



SHIRE OF KOORDA

Policy Manual

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What is a Policy?

A policy is a general rule to be applied in the exercise of a function (power or duty) and includes a statement of conditions under which an authorisation may, or is to be given or withheld.

A policy will ordinarily apply irrespective of whether a matter is to be determined –

- by an employee with delegated authority; or
- at a meeting of the Council.

Policies should not be confused with delegations and procedures. A delegation for the purposes of the Act, will only apply when –

- a ‘person’ has a statutory power or duty;
- the person has the power of delegation;
- the person commits that power or duty, in writing to another to perform;
- the person has the power to make the delegation to the delegate.

A “procedure” (Macquarie dictionary) is “the act or manner or proceeding in any action or process; conduct”, and procedural statement can be construed accordingly.

In very simple terms –

Policy provides what can;
Delegation provides who can;
Procedures provide how to.

Policies are the province of Council. Delegations are primarily the province of the CEO – ie Council can delegate only to a committee or the CEO, whereas the latter delegates to employees. Procedures are appropriately a function of management.

Only policies should be in the Policy Manual.

Certification

Council formally reviewed this Policy Manual on 19 March 2014 and a resolution confirming its application was made.

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President

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Date

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Chief Executive Officer

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Date

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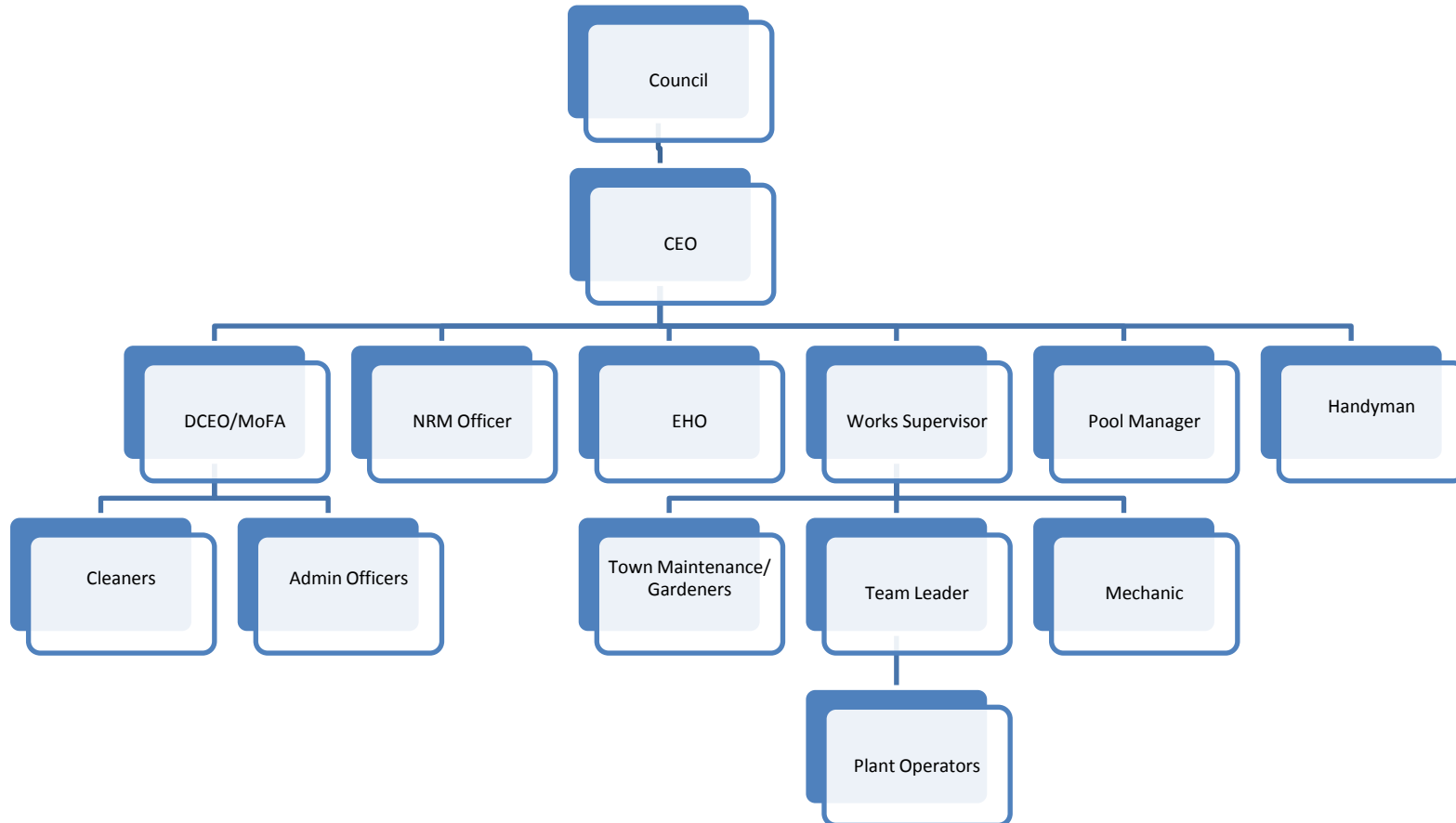
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Shire of Koorda Organisational Chart



COUNCIL POLICIES

SECTION A

Policies Relating to Administrative Matters

The first policy in this section contains an outline of the administrative structure. Get the elements of structure wrong and there can be trouble: conversely, you may be able to eliminate problems by identifying a fault in structure. The statement about Sexual Harassment endorses the requirements (at the highest level) imposed on management by written law. They are important in order to reduce any vicarious liability which might attach to the Council. There are a number of policies affecting meetings, and lastly, law and order matters, generally of a regulatory nature.

ADMINISTRATIVE MATTERS

ADMINISTRATIVE STRUCTURE

Policy No: **A1** **Adopted: 19.7.00**
Amended: 18 April 2007 146.1.1-2007
Amended: 19 September 2007 43.1.5-2008
Amended: 21 October 2009 210009
Amended: 15 June 2011- 110611
Reviewed/Updated 20 March 2013 080313
Reviewed/Updated 18 March 2015 130315
Reviewed/Updated 21 March 2018 050318

File Reference: **ADM 0323**

POLICY STATEMENT

(1) Monthly Council Meetings

The Council will conduct all its Ordinary Council meetings on the third Wednesday of February, March, April, May, June, July, August, September, October, commencing at 4.30pm and November and December meetings be held at 6.00pm, in the Council Chambers, corner Allenby and Haig Streets, Koorda, unless specifically resolved otherwise by the Council.
(There is no meeting in January)

(2) Core Committees

The following core committees shall be operated by the Council –

Works and Services Committee (*meets twice per year in April/May and August/September*)

Building/Recreation Infrastructure/Town Planning Committee (*meets twice per year in April/May and August/September*)

Management Review Committee – (*to meet at least annually or, as required*)

Audit Committee - to meet with the auditor at least annually

(3) Membership of Committees

Each core Committee Membership shall comprise of any three (3) members of Council, except that the Management Review Committee shall comprise the President, Deputy President and one other Councillor.

(4) Function of the Core Committees

(a) Finance

- All finance matters to be dealt with by Council

(b) Works and Services Committee

Function: - To make recommendations to the Council in regard to

- Roadworks;
- Parks and gardens, reserves, cemeteries;
- Plant and equipment;
- Townscape and Landcare matters.

(c) Building/Recreation Infrastructure/Town Planning Committee

Function: - To make recommendations to the Council in regard to –

- Construction and maintenance of Shire properties;
- Building control;
- Recreation facilities;
- Town planning;
- Two members to be recreation liaison persons.

(d) Management Review Committee

Function –

- Review the performance of the CEO;
- Be available to participate with the CEO in the selection of key employees, at the discretion of the CEO;
- Recommend to Council the contractual conditions of the CEO and other senior employees;
- Consider a report each year from the CEO following the performance review of each senior employee and recommend to Council salary and wage packaging arrangements for the year following;
- Employee issues on which the CEO seeks guidance.
- Give direction with regard CEO appointment

(e) Audit Committee Function

Function –

- (a) is to provide guidance and assistance to the local government-
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to be an auditor;

and

- (b) may provide guidance and assistance to the local government as to –
- (i) matters to be audited;
 - (ii) the scope of audits;
 - (iii) its functions under Part 6 of the Act; and
 - (iv) the carrying out of its functions relating to other audits and other matters related to financial management and
 - (v) Financial management reviews

(5) Chief Executive Officer

The CEO shall have the powers and duties conferred on the office –

- By the Local Government Act 1995;
- Under this Policy Manual and in the Register of Delegations; and
- As resolved from time to time.

