy as part of Audit Recommendations and as required as part of introduction of the Privacy and Responsible Information Sharing Bill 2024 (PRIS).



Governance & Compliance

Privacy Policy

Objective

To provide guidance to the Shire of Koorda (“the Shire”) for the collection, storage and use of personal information.

Policy

Scope

This policy applies to all Employees and Elected Members of the Shire.

Definitions

TERM	DEFINITION
Personal Information	Information or an opinion, whether true or not, whose identity is apparent or can reasonably be ascertained from the information or opinion.
Business Purposes	For purposes associated with the day to day business of the Shire of Koorda.

Use of Personal Information

Any personal information collected by the Shire will only be used for the purpose for which it has been collected, or for a purpose you would reasonably expect in carrying out the Shire’s activities and functions, including:

- To maintain the assessment record (rates) and other records of local government nature;
- To provide you with information about the Shire’s services and facilities;
- To determine and provide appropriate services and facilities;
- To administer and manage processes such as applications for permits, animal ownership, billing and collection of levies and charges, and development proposals.

Protection of Personal Information

The Shire will take reasonable steps to ensure that your personal information is not disclosed to third parties except in the following circumstances:

- To undertake market research for the Shire in which case the supplier is prohibited from using your personal information except to provide these services to the Shire of Koorda.
- If, on an application by a person for information under the Freedom of Information Act 1992, the Shire (or the Western Australian Information Commissioner on appeal), adjudges that disclosure of that personal information would on balance be in the public interest.
- As requested by a court order.
- As otherwise required or authorised by law.
- In order to complete the purpose or function for which the information was provided, which includes when submissions are provided as part of a report (or an attachment to a report) that is presented to Council for decision.
- For collecting monies owed to the Shire.
- In the recovering of outstanding library materials or monies, through a contracted debt collection agency.
- For property enquiries subject to the conditions set out in this policy.
- The release of rates record or electoral information in accordance with sections 5.94(m)(s) of the Local Government Act 1995, but subject to the restrictions in 5.95(8) of that Act relating to silent electors and the conditions in r29B of the Local Government (Administration) Regulations 1996 including that a statutory declaration or otherwise, satisfies that the information will not be used for a commercial purpose.
- Otherwise, only with the consent, express or implied, of the customer or stakeholder.

Access to your own Personal Information

A person's right to access their own personal information held by a local government is dealt with by the Freedom of Information Act 1992. The Shire may deal with requests for access to people's own information, where the request is limited and specific in scope.

For example, a request for building permits issued in relation to a property owned by the applicant. The Shire reserves the right to charge a reasonable fee for the costs associated with providing such information.

Property Enquiries

Property information will generally only be provided to the current owner of a property with adequate proof of identity. Property information may be provided to an agent where written authorisation from the current owner is provided. Property information will not be provided to prospective purchasers or their agents unless an electronic advice of sale (EAS) is provided to the Shire via Landgate and that sale requires property information to satisfy a condition.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Freedom of Information Act 1992

Public Interest Disclosure Act 2003

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Adoption of Policy following introduction of PRIS.



Property, Planning & Land

Fencing Contributions - Shire Owned Properties

Objective

This policy applies to fencing between property owned by the Shire of Koorda (“**the Shire**”) and adjoining property.

To provide for the processes in dealing with fencing between property owned by the Shire and adjoining properties.

Policy

The Shire may contribute to the cost of a dividing fence between its freehold property and an adjoining property. The Shire will not contribute to the cost of a dividing fence between Crown land managed by the Shire and adjoining property.

The Shire will not contribute towards the cost of a fence where private property abuts a:

- Road, road reserve, laneway, right of way or walkway,
- Drainage reserve,
- Natural reserve or tree reserve, or
- Public park or reserve, including ovals.

The Shire will not contribute to the cost of gates installed in a fence.

The Shire contribution will be limited to 50% of the cost of erecting an original fence or replacing a deteriorated existing dividing fence, with a like for like principle to apply.