(6) Office Hours

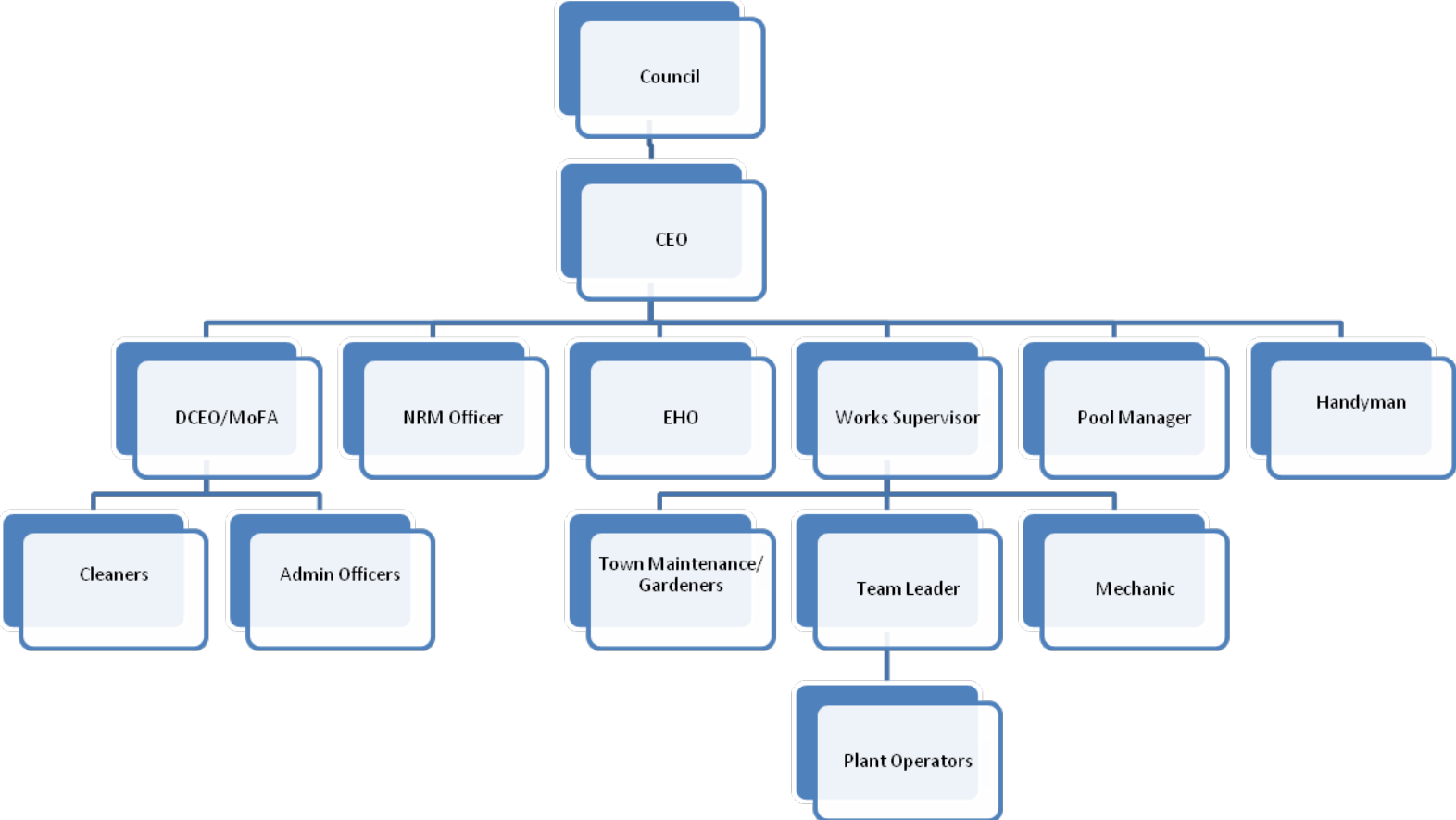
The Administration office hours shall be from 9.00am to 4.30pm, Monday, Tuesday, Wednesday and Thursday and 9am to 4 pm on a Friday excluding public holidays.

The Department of Transport Licensing Agency will only be open until 3.30pm.

(7) Organisation Chart

The Administrative Structure is depicted in the organisation chart which follows:

Shire of Koorda Organisational Chart



ADMINISTRATIVE MATTERS

RECORD KEEPING

Policy No: A2 **Adopted:** 20 February 2008 *107.1.6-2008*
Amended: 21 April 2010 *110410*

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda recognises its records as a government owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business is vested in the Shire of Koorda.

PURPOSE

To define the principles of the Shire of Koorda's records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire of Koorda practices and enumerates basic records management requirements.

Records are recognised as an important information resource at the Shire of Koorda, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Shire. Due to legislative requirements, the Shire is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records through an approved system.

The policy applies to all internal and external records, which are handled, received or generated by the Shire; regardless of their physical format or media type.

POLICY OBJECTIVE

The objective's of the Shire's Record Keeping Policy is to define the principles that underpin the Shire's records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire. This policy establishes a framework for the reliable and systematic management of the Shire's records in accordance with legislative requirements and best practice standards.

This policy applies to all government records created or received by a Shire of Koorda employee, contractor or Elected Member; or an organisation performing services on behalf of the Shire, regardless of their physical format; storage location or date of creation.

ROLES AND RESPONSIBILITIES

- ***Elected Members***
All Elected Members create and retain relevant records of communications and transactions of elected members which constitute evidence affecting the accountability of council and the discharge of its business and ensure that these are forwarded to the Shire of Koorda administration for capture into the official record keeping system.
- ***Chief Executive Officer***
The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is established that is compliant with legislative requirement and best practice standards. Under section 5.41 of the Local Government Act 1995 the Chief Executive Officer is to “*Ensure that records and documents of the local governments are properly kept for the purpose of this act and any other written law*”.
- ***Senior Employees***
All senior staff are to ensure that the record keeping policy and procedures are known and adhered to within their area of responsibility and that all new staff are inducted as to their record keeping responsibilities.
- ***Staff***
All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire’s policies and procedures for record keeping.

All Elected Members, staff and contractors will create full and accurate records, in the appropriate format, that properly and adequately record the performance of the Shire’s business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

All records created and received in the course of the Shire’s business are to be captured at the point of creation, regardless of format; with required metadata, into appropriate record keeping and business systems; that are managed in accordance with sound record keeping principles.

Management of the Shire’s website is undertaken by Linking Councils and Communities and a ‘snapshot’ of the website will be taken on an annual basis and all data relating to the website will be managed in accordance with *State Records Policy No. 8 – Policy for the ongoing management of electronic records designated as having archival value.*

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the Freedom of Information Act 1992 and Shire policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government records; approved by the State Records Commission of WA.

Record Keeping Procedures

Why Keep Records?

The keeping and maintenance of records is an important part of the Shire of Koorda's broader knowledge management procedures.

This procedure is provided to support the Record Keeping Policy and to assist staff to comply with the requirements of that Policy.

The procedure gives guidance for the identification, capture, use, storage and disposal of official records, and to ensure effective access to those records that are designated as permanent and archival.

Objectives

The objective of these procedures is to ensure that:-

- records are created/captured as required by law;
- there is a single, operational standard for the creation/capture of records, their maintenance, destruction or archiving;
- individual staff understand their respective responsibilities in record creation/capture/retention/security;
- the meaning of a 'record' is consistently understood ;
- the safe guard of the Shire's records through appropriate access/security arrangement is understood and observed by all staff.

Definitions

Accountability is the principle that individuals, organisations, and the community are responsible for their actions and may be required to explain them to others.

Archive means those records that are appraised as having continuing or permanent value.

Capture is the process of determining that a record should be made and kept. This includes both records created and received by the Shire. It involved deciding which documents are captured, which in turn implies decisions about who may have access to those documents and generally how long they are to be retained.

Disposal refers to the removal of records from the Shire once they have reached the inactive phase, and their subsequent destruction, or permanent retention as archives.

Disposal Authority is the Shire's policy for the retention and disposal of records and follows the General Disposal Authority for Local Government Records approved by the Standing Committee on Public Records.

Electronic Records are records communicated and maintained by means of electronic equipment.

Ephemeral Records are documents that have only short term value to the Shire with little or no ongoing administrative, fiscal, legal, evidential, or historical value.