A request from an owner for the Shire to share in the cost of erecting an original fence or replacing a deteriorated existing dividing fence must be made in writing by the owner setting out:

- The reason for the request;
- The total length of the proposed new fence that adjoins Shire property;
- The material(s) to be used in the making of the fence together with - if other than a standard material dividing fence - brochures or a sketch detailing the height, design, materials proposed and a quotation (or estimated cost) of the portion adjoining Shire property.

Note: Dividing fences or walls acting as dividing fences made from materials other than standard fence materials such as ‘HardiFence®’, ‘Colorbond®’, timber picket may require development approval.

Where the Shire and the owner agree on the terms of the agreement, it shall be documented and signed by both parties. The agreement is to include the type of fence, the cost sharing arrangements and which party will arrange the erection.

Where it has been agreed that the Shire will arrange the fence erection, the Shire will follow the Shire’s “F - Purchasing Policy.” The adjoining owner’s contribution will be required to be paid to the Shire prior to accepting the most suitable quotation, the Shire not being obligated to accept the lowest quotation.

Where it has been agreed that the owner will arrange the fence erection, the Shire’s contribution is subject to the Shire having agreed to a quotation obtained by the owner - or the owner’s selection if more than one quotation. The Shire is required to pay the owner within 14 days of the Shire being satisfied the new fence has been installed to an acceptable standard and is in accordance with the Residential Design Codes.

In cases of financial hardship or where the adjoining owner is the holder of a Pensioner Concession Card, the Shire may agree to erect or replace a fence and have the owner's share of the cost paid by instalments.

The Shire will not contribute to the cost of a dividing fence between property owned as freehold by the Shire and adjoining property if a new or existing development proposes a change in fencing material and the fence was in an acceptable and functional condition prior to any works on the site.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Dividing Fences Act 1954

Residential Design Codes (R-Codes)

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Adoption of new policy as per Council Resolution: xx0225.



Works and Assets

Material Supply & Royalties

Objective

To minimise inconvenience to the Shire of Koorda (“the Shire”) landholders in ensuring reinstatement of excavated areas, and to ensure landholders are compensated for materials (eg; gravel or sand) obtained from private pits.

Policy

Material Supplies and Pit Rehabilitation

Where road materials are required for Roadworks, the Shire is to approach the landowner concerned, preferably at least one month prior to the time when the works are due to commence with a request for the material. This notice is necessary to enable the landowner time to make any domestic arrangements necessary in relation to stock etc.

Permission is to be obtained in writing stating any requested conditions. All borrow pits opened on private property are to be regenerated at the end of useful life. All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

Royalty Payments

A royalty payment will be paid to landholders throughout the Shire per cubic metre of material obtained from their pit, at the rate prescribed in the annual budget each year.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Merge policy P9 and P11 and update.
Former Policy: W5 Gravel Supplies & W6 Royalty Payments		
19/09/2001		Adoption of Policy (W5)
19/09/2001		Adoption of Policy (W6)
15/06/2011	RES: 110611	Amendment to Policy

WORKS

GRAVEL SUPPLIES

Policy No: W5 **Adopted:**19.9.01

File Reference: ADM 0323

POLICY STATEMENT

Where road materials are required for Roadworks, the Shire to approach the landowner concerned, preferably at least one month prior to the time when the works are due to commence with a request for the material. This notice is necessary to enable the landowner time to make any domestic arrangements necessary in relation to stock, etc.

Permission to be obtained in writing stating any requested conditions.

All borrow pits opened on private property are to be regenerated before the plant is moved to the next programmed job, unless other firm arrangements are negotiated with the landowner.

All care is to be taken to ensure that the least amount of inconvenience is caused to the landowner as possible.

PURPOSE

To minimise inconvenience to the landholder and reinstatement of excavated areas.

WORKS

ROYALTY PAYMENTS

Policy No: W6

Adopted:19.9.01

Amended:15 June 2011- 110611

File Reference: ADM 0323

POLICY STATEMENT

That Council pay a royalty of sixty cents (60 cents) per cubic metre. From 1/7/2011

PURPOSE

To provide a benchmark for negotiations.