Evidence means the information that tends to prove a fact and supports the business activity.

Indexing means the process of establishing access points to facilitate retrieval of records and/or information.

Preservation is the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

Record means any record of information however recorded and includes:-

- a) anything on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photographs;
- d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Record Keeping means the making and maintaining of complete, accurate and reliable evidence of business transactions in the form of recorded information.

Records Continuum means the whole extent of a record's existence. Refers to a consistent and coherent regime of management processes from the time of creation of records, through to the preservation and use of records as archives.

Registration means the act of giving a record a unique identity in a record keeping system.

Retention period in relation to a record, means the period for which the record must be kept before it may be destroyed.

State Record is a parliamentary record or government record.

Thesaurus is a complex alphabetical listing of all terms and the Shire of Koorda utilises the ‘Keyword for Council’s’ – a Thesaurus of Local Government Terms. In a thesaurus the meaning of the term is specified and hierarchical relationships to other terms shown.

The development of these procedures for record keeping is closely related to the Australian Standards on Records Management (ISO AS 15489). Many of the definitions and methods of managing records have been based on the recommendations of the Standard.

State Records Act 2000

The *State Records Act 2000* (WA) provides for the complete management of records, from the point of creation, their maintenance, their management through effective organisation and storage, until eventual destruction or transfer to appropriate storage for archival preservation.

The provisions of the Act apply to all records of the Shire, irrespective of whether the records were created prior to the proclamation of the Act.

The Act required the Shire to have a “Record Keeping Plan”. This Plan is required to describe in detail the procedures for the management of information in all media (print, electronic, audio-visual) in compliance with the Act’s provisions.

The Record Keeping Policy and these Procedures are an important component of the Record Keeping Plan.

The Act provides penalties for non compliance at both the individual and institutional levels.

State Records Commission Principles and Standards

The Shire of Koorda is required to comply with the following sets of *Standards* which have been released by the State Records Commission under section 61 of the *State Records Act 2000* (WA).

- SRC Standard 1: *Government Recordkeeping*
- SRC Standard 2: *Recordkeeping Plans*
- SRC Standard 3: *Appraisal of Records*
- SRC Standard 4: *Restricted Access Archives*
- SRC Standard 5: *Compulsory Transfer of Archives*
- SRC Standard 6: *Outsourcing*

Other principles and standards may be published from time to time by the State Records Commission after publication of these procedures which also must be complied with.

Responsibilities

The Shire is required to comply with the *State Records Act 2000* (WA) through the implementation of records management practices and systems that are in accordance with a State Records Commission approved Shire of Koorda Record Keeping Plan.

The Chief Executive Officer is responsible for ensuring that the procedures are observed and implemented and ensuring compliance to these procedures, and that any reports required by the State Records Commission are prepared and submitted.

The Records Officer has general responsibility for ensuring that appropriate policies and procedures are in place to ensure compliance with legislation for the capture, release, dissemination, archival and destruction of records.

The Records Officer is also responsible for the development, writing and implementation of records management and record keeping policies, procedures, strategies and guidelines that are in compliance with the relevant legislation. And also responsible for the development and implementation of relevant training and awareness programmes for record keeping.

Additionally the Records Officer is responsible for maintaining central records for the Shire's correspondence, minutes and agendas of all Committee's.

Each member of staff is responsible for understanding their obligations and legal responsibilities under these procedures.

These responsibilities, which are identified in Annexure A to these procedures, include the obligation to create or capture and maintain Shire records, or send them for archiving/disposal.

The *State Records Act 2000* (WA) provides for penalties of \$10,000 for each and every breach of the Act by an individual staff member.

Record Types

Shire Record is a record created or captured in any kind of medium, which is required, under the *State Records Act 2000* definition of a record, to be created/captured and retained. Shire records are those that relate in some way to the business of the shire.

Ephemeral Records are records of a very short term or only local value, these records contain information that is of little to no value to the shire or anyone else, these may be simply email messages asking you to go to lunch, or asking when a meeting is or be a piece of advertising. These records may be destroyed in accordance with the Shire's General Disposal Authority.

Examples of ephemeral records include records which:-

- are distributed for information purposes eg. General notices, copies of document extracts;
- drafts of documents (except where they track significant changes which may be referred to in an evidentiary way);

- are created solely as part of the preparation for other records;
- personal messages and announcements which are unrelated to official shire business.

Electronic Mail (email) is simply an electronic medium for communication. Unless and email message is of an ephemeral nature, a personal nature, or otherwise unconnected with shire business, a copy must be printed out and sent for filing.

Duplicate Records – it is the responsibility of the originator of a document that is addressed to multiple recipients to ensure that the original is retained in accordance with the shire’s general disposal authority.

Draft Documents should be retained on file, where it represents a version of a final document, which is significantly different from that final version. This allows for tracking of the evolution of an important record.

Drafts of the following kind of documents should be retained:

- drafts relating to shire policy or procedures, with significant or substantial changes relative to a previous version, or the subsequent version; or containing annotations made by a more senior officer whose views on the draft are important, or who is the officer responsible for the final document;
- drafts relating to the formulation of legislation or amendments to existing legislation;
- drafts of legal documents; eg. Agreements, Contracts, Tenders for Provision of Service

Material such as spreadsheets, minute extracts, budget information and the like which are used to prepare final documents need not be retained, provided they are not originals (or copies which come within the definition of “duplicate copies”).

Working Documents are to be retained on file, when they document significant decisions, reasons for decisions, and action notes, or contain significant information that is not contained in the final document.

Examples of working documents that must be retained include:

- working papers/records of a staff member who is working on a project/investigation, where the papers constitute the original, substantive record of the project/investigation (ie. They contain substantial and valuable information not found elsewhere).
- Papers in an “unofficial” filing system where a registered file has yet to be created within the shire’s record keeping system. Such papers must be sent for filing when the project/investigation is complete.

The destruction of working documents must be in accordance with the Shire’s General Disposal Authority.

Electronic Mail – communication via email constitutes official communication that is conducted electronically. The requirements relating to the creation/capture, retention, archival or destruction of paper copies apply to electronic mail transactions.

Documents received via Facsimile Transmission should be sent for filing.

“Post It” Notes (note paper which has an adhesive backing) **must not be used** for the writing of annotations, decision, or actions that have long term value. Such stationery should only be used for conveying **ephemeral** information, which is not required to be retained for evidentiary purposes.

Notes that contain significant information should be written directly onto the documents, or on separate A4 size sheets that can be attached to the original document.

Where a “Post It” note has been used to record important information, it **must be** photocopied onto standard A4 size sheets and placed on file.

Telephone Conversations – In many cases it is necessary to make a file note of a telephone conversation as evidence of the telephone conversation and the matters discussed. File notes should be created where it is necessary to record any decisions or discussions that can be used as evidence of what has been discussed in the telephone conversation.

Details to include as part of the file note are the date and time of the telephone call, whom the call was with and an outline of the telephone conversation, including any verbal decisions and/or agreements made.

Record Keeping Guidelines

1. *Preamble*

This document describes the manner in which the Shire's records are to be created/captured, files constructed, records retained, reviewed, archived or disposed.

The guidelines are to be used by staff.

2. *Management of Shire Records*

2.1 *Mail Management*

Mail is collected from the Post Office after 10am each day.

All mail is sorted into 'Personal/Confidential' mail, elected members mail, registered mail and all other mail. All mail except personal/confidential and elected members' mail is opened by the administration officer, and date stamped.

The officer checks that any attachments are enclosed and if not, makes a notation on the letter stating that there were no attachments.

Cheques, money orders and postal orders received are recorded in the 'Remittance Register' in accordance with Treasury instructions. Details recorded are the serial number, date, name of sender, amount and the initials of the officer who opened the mail.

2.2 *Registration*

All mail received is then registered into an excel spreadsheet noting the following:-

Who the correspondence is from
Which staff member is to attend to the correspondence
Date the correspondence is received
What the correspondence is about

The officer handling the mail delivers to the intended recipient. When the correspondence has been actioned or otherwise, it is placed in the filing tray for the records officer to note the file number required and place on the appropriate file.

No staff are permitted to remove records from a file other than the records officer.

2.3 *Classification and File Titling*

To ensure official records are adequately managed and retrievable, only the Records Officer is to carry out this duty. This will ensure that all records are classified and placed in appropriate files titled in accordance with the Keyword for Councils Thesaurus.

This will assist in the overall management of records from the time of creation through its active life to its final disposition in accordance with the General Disposal Authority for Local Government Records.

2.4 *Files and File Creation*

Only the Records Officer will create files, and carry out any filing duties. This will ensure a consistency with records being placed on the correct file.

New files are created when a new function, subject, activity, project, property or subdivision is commenced; or when an existing file becomes too large and a new volume is required.

Closed files are marked as closed by attaching a File Closed Form (this indicates that no further documentation is to be added to the volume, the date it was closed and whether a new volume was created).

2.5 *Electronic Records Management*

Staff are encouraged to generate and disseminate information in electronic formats to improve productivity and facilitate timely communication. Such electronic records form part of the Shire's records and will be subject to the same conditions as any other record.

Therefore; they must be managed and integrated into the Shire's Record Keeping System just as other records are.

An example of one of our electronic records is the Forward Plan for Plant Replacement, which is kept in an excel spreadsheet and updated on an annual basis. Hard copies are taken prior to any update and placed on the relevant file.

Tender documentation is created in a word document, with images attached. Being a rural shire, documentation such as tenders is generally emailed to prospective tenderers; as it is generally not convenient for them to view in person the trade plant/equipment. Hard copies are kept of all tender documentation and associated images when the tender has been awarded.

2.6 *Website Management*

The website is managed by Linking Councils and Communities (LCC) an initiative run by WALGA and staff email through any documentation they require to be loaded onto the website.

Minor changes to the website are carried out in house.

2.7 Metadata Management

Dependant on the topic being addressed, the officer responsible for creating the document puts key words in the identification line to enable easy retrieval of the document at a later time by any other staff member.

An easy example of this is the index for Ordinary Council Meetings, key words used in the identification line would be 'Index – Council Meeting (and date of the meeting)' this would ensure the document could be easily retrieved.

2.8 Systems Management

The following systems are currently in place:

Wages System – Administration Officer is responsible

Records Management System – Records Officer is responsible

Rates System – Senior Administration Officer is responsible

Financial Management System – Senior Administration Officer is responsible with support from an external contractor

All employees have their own login and password

Our server is protected by Symantec Endpoint virus software and this is monitored and updated by an external IT contractor.

2.9 Migration Strategy

The preservation of the Shire's electronic records or information when migrating to more up to date technology will comply with Public Records Policy No. 8.

Recognition that the majority of electronic records related to the Shire's business activities must be migrated every time there is a technology change.

The migration of the Shire's electronic records is undertaken by an external IT contractor and they are responsible for ensuring that a migration occurs successfully.

2.10 Legal Records

Legal Records include; Agreements, Contracts, Memorandum of Understanding, Legal Certificates, Deeds and Licenses. Legal records are considered vital records to the Shire for the period of the title, licence, agreements or contract and short period thereafter.

Therefore, the records must be protected to ensure they are not lost, modified or managed in any way.

To ensure protection of the original legal records they must be filed by the Records Officer and placed in the strongroom for safekeeping. A copy of the original legal record may be made for placement on the records file for reference purposes.

2.11 Policy and Committee Records

Policy and committee records (policies, procedures, minutes, agendas and attached papers) are important records of the Shire. They record the approval of recommended courses of action and the decision making process. They are essential for accountability and therefore must be retained.

Any decisions or recommendations for which the Shire may be held accountable are to be adequately documented to meet that accountability requirement, including oral decisions and commitments. Recommendations that are part of the decision making process and all options considered during the process must also be adequately documented, along with the decision maker's reasons for accepting or rejecting them.

Committee meeting minutes (Works Committee, Building/Recreation /Town Planning Committee, Management Review Committee, Audit Committee) become part of the Ordinary Council Meeting Minutes, which are formally approved by the Council at the next meeting. Unconfirmed minutes are kept on file and placed in the strongroom for safekeeping and confirmed sets of minutes are bound and kept in the strongroom.

Copies of all agendas are kept in the strongroom and the Council's Policy Manual and Register of Delegations.

2.12 Staff Records

Staff files are maintained by the Senior Administration Officer (SAO). All original records must be given to the SAO for normal processing, registration and attachment of official staff files.

Staff files are confidential and no duplicate copies are to be created. All staff files are to be kept in a lockable filing cabinet located in the strongroom.

Staff files are titled by the name of the person and filed in alphabetical order.

Staff files that have been closed are given to the records officer for retention pending destruction as per the General Disposal Authority for Local Government Records.

2.13 Financial Records

All financial and supporting records are retained for the terms as specified in the General Disposal Authority for Local Government Records.

2.14 *Records Storage*

All records must be stored in conditions that ensure that they are readily accessible and retrievable for the length of time they are retained.

- a) Records should be stored in conditions that take into account their physical characteristics, sensitivity, retention period and expected access rate.
- b) The physical environment should be clean and free from dust.
- c) Records should never be exposed to direct sunlight and should be kept away from other sources of direct light and heat as much as possible.
- d) The physical area must be free from insects and rodents.
- e) There should be minimal risk of damage from natural disasters such as fire, water and mould.
- f) It must provide adequate security to protect confidential or restricted information.

All official records must be stored in such a way as to minimise the potential for unauthorised access.

2.15 *Inactive Records Storage*

Records that are no longer required for day to day access that have been identified as having a specific temporary retention period (via the General Disposal Authority for Local Government Records) are to be removed from working office areas.

Those inactive records are to be stored in boxes to protect them from light and dust. Only approved boxes are to be used to store inactive records.

All files or groups of records placed into an approved storage box must be listed with a brief description of the subject matter; with at least one copy of the list placed in the box and one copy held electronically. Each file listed within a box must have an identified disposal date or be identified as a permanent record that is approved for permanent storage by the Records Officer. Disposal dates can be determined by the General Disposal Authority for Local Government Records.

The boxes should be clearly marked and identifiable from other boxes with the aid of box reference numbers and description of the contents.

All inactive storage boxes are stored off site at Lot 11 Railway Street, (ex bank building) in a secure location. Access to this storage area is restricted.

2.16 *Records of Continuing/Permanent Nature*

Records that have been identified as having permanent or continuing value are to be stored in conditions that satisfy minimum standards as provided by the State Records Office of Western Australia for permanent records storage.

Those records of a permanent nature will be transferred to the State Record Office of Western Australia for appropriate storage under controlled conditions.

2.17 Disposal of Records

Records may only be disposed on in accordance with disposal authorities that have been approved by the State Records Advisory Committee to comply with the *State Records Act 2000*.

A list of records due for destruction must be created by the Records Officer and approved by the Senior Administration Officer and Chief Executive Officer before any records are destroyed. A disposal list must contain a complete listing of all records that are proposed for destruction along with the respective disposal reference for each record.

Records must be destroyed adequately so that they may not be recreated in any form and confidentiality of the record must be maintained throughout the destruction process.

A copy of all disposal lists must be retained as a permanent record of those records that have been destroyed.

3. Freedom of Information

3.1 Disposal of Records with regard to the Freedom of Information Act 1992 (WA)

The Shire will not be contravening the terms of the *Freedom of Information Act 1992 (WA)* by destroying records according to the General Disposal Authority for Local Government Records.

The Chief Executive Officer is the Freedom of Information Coordinator for the Shire and all disposal lists are to be signed by the CEO before destruction. The CEO as the FOI coordinator will be aware of any outstanding action that may be required on the records.

3.2 Retention of Records for Freedom of Information Purposes

If an application made under the *Freedom of Information Act 1992 (WA)* has been received and is still being considered or is subject to internal or external review processes for which the time limits have not expired; the relevant records must be retained until the application has been finalised.

3.3 Access to Archived Records

Records archived under the terms of the *State Records Act 2000 (WA)* will be accessible for Freedom of Information purposes; subject to the terms of access contained within the *Freedom of Information Act 1992 (WA)*, Section 8(1) and any access restriction applied to the records as prescribed in the General Disposal Authority.

Staff Responsibilities for Record Keeping

1. Preamble

Individual staff members are responsible for observing the Shire's *Record Keeping Procedures* which have been prepared to enable the shire to comply with the *State Records Act 2000 (WA)*.

The following guidelines must be observed by all staff. If further explanation is required, please contact the Records Officer.

2. Shire of Koorda Records

A Shire record is a record created or captured in any kind of medium, which is required, under the Shire's Record Keeping Plan to be retained.

Shire records are those that relate in some way to the Shire's business. Examples of such records are records that:

- constitutes formal communication between staff, between staff and ratepayers, between staff and elected members;
- approves or authorise actions or expenditure;
- signifies changes in policy, or procedure or record policy or procedural development;
- contains an instruction or advice which will constitute a precedent;
- impacts upon other members of the community, residents and ratepayers.