COMPLEMENTARY LEGISLATION

Local Government Act –

- Section 3.22 (1)
- (2)
- (3) The assessment of damage for which compensation is to be paid is to include the value of any material taken under Subdivision 2
- (4)-(7)

Works and Assets

Street Lighting

Objective

To ensure the installation of street lighting throughout the Shire of Koorda (“**the Shire**”) is a balance between; the benefits to road safety, the capital, operational and maintenance costs of owning a streetlight and the effect on the environment.

Policy

The majority of streetlights throughout the Shire are provided by Western Power who are responsible for supply, maintenance and upgrades. The Shire is responsible for payment of the electricity account.

Policy Measures

Existing Residential Areas

Streetlights will be provided to normal Western Power standards where the permanent occupancy rate in any particular street is 50% and when this takes place, lighting should be installed so as to provide lighting at each end of a Pedestrian Access Way which may exist in the street or cul-de-sac.

In extenuating circumstances, the required 50% permanent occupancy rate may be reduced, but never to less than 25%.

Residential Commercial Areas - Shops

The level of lighting may be increased as recommended by Western Power.

Other Areas

In other areas lighting will be provided as determined by the Chief Executive Officer, subject to funding availability.

Street Lighting Upgrades

Where requests are received for street lighting upgrades the Shire may undertake a night time site audit to ensure existing lights are operational. The results of the audit will be forwarded to Western Power to inform its assessment of lighting standards.

Shire Owned Assets

Where the Shire installs lighting to public areas, it will use LED lighting that is designed to meet the requirements of the AS1158.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Australian Standard of Public Lighting AS1158

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY		V1.0. Minor updates to policy wording.
Former Policy: W12 Street Lighting		
19/09/2001		Adoption of Policy

WORKS

STREET LIGHTING

Policy No: W12 **Adopted:**19.9.01

File Reference: ADM 0323

POLICY STATEMENT

(1) Residential Areas

Street lights will be provided to normal Western Power standards where the permanent occupancy rate in any particular street is 50% and that when this takes place, lighting should be installed so as to provide lighting at each end of a public access way which may exist in the street or cul de sac.

In extenuating circumstances, the required 50% permanent occupancy rate may be reduced, but never to less than 25%.

(2) Residential / Commercial Areas - Shops

Where, in a residential area, there exists a shop or group of shops, the levels of lighting provided should be increased to a level recommended by Western Power.

(3) Other Areas

In other areas not nominated above, lighting will be provided on the merits as determined by the Chief Executive Officer, provided the proposed installation does not cause over-expenditure in the budget allocation for street lighting in that particular year.

(4) Upgrading

That Council, in line with their forward planning objectives, continue a policy of upgrading to Sodium street lighting, on an annual basis.

PURPOSE

To state a consistent basis for providing street lighting.

Works and Assets

Vandalism Rewards

Objective

To set guidelines for the rewarding of a person who provides information as to the identity of an offender who has vandalised or damaged Shire of Koorda (“**Shire**”) property, where the information leads to a successful conviction of the offender or a successful outcome on the matter.

Policy

The Shire actively seeks to reduce and prevent vandalism in the community.

Identification and prosecution of offenders may reduce the likelihood of future occurrences. To this end the Shire may offer a reward to anyone who provides information leading to the conviction of a person(s) for an act of vandalism or damage of Shire property.

When an act of vandalism of Shire property has occurred, the Chief Executive Officer is authorised to set an appropriate award up to the value of \$500 for information leading to a successful conviction, or to pay a reward to a person who voluntarily provides information as to the identity of an offender which leads to a successful conviction.

The amount of the reward is to take into consideration the level of damage that has been caused to the Shire property.

Where the CEO considers a reward of greater than \$500 to be appropriate, they will discuss and agree with the Shire President.

Rewards will not be paid to Shire Employees, Elected Members, or members of the WA Police Service.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Graffiti Vandalism Act 2016

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Re-write former policy. Increase reward amount in line with delegated fee-waiver amount.
Former Policy: P1 Vandalism Reward		
31/07/2000		Adoption of Policy.