3. Telephone Conversations

A conversation which may be used as evidence of an oral exchange, or which may result in an undertaking/agreement by you, as a staff member; on the Shire's behalf should be recorded. Examples of such transactions include:

- extension for a grant submission;
- request to hire a shire venue;
- request for an extension of time where documentation cannot be delivered within the specified timeframe.

4. Electronic Mail (email)

Email is simply an electronic medium for communication. Unless an email is of an ephemeral nature, a personal nature, or otherwise unconnected with Shire business; a copy must be printed out and kept on file.

5. Duplicate Records

If you receive multiple copies of a piece of shire correspondence which should otherwise be capture, you do not need to send the correspondence to file, or capture if electronically, unless you have made notes on your copy. Such notes may:

- record your approval of the proposition in the correspondence;
- record your non agreement with the proposition in the correspondence;

- provide information pertinent to the correspondence, addressed to the originator of the correspondence.

6. *Ephemeral Records*

Records of a very short term or only local value are defined as ephemeral records, these records contain information that is of little to no value to the Shire or anyone else, these may be simply email messages asking you to go to lunch, asking when a meeting is or a piece of advertising. These records may be destroyed in accordance with the General Disposal Authority for Local Government Records.

7. *Draft Documents*

A draft document should be retained on file, where it represents a version of a final document, which is significantly different from that final version. This allows for tracking of the evolution of an important record.

8. *Working Documents*

Working papers are to be retained on file when they document significant decision, reasons for decision, and action notes, or contain significant information which is not contained in the final document.

The destruction of working documents must be in accordance with the Shire's General Disposal Authority for Local Government Records.

9. *Facsimile Transmissions*

Documents transmitted via facsimile should be sent to filing.

10. *"Post It" Notes*

"Post It" notes must not be used for the writing of annotations, decisions, or actions that have long term value. Such stationery should only be used for conveying ephemeral information, which is not required to be retained for evidentiary purposes.

Notes that contain significant information are to be written directly onto the documents, or on separate A4 size paper that can be attached to the original document.

Where a "Post It" note has been used to record important information, it must be photocopied onto standard A4 size paper and placed on file.

ADMINISTRATIVE MATTERS

SEXUAL HARASSMENT

Policy No: A12 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That the CEO include in a Procedures Manual readily accessible to employees the Complaints and Grievance Procedure to be followed where allegations of sexual harassment arise.

PURPOSE

To ensure compliance with the provisions of the Equal Opportunity Act 1984 and minimise the vicarious liability of the local government.

COMPLEMENTARY LEGISLATION / AGENCIES

Local Government Act 1995 :-

“ **S. 5.40** The following principles apply to a local government in respect of its employees –

- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground”.

Equal Opportunity Act 1984 –

“Vicarious liability

S.161 (1) Subject to subsection (2), where an employee or agent of a person does, in connection with the employment of the employee or with the duties of the agent as an agent –

- (a) an act that would, if it were done by the person, be unlawful under this Act (whether or not the act done by the employee or agent is unlawful under this Act); or

- (b) an act that is unlawful under this act,

this Act applies in relation to that person as if that person had also done the act.

- (2) Subsection (1) does not apply in relation to an act of a kind referred to in paragraph (a) or (b) of that subsection done by an employee or agent of a person if it is established that the person took all reasonable steps to prevent the employee or agent from doing acts of the kind referred to in that paragraph.”

Commissioner of Equal Opportunity

Department of Equal Employment Opportunity

ADMINISTRATIVE MATTERS
MEDIA STATEMENTS / INTERVIEWS

Policy No: **A13** **Adopted 19.7.00**
 Amended: 15 June 2011 - 110611

File Reference: **ADM 0323**

POLICY STATEMENT

- (1) That only the President, or Deputy President when acting as President, and the CEO (When authorised by the President) subject to any constraint imposed by section 5.41(f) of the Act, be authorised to speak on behalf of the local government.
- (2) That the limitations expressed in Policy A4 (1) do not debar the CEO or senior employees from reporting Council decisions to the media (these being matters for the public domain anyway) and reasons if these are recorded in the minutes, nor from commenting on matters of law or practice within their area of expertise.
- (3) That the CEO, subject to the agreement of the President regularly presents articles for inclusion in the local media.

COMPLEMENTARY LEGISLATION

Local Government Act section 2.8 (1)(d) provides that the President speaks on behalf of the local government.

Section 2.9 provides that the Deputy President performs the functions of the President when authorised to do so under section 5.34.

Section 5.34 provides that if –

- (a) the office of President is vacant; or
- (b) the President is not available or is unable or unwilling to perform the functions of the President, then the Deputy President may perform the functions of the President.

Section 5.41 (f) provides that the CEO speaks on behalf of the local government if the President agrees.

SPECIAL NOTE

The interpretation of the words “speaks on behalf of” is critical. Under our interpretation, the CEO (unless the President agrees) and other employees are not expected to explain or justify Council decisions.

If the President agrees that the CEO should speak on behalf of the local government it would be good administrative practice for him or her to give the CEO a written advice

to this effect, which would be reported to the Council so that there are no misunderstandings.

ADMINISTRATIVE MATTERS

INSTRUMENTS OF DELEGATION

Policy No: **A14** **Adopted 19.7.00**
File Reference: **ADM 0323**

POLICY STATEMENT

1. That when powers and duties are delegated by the Council to a Committee, the Instrument of Delegation be executed under the Common Seal of the local government.
2. That when powers and duties are delegated by the Council to the Chief Executive Officer the Instrument of Delegation be signed by the President.

PURPOSE

To provide the manner in which delegations are to be executed having regard to sections 5.16 and 5.42 of the Local Government Act.

COMPLEMENTARY LEGISLATION

Local Government Act sections 5.16 and 5.42:-

When powers and duties are delegated by Council to Committees or to the Chief Executive Officer the delegation is “to be in writing and may be general or as otherwise provided in the instrument of delegation”.

SPECIAL NOTE

ADMINISTRATIVE MATTERS

POLICY CHANGE AND REVIEW

Policy No: **A15** **Adopted 19.7.00**
Amended:15 June 2011 -110611
Amended: 19 March 2013 -130314

File Reference: **ADM 0323**

POLICY STATEMENT

- (1) That policies of Council be fully reviewed in the March, following each October election year.
- (2) New policies or changes to existing policy be made only by notice of motion or as a specific agenda item.
- (3) All changes of policy be issued to Policy Manual holders for Manual update.

PURPOSE

To provide for the periodic review of policies and provide a process under which new policies and amendments will not be made ‘on the run’.

COMPLEMENTARY LEGISLATION

Some of the other related review times specified in the Act are:-

- Committees normally run for two years (s. 5.11 (2) (d)).
- The Code of Conduct is to be reviewed “Annually”
- Delegations are to be reviewed annually (s. 5.18 and s. 5.46 (2)).
- Fees and charges are to be reviewed annually as part of the budget process (F. Mgmt Reg 5).
- The Strategic Community Plan is to be reviewed at least once every four (4) years (s.5.56) Admin.Reg.19C (4)
- The corporate Business Plan is to be reviewed every year (s.56) Admin. Reg 19DA(4)

ADMINISTRATIVE MATTERS

REIMBURSE CONFERENCE/TRAINING/SEMINAR COSTS **OTHER THAN COUNCILLORS/STAFF**

Policy No: **A16**

Adopted 19 September 2007 43.1.2-2008
Amended 15 June 2011 -110611

File Reference: **ADM 0323**

POLICY STATEMENT

To ensure that policy guidance is adopted with regard the reimbursement of out of pocket expenses for persons attending council related functions as council representatives.

PURPOSE

Council will:-

1. reimburse persons attending conferences/training/seminars on behalf of Council;
2. reimburse claims for out of pocket expenses for meals and accommodation to an amount in line with that paid by Council for Councillors and staff attending similar conferences/training/seminars.

(Whatever venue council generally utilises costs being reimbursed to the extent that would be incurred at that facility)

COMPLEMENTARY LEGISLATION

SPECIAL NOTE

ADMINISTRATIVE MATTERS

CEO PERFORMANCE REVIEW

Policy No: A21 **Adopted 19.7.00**
Amended :15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

1. That the performance of the CEO be reviewed in July each year using the performance criteria determined by Council and the CEO and subject to agreement between the parties on an annual basis.
2. That part of the ordinary Council meeting prior to a review in June be closed to enable all councillors to have input into the review of the CEO's performance.
3. That the performance review be carried out by the Management Review Committee in a closed meeting with the CEO or as agreed by Council and CEO
4. That a review of delegations from Council to the CEO be part of the review process.
5. That a record of proceedings be prepared by the CEO and when confirmed by the Management Review Committee, be provided to all Council members on a confidential basis.

PURPOSE

To establish an effective process for the conduct of the CEO performance review.

COMPLEMENTARY LEGISLATION / GUIDANCE NOTES

Local Government Act –

S.5.38 : The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

S.5.46 (2) : At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

Note (1) A variation of this policy is to have each Council member complete the Performance Criteria form in the Appendix and provide all forms to a consultant to collate the group assessment. The group assessment can then be discussed with the CEO during the Performance Review and this together with Councillor comments arising during the closed council meeting can be used to identify both strengths and weaknesses in the CEO's performance. The CEO may also complete a form by way of self-assessment.

(2) There is a useful article titled "Evaluating The Performance of the Chief Executive Officer" in the Councillor's Manual.

Note: May need to amend due to Act amendments

ADMINISTRATIVE MATTERS

PUBLIC QUESTION TIME

Policy No: A22 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt the following guidelines for the use of persons presiding at Council and committee meetings for the conduct of Question Time –

- (a) Members of the public to be given a warm and friendly welcome.
- (b) If a member of the public asks, they may ask a question on an item on the agenda, or submit a written question.
- (c) Answers to questions are to be kept brief and businesslike and where a questioner seeks to protract discussion, discretion to be used by the person presiding.
- (d) Questions may be taken on notice for later response.
- (e) If (d) applies, the questioner, if unknown, is to be asked to provide his / her name and means of contact on a piece of paper to the CEO.
- (f) Any answers supplied between meetings under (c) are to be reported in the agenda of the next meeting of the Council or committee as the case requires.

PURPOSE

To facilitate compliance with the spirit and letter of the law.

COMPLEMENTARY LEGISLATION

Local Government Act section 5.24 –

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at -
 - (a) every ordinary meeting of a council; and
 - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

Local Government (Admin) Regulations 5,6,7 (Extract from Practice Notes) –
“Question Time For The Public

Time is to be allocated for questions to be raised by members of the public and responded to at –

- every ordinary meeting of a council;
and
- at every special meeting of a council;
- at every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time

The minimum time to be allocated for the asking of and responding to questions raised by members of the public at meetings referred to above is 15 minutes.

Once all the questions have been asked and responded to, nothing in the regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures For Question Time

Procedures for the asking of and responding to questions raised by members of the public are to be determined –

- by the person presiding at the meeting; or
- in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,

having regard to the next two following requirements.

The time allocated to the asking of and responding to questions raised by members of the public at a meeting is to precede the discussion of any matter that requires a decision to be made by the council or the committee.

Each member of the public who wishes to ask a question is to be given an equal and fair opportunity to ask the question and receive a response.

Nothing in the paragraph above requires –

- a council to answer a question that does not relate to a matter affecting the local government;
- a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- a committee to answer a question that does not relate to a function of the committee.”

ADMINISTRATIVE MATTERS

EXECUTIVE FUNCTION TESTS

Policy No: **A23** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

When any new service or facility is proposed, the CEO or a senior employee proposing the service or facility is to report sufficient information to enable Council to make an informed decision in exercising its discretions under Section 3.18 (3) and where a proposal might be challenged under one or more of the provisions of this section, the CEO be authorised to invite by public notice, submissions from the community.

PURPOSE

To ensure new services are not introduced which are adequately provided by others.

COMPLEMENTARY LEGISLATION

Local Government Act section 3.18 (3) –

- (3) A Local Government is to satisfy itself that services and facilities that it provides -
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - (c) are managed efficiently and effectively.

SPECIAL NOTE

ADMINISTRATIVE MATTERS

ELECTORS MEETING DATE

Policy No: **A24**

Adopted 19.7.00

Amended:15 June 2011 -110611

File Reference: **ADM 0323**

POLICY STATEMENT

The Annual Electors Meeting shall be held as early as possible each year, preferably in October or November if Council's Annual Financial Statements have been audited and the Annual Report received by Council.

Council's Auditors are to be encouraged to carry out the annual Audit as soon as possible after the annual accounts are completed preferably audited in September to enable an early meeting to be convened.

PURPOSE

To hold the electors' meeting when events of the past year are fresh in peoples' minds.

ADMINISTRATIVE MATTERS

PROCEDURE AT ELECTORS MEETINGS

Policy No: **A25** **Adopted: 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

That Council adopt the following guidelines for use at the discretion of the person presiding at electors' meetings –

- (1) Electors only may speak with approval of the person presiding.
- (2) Only an elector may vote.
- (3) An elector does not have to vote.
- (4) When addressing the meeting, a person is to
 - (a) rise and remain standing unless unable to do so by reason of sickness or disability;
 - (b) state his or her name for recording in the minutes;
 - (c) address the meeting through the person presiding.
- (5) No motion or amendment is open to debate until it has been seconded. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received; but any number of amendments may be proposed.
- (6) The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
- (7) An elector may rise and move without discussion, “that the question be now put”, which, on being duly seconded and carried by a majority, will result in submission of the motion at once to the meeting, after the mover has replied.
- (8) Each elector has one vote.
- (9) Voting is determined by show of hands or other form of open voting determined by the person presiding.
- (10) A simple majority carries the vote.
- (11) The person presiding is to determine questions of order and procedure not stated above but an elector may move a motion of dissent from a ruling of the person presiding, which if seconded, shall be put without discussion.
- (12) Minutes of this meeting will be available for inspection by members of the public, ten business days after the Meeting and will be considered by the Council at their next Ordinary Council Meeting.
- (13) The decisions of this meeting are not binding on the Council, but as required by the Local Government Act, the reasons for any Council decision on a decision of this meeting are to be recorded in the minutes of the council meeting.

PURPOSE

To have a simple set of procedures that can be handed out to electors should the number present warrant this.

COMPLEMENTARY LEGISLATION

Local Government (Administration) Regulation 18 –

Subject to regulations 15 and 17, the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

ADMINISTRATIVE MATTERS

LOCAL GOVERNMENT ELECTIONS

Policy No: **A26** **Adopted: 18 July 2007** ***11.1.2-2008***

File Reference: **ADM 0323**

POLICY STATEMENT

To clarify whether Council conducts voting in person elections or utilises the services of the Electoral Commission.

PURPOSE

That Council conduct voting In Person Elections for all Local Government Elections.

COMPLEMENTARY LEGISLATION

Local Government Act 1995 – Section 4.61
Local Government (Elections) Regulations 1997

ADMINISTRATIVE MATTERS

STREET APPEALS

Policy No: **A31** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

- (1) Council Grant permission to Torch Bearers for a legacy in Western Australia incorporated to hold one fund raising street appeal in Koorda annually generally in conjunction with their metropolitan appeal.
- (2) That subject to statement (1) above, the Chief Executive Officer determine all applications for street appeals.

PURPOSE

To facilitate the occurrence of street appeals on the assumption they will occur on an infrequent basis.

ADMINISTRATIVE MATTERS

APPROVAL TO THE USE AND SALE OF LIQUOR

Policy No: **A32** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

That the CEO approve applications for the

- sale of liquor under an occasional permit on local government premises; or the
- consumption of liquor on local government property,

unless, in the opinion of the CEO, there may be grounds to refuse an application, in which event the application is to be referred to Council for determination.

PURPOSE

To enable the CEO to satisfy compliance requirements under the Liquor Licensing Act without constant referral to Council.

COMPLEMENTARY LEGISLATION

Liquor Control Act 1988 –

- S.59(1) An occasional licence authorises the licensee to sell, or supply or consume, liquor –
- (a) at such times, and on such occasion or during such period not exceeding 3 weeks, as may be specified;
 - (b) at such places, and within such designated area, as may be specified; and
 - (c) subject to such terms or conditions as may be specified.

(2) An occasional licence shall not be granted

(a)

(b) unless the applicant, if so required, satisfies the Director –

(i)

(ii) that the consent of the occupier or of the person or authority having control of the premises where the sale, supply or consumption of liquor will take place has been obtained.

(3)–(6)

119(1) A person who consumes liquor in any place or on any premises, including any park or reserve, without the consent of the occupier, or of the person or authority having control, of that place or those premises commits an offence.

Penalty: \$2,000.