Works and Assets

Wildflower Harvesting and Animal/Fauna Removal

Objective

To confirm the Shire of Koorda's ("the Shire's") position on;

1. The collection of wildflowers (or seed) for intended commercial use from land under the care, control and maintenance of the Shire of Koorda, and
2. The removal or injury of an animal/fauna from land under the care, control and maintenance of the Shire of Koorda.

Policy

Wildflower Harvesting

Requests are received from time to time for the collection of wildflowers (or seed) from Shire controlled Reserves.

The Shire will not permit the collection of wildflowers (or seed) for commercial purposes on any land under the care, control and maintenance of the Shire, regardless of whether the applicant has obtained the required license pursuant to Section 23(c) of the Wildlife Conservation Act 1950.

The Chief Executive Officer, and relevant subdelegated officers, has delegation to consider issuing a permit for the collection of wildflowers (or seed) from Shire controlled Reserves for non-commercial purposes such as conservation/research purposes, subject to the applicant obtaining the required license pursuant to Section 23(c) of the Wildlife Conservation Act 1950.

Removal or Injury of Animals/Fauna

Aligning with the Shire's Local Government Property Local Law, a person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorised to do so.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Shire of Koorda Delegation Register (2.7 - Reserves Under Control of Local Government)
Shire's Local Government Property Local Law
Wildlife Conservation Act 1950

Review History

Date	Council Resolution	Description of review/amendment
DD/MM/YY	RES:	V1.0. Merge policy P9 and P11 and update.
Former Policy: P9 Wildflower Harvesting License - Council Reserves and P11 Reptiles & Amphibians		
31/07/2000		Adoption of Policy (P9)
20/08/2003		Adoption of Policy (P11)

PROPERTIES

WILDFLOWER HARVESTING LICENCE – COUNCIL RESERVES

Policy No: P9 Adopted 31.7.00

File Reference: ADM 0323

POLICY STATEMENT

That it be the policy of this council not to permit the commercial exploitation of wildflowers or native seed on any land owned by, *managed* or vested in Council.

PURPOSE

To preserve the remaining native flora.

COMPLEMENTARY LEGISLATION / AGENCIES

Local Government (Uniform Local Provisions) Regulations 1996 –

“5. A person who, without lawful authority –

- (a) interferes with the soil of, or anything on, land that is local government property; or
 - (b) takes anything from land that is local government property,
- commits an offence the penalty for which is a fine of \$1,000.”

CALM- Regulations

PROPERTIES

REPTILES AND AMPHIBIANS

Policy No: P11 **Adopted 20 08 03**

File Reference: ADM 0323

POLICY STATEMENT

That applications for the taking of certain species of reptiles and amphibians from lands controlled by the Shire of Koorda, be refused, as Council believes that this would be in the best interest of the general local environment and conservation plans.

PURPOSE

To preserve the remaining native fauna.

COMPLEMENTARY LEGISLATION / AGENCIES

Local Government (Uniform Local Provisions) Regulations 1996 –

“5. A person who, without lawful authority –

- (c) interferes with the soil of, or anything on, land that is local government property; or
- (d) takes anything from land that is local government property,
commits an offence the penalty for which is a fine of \$1,000.”

CALM- Regulations

HEALTH, BUILDING AND TOWN PLANNING

APPLICATION FOR PLANNING CONSENT

Policy No: H6 **Adopted 31.7.00**
Reviewed/Updated: 18 March 2015 130315

File Reference: ADM 0323

POLICY STATEMENT

Every application for planning consent made in accordance with clause 7.1 of the Scheme shall be in the form prescribed in Schedule 1 to this Policy.

Unless the Council waives any particular requirement every application for planning consent shall be accompanied by:

- (a) a plan or plans to a scale of not less than 1:500 showing;
 - (i) street name, lot number(s), north point and the dimensions of the site,
 - (ii) the location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site,
 - (iii) the existing and proposed means of access for pedestrians and vehicles to and from the site,
 - (iv) the location, number, dimensions and layout of all car parking spaces intended to be provided,
 - (v) the location and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas, and
 - (vi) the location, dimensions and design of any landscaped, open storage, or trade display area and particulars of the manner in which it is proposed to develop those areas.
- (b) plans elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain, and
- (c) any other plan or information that the Council may reasonably require to enable the application to be determined.