(2)-(12)

Office of Racing, Gaming and Liquor

ADMINISTRATIVE MATTERS

TEMPORARY CLOSURE OF STREETS FOR STREET PARTIES AND EVENTS ON ROADS

Policy No: **A33** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

That The CEO approve the temporary closure of streets for processions or other events on roads, at his discretion, subject to –

- an alternative route being available to traffic;
- the public is not greatly inconvenienced;
- an applicant obtaining all required approvals, eg. Police Department.

COMPLEMENTARY LEGISLATION

Road Traffic (Events on Roads) Regulations 1991.

CAR RALLIES

Policy No: **A34** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

The Chief Executive Officer has delegated authority to authorise the conduct of car rallies within the Shire, subject to the organisation involved receiving approval from other various departments, i.e. Police Department, Department of Conservation and Land Management, etc.

ADMINISTRATIVE MATTERS

PERMIT VEHICLE APPROVALS

Policy No: A35 **Adopted 19.7.00**
File Reference: ADM 0323 **Amended :15 June 2011 -110611**

POLICY STATEMENT

That the CEO approve the issue by MRWA of extra mass, B Double and road train (long vehicle) permits on non-designated routes, subject to low usage and consultation with the Works Supervisor as to suitability of the roads in the case of B double and road trains units.

PURPOSE

To facilitate the issue of permits by MRWA where circumstances allow.

COMPLEMENTARY LEGISLATION / GUIDANCE NOTES

The Commissioner of Main Roads issues permits under the Vehicle Standards Regulations 1977, in consultation with local governments.

Lists of roads (designated roads) have been prepared on which each of the following vehicle types may be used:-

	Vehicle Type
Road Train	A.2-2-3 T.2-3
Rigid Truck and Dog Trailer	R.2-2 T.2-3
B Doubles	A.2-2-3-3

The following general endorsements apply to permits issued by Main Roads WA –

“Current Conditions to include:

1. The road network detailed on this list has been agreed to by the Local Government Authority concerned.
2. Operators wishing to use roads other than those detailed in this endorsement must contact the Local Government Authority for written agreement and forward the agreement to Road Transport Section for endorsement on permit.
3. Local Government conditions will vary according to the road network topography, traffic use and weather conditions.
4. General conditions of operation on Local Authority roads are -
 - (a) Gravel roads are affected by rain. Operators must contact the Local Authority for advice if heavy rain has fallen in the area.
 - (b) School Bus - School buses operate on most Local Authority roads. Operators must show all courtesy to school buses and local traffic.
 - (c) Speed - Speed limit for permit vehicles is:
 - (i) as conditions dictate, maximum sealed road 80kph; unsealed road 70kph.
 - (ii) built up areas 50kph or 10kph under zone limit whichever is the lesser or as conditions dictate.
 - (iii) Council may review operation and add or remove roads from approved list, subject to Commissioner of Main Roads discretion.”
 - (d) Other conditions as determined appropriate by the Chief Executive Officer, Works Supervisor or Works Committee.
5. The Commissioner for Main Roads WA issues vehicle permits and a copy of your current Main Roads WA permit must be forwarded to this Local Authority.
6. If the permit vehicle is to operate on roads under Main Roads WA control (designated routes), of which there is a standard road train map available, the operator still applies for a permit from Main Roads WA.
7. If the permit vehicle is to operate on roads under local authority control (non designated routes), the operator must apply to the local authority first to operate on these roads.
- 7a. Council reserves the right to withdraw approval at all times.
8. The applicant must send a copy of the local authority’s approval to operate a road train on non-designated routes to Main Roads WA along with his application for a permit.

9. 'Letter of Approval' are only valid for twelve (12) months only and expire 30 September each year.
10. However, if the local authority does approve of certain roads being used, Main Roads WA may still not issue a permit for use on those roads.
11. Permit vehicle operators must only use roads specifically allowed on the Main Roads WA Permit.
12. If it is intended to cart more than three thousand (3,000) tonnes from any specific location, Council would require prior advice.
13. If in Councils opinion damage may result to a road, due to its use by permit vehicle, Council will cancel any approval(s) given.
14. School Bus Routes- Permit vehicles to slow and allow all school buses right of way with regard road use during school bus pick up/return times (usually 7.00am-9.00am and 3.00pm to 5.00pm, Monday to Friday).
15. As road conditions vary from time to time, drive in accordance with prevailing conditions, with regard road surface, sight distance, corner alignment, weather and traffic types.
16. Main Roads WA will not issue a permit for local authority roads without the prior approval of the local authority.
17. Main Roads WA checks and approves of the vehicle configurations, and mechanical requirements.

*Note: Operators must ensure that any of the **Schedule 1** roads they wish to travel on are Main Roads endorsed – that is, Main Roads Authority to have them added to your permit, is a requirement.*

*All Routes are subject to Main Roads assessment and approval – that is whilst the Shire may open the road to permit vehicles, Main Roads may **NOT** endorse a particular road.*

Operators using Shire roads without appropriate endorsement to their Main Roads WA Permit, are acting illegally and can be subject to suspension of their permit and substantial fines.

ADMINISTRATIVE MATTERS

DOG CONTROL

AUTHORISATIONS UNDER THE DOG ACT 1976

Policy No: **A36** **Adopted 19.7.00**
Amended:15 June 2011 – 110611
Reviewed/Updated 20 March 2013 080313
Reviewed/Updated 18 March 2015 130315
Reviewed/Updated 21 March 2018 050318

File Reference: **ADM 0323**

POLICY STATEMENT

- (1) That CEO, Deputy Chief Executive Officer/Manager of Finance and Administration, and the Ranger contracted by the Shire of Koorda be authorised to exercise any power conferred on an authorised person by section 29(1) of the Dog Act 1976.
- (2) That the CEO, Deputy Chief Executive Officer/Manager of Finance and Administration, and the Ranger contracted by the Shire of Koorda be authorised to take enforcement proceedings under section 44(2) of the Dog Act 1976, including the retaining of legal advice if considered desirable by the CEO.

PURPOSE

To put in place authorisations under the Dog Act so that the Dog Control function can be effectively managed.

COMPLEMENTARY LEGISLATION / AGENCIES

Dog Act S 29 –

- (1) a person authorised for the purpose by the council, may exercise any power conferred on an authorised person by this section.

He can –

- (3) seize and detain dogs in breach of written law;
- (5a) detain a dog which has bitten somebody under warrant issued by a JP pending the determination of an application for an order for the destruction of the dog;
- (10) cause a dog to be destroyed where unclaimed;

- (12) cause a dog to be destroyed upon the written authority of a registered vet or health surveyor;
- (13) cause a dangerous or evasive dog which cannot be captured to be destroyed.

S44(2) –

“Any proceedings under this Act, whether civil or penal, may be taken –

- (a) by an officer of the council authorised in that behalf by the council, in the name of the council

Local Government Department.

Barkline, c/- RSPCA.

ADMINISTRATIVE MATTERS

CEO TO ENFORCE ACT

Policy No: A39 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That the CEO be appointed in writing to be authorised for the purpose of performing all the functions contained in Division 2 (Enforcement and legal proceedings) of Part 9 of the Local Government Act 1995 except the issue of infringement notices.

PURPOSE

To enable the powers in Division 2 of Part 9 of the Act to be given effect.

COMPLEMENTARY LEGISLATION

LGA section 9.10 –

“Appointment of authorised persons

- 9.10 (1) The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.
- (2) The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.”

The particular functions are:-

- 9.11 to demand an offender’s name and place of residence and arrest a person who fails to comply, examine a vehicle involved in a suspected offence and ask the person in charge the person’s name and address, the name and address of the owner and whether the vehicle is licensed.
- 9.13(1) to give notice shifting the onus of proof onto the owner (of a motor vehicle).
- 9.16 to issue infringement notices for an alleged offence against a regulation or local law. (Note excluded so as not to conflict with an authorisation under ss9.17, 9.19 and 9.20)
- 9.17 to receive payment of the modified penalty under an infringement notice. Such person/s cannot be the one who issued the infringement notice.
- 9.19 to extend the time of payment of a modified penalty. Such person/s cannot be the one who issued the infringement notice.
- 9.20 to withdraw an infringement notice. Such person/s cannot be the one who issued the infringement notice.

ADMINISTRATIVE MATTERS

EXERCISING POWERS UNDER PART 3

Policy No: A40 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That the CEO be appointed an authorised person for the purpose of exercising the following powers under Part 3 of the Act.

PURPOSE

To put in place appropriate authorisations to ensure that powers contained in Part 3 of the Act can be exercised promptly as occasion requires.