The notice of an application for planning consent advertised in accordance with clause 7.2 of the Scheme shall be in the form contained in Schedule 2 to this Policy with such modifications as circumstances require.

The council shall issue its decision in respect of an application for planning consent in the form prescribed in Schedule 3 to this Policy.

PURPOSE

To set down the procedures to be followed when planning consent is sought under the Town Planning Scheme.

COMPLEMENTARY LEGISLATION

Clause 8.6 of the Shire of Koorda Town Planning Scheme No.3.

OTHER

GENETICALLY MODIFIED CROPS

Policy No: O1 **Adopted 19.02.03**

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt as an initial policy to support a Moratorium to facilitate further debate on:

- The growing of GM foods for commercial purposes
- Importation of GM foods and food components

Independent strategy authority (reporting the health portfolio) should be established with undertakes the following:

- Research into the affects of GM foods, including health (human and animal), environmental, social, economic, ethical and political effects and
- The development of a comprehensive monitoring and surveillance framework to track theses fits
- Development of system to control the production and sale of GM foods
- Development of a labelling system so that consumers can easily identify GM and non GM Foods and foods with GM ingredients
- That widespread public consultation about the use of GM foods should occur
- That in the event an immediate bank is not achieved, any regulation should include a process to advise neighbouring properties when GM crops are to be grown in close proximity.
- That WALGA supports ongoing research into GM produces being continued as long as strict control and monitoring is in place.

PROPERTIES

SWIMMING POOL OPENING TIMES

Policy No: P5 **Adopted 31.7.00**
Amended: 16 May 2007 159.1.1-2007
Amended: 15 June 2011 110611
Amended: 19 March 2014 - 130314
Reviewed/Updated: 21 March 2018 -050318

File Reference: ADM 0323

POLICY STATEMENT

The opening times of the pool are as follows:

NORMAL HOURS

- * As determined prior to the swimming pool opening dates
- * The pool will be closed one day per week as determined prior to the swimming pool opening dates.
- * The pool will be closed on Christmas Day, New Years Day and any other days as advertised.
- * The pool may remain open after 6.30pm at the discretion of the Swimming Pool Manager. The Manager may also close the pool on cool days and during inclement weather after notifying the CEO or DCEO/MoFA, **but must close if electrical storm likely.**

PURPOSE

To set down the times that the pool will be open to the public.

PROPERTIES

PLAYGROUND EQUIPMENT

Policy No: P10 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

- (1) That playground equipment on local government property which has become dangerous be removed as soon as a potential hazard is detected.
- (2) That the CEO arrange inspection of playground equipment on local government property at least twice a year to check the safety of such equipment and that details of inspections be kept in a suitable register.

PURPOSE

To prevent accidents happening through negligence of the Shire.

WORKS

ROAD BUILDING MATERIALS

Policy No: W4 **Adopted:**19.9.01

File Reference: ADM 0323

POLICY STATEMENT

That Council support the calling of tenders by NEWROC for the supply and delivery of bitumen, blue metal, gravel, fuel and lubricants, as needed.

PURPOSE

To try to effect quantity discounts through group buying.

WORKS

SCHOOL BUS STOP SIGNS

Policy No: **W9** **Adopted:19.09.01**

File Reference: **ADM 0323**

POLICY STATEMENT

The CEO be delegated authority to erect school bus signs.

Council will provide school bus stop warning signs at the point of pick up where a hazard exists. A hazard generally constitutes a blind area within 250 metres of the school bus stop.

PURPOSE

To set down a standard for school bus stop signs.

Note: This is a delegated authority.

WORKS

SCHOOL PRECINCT PARKING

Policy No: **W10** **Adopted:19.9.01**

File Reference: **ADM 0323**

POLICY STATEMENT

- (1) That the cost of providing off-school parking facilities be the primary responsibility of the Department of Education and Council's financial involvement in the provision of these facilities be of a secondary nature.
- (2) Council will give advice and assist in the design of any proposed parking facilities associated with the school which may be located in the road reserve.

PURPOSE

To identify Council's role in the planning and provision of off-school parking facilities.