COMPLEMENTARY LEGISLATION

The powers concerned are identified below –

(1) **“Part 3 – Div 3, Subdivision 2 – Certain Provisions about Land**

S3.24 The powers given to a local government by this subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

The powers concerned deal with:

1. the giving of notices under section 3.25 to owners/occupiers requiring them to do certain things on their land e.g. to make safe a tree on the land that endangers any person or thing on adjoining land;
2. doing things under section 3.27 on private land that is not Local Government property e.g. taking gravel for road works.

(2) **Part 3 – Div 3, Subdivision 3 – Powers of Entry**

Exercise powers of entry, where entry is required to perform a function under the Act, other than under a local law.

(3) **Part 3 – Div 3, Subdivision 4 – Impounding Goods involved in Certain Contraventions (s.3.39(1))**

Remove and impound any goods involved in a contravention that can lead to impounding.

ADMINISTRATIVE MATTERS

KOORDA CORN DOLLY EMBLEM – PERMISSION TO USE

Policy No: A41 **Adopted:** 15.8.2001

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt as Policy, the use of the Koorda Corn Dolly emblem by local sporting Clubs and organisations as a promotional and recognition symbol conditional upon it not being altered in any way and that further, that the electronic disc held by Council be used as a template.

PURPOSE

COMPLEMENTARY LEGISLATION

ADMINISTRATIVE MATTERS

CONFERENCE SEMINAR AND FORUM ATTENDANCE

Policy No: A42 **Adopted:** 15 June 2011-110611
Amended: 19 March -130314

File Reference: ADM 0323

POLICY STATEMENT

Councillors be encouraged to attend relevant conferences, seminars and forums ie Local Government week (Shire President and deputy are delegates).etc (Women in Local Government).

Shire President or Deputy President, if possible attends any open session of the Annual LGMA Conference.

Endorsement to be sought from Council before attendance to ensure budget funding and fair attendance to all Councillors.

Staff be encouraged to attend relevant conferences, seminars and forums. i.e. CEO to attend Local Government Week, Annual Roads Conference, Annual LGMA Conference etc.

Other staff – attendance at conferences as agreed to by CEO.

Approval to be sought from the Chief Executive Officer to ensure budget funding, relevance and fair attendance of staff.

PURPOSE

To encourage professional training and knowledge, expand networks of information and contacts

ADMINISTRATIVE MATTERS

PLANT, EQUIPMENT AND VEHICLE PURCHASES

Policy No: A43

Adopted: 15 June 2011-110611

File Reference: ADM 0323

POLICY STATEMENT

That shire plant, equipment and vehicles be changed over at the most advantageous time; without specific hours or kilometres determining the time. Providing quotations are obtained and if below the tender threshold, in line with budget parameters (Unless prior Council approval is obtained)

POLICY OBJECTIVE

To ensure the most cost efficient flexibility and purchasing practices are utilised as well a advantage taken of favourable available discounts.

ADMINISTRATIVE MATTERS

IT EQUIPMENT INCLUDING TABLETS, SMART PHONES AND COMPUTERS

Policy No: A44

Adopted: 16 October 2013- 041013

File Reference: ADM 0319

POLICY STATEMENT

That computer equipment is to be provided to enable works to be completed and regularly updated to ensure that downtime due to system failure is kept at a minimum. The administration of the Shire of Koorda is dependent on information technology for records keeping and information access, therefore, it is essential that the equipment is maintained.

That consideration be given for all IT/Computer Equipment including Tablets and Smart phones to be replaced after 3-4 years to ensure stability of equipment.

Equipment may be used for lesser roles providing that no information of value is stored on the hard drive / memory of the item as it will be lost in the event of a system failure.

Equipment provided:

Computers:

All administration staff are to be provided with access to a computer and access to the Council Server for works to be completed or at required workstations, i.e. library, server, Council Chambers, etc. Laptops computers will be considered for the following staff if requested:

- Chief Executive Officer
- Deputy Chief Executive Officer/Manager of Finance and Administration
- Works Supervisor
- Environmental Health Officer
- Natural Resources Management Officer.

Smart Phones:

Smart Phones will be provided to the following staff for work use:

- Chief Executive Officer
- Deputy Chief Executive Officer/Manager of Finance and Administration
- Works Manager
- Environmental Health Officer
- Natural Resources Management Officer

Mobile or Smart Phones may be considered for other staff if deemed necessary by the CEO for a period of time.

Tablets:

Tablets will be provided to the following for work use:

Councillors
Chief Executive Officer
Deputy Chief Executive Officer/Manager of Finance and
Administration
Works Manager

Replacement of Equipment:

Consideration is to be given for all IT/Computer Equipment including Tablets and Smart phones to be replaced after 3-4 years to ensure stability of equipment.

Equipment may be used for longer periods providing that no information of value is stored on the hard drive / memory of the item as it will be lost in the event of a system failure. If the item is still being used, a replacement item will be purchased only when the item fails.

Disposal of Equipment:

Computers:

Computers that are still functioning can be used in areas where it can be used, but not essential, ie depot, spare system, etc.

Computers that are no longer working must be disposed of properly ensuring that data stored on the hard drive is not able to be accessed.

Computers that are still working, but surplus to shire needs can be disposed of through normal disposal procedures.

Smart Phones

Smart phones are likely to be replaced only when unserviceable, therefore disposal is to be through a method to ensure that all data contained on the phone is not accessible to the general public.

Tablets:

Councillors / Staff - on finishing their term of office/employment, Councillors/Staff will be given the opportunity to purchase their tablets providing the following conditions are adhered to:

All shire data is to be removed;
All access to Shire emails, networks, and data storage such as DropBox or Icloud is removed;
All other Shire related material is removed from the tablet;
Purchased on the basis of the following:

1 year old	66% purchase price or market value (highest value chosen)
2 years old	33% purchase price or market value (highest value chosen)
3 years old	market value

Tablets that are still working but not purchased by the user are to be either passed on to another Councillor or staff member for use or disposed of through normal disposal procedures.

POLICY OBJECTIVE

To ensure renewal of IT service to minimalism downtime of faulty equipment, ensure asset renewal and provide a means of disposal of IT equipment.

ADMINISTRATIVE MATTERS

E-MAIL USE

Policy No: A45 Adopted: 16 October 2013 - 151013

File Reference: ADM 0319

POLICY STATEMENT

The use of electronic mail as a medium for communication continues to grow in importance. There is a legal responsibility upon any business organisation to inform its employees on the guidelines for using this communication tool.

This document details the e-mail (electronic mail) policy for the Shire of Koorda. It sets out guidelines for e-mail usage by all Shire employees and elected representatives. It clearly identifies those areas where commonsense is required (e.g., personal e-mails in the case of a family emergency), as well as those areas where there is no leeway, (e.g. pornography).

Overview

The Shire of Koorda's e-mail system is a corporate resource and is to be used for corporate business as a vehicle for business-to-business and business to customer transactions. It should be viewed in a similar manner to the Shire's telephone system in that personal usage should be kept to an absolute minimum. For example, if all exchange lines were in use for personal business, the Shire would not be able to function. The following policies are to ensure that the Shire's e-mail system is used almost exclusively for Shire of Koorda business. To this end, all e-mails sent or received by a Shire employee are the property of the Shire. There is no concept in the Shire of Koorda e-mail system of "personal" e-mails.

Conditions of Use

- 1. All e-mails sent or received via the Shire of Koorda e-mail system are the property of the Shire of Koorda.**
- 2. Employees may give their Shire of Koorda e-mail address to people and organisations that are business partners of the Shire.**
- 3. Employees should be careful about distributing their Shire of Koorda e-mail address to friends, relatives or personal associates.**
- 4. All employees must ensure that the latest update of the Shire's anti-virus software is running on their PC. No attachment can be opened unless the latest version is installed and operational.**
- 5. The transmission and receipt of personal e-mail messages should be kept to a minimum. This is especially the case with attachments that can congest the network.**
- 6. No employee may send or distribute questionable e-mails containing expletives or pornography.**

- 7. No employee may send or distribute e-mail containing derogatory, inflammatory, racially offensive, discriminatory or libellous information about any other person or organisation.**
- 8. No Shire of Koorda employee may conduct business (whether personal or professional) via the Shire's e-mail system other than legitimate Shire of Koorda business.**
- 9. Any Shire of Koorda employee receiving questionable material (as described in conditions 6 and 7) should immediately delete all such material and all local copies.**
- 10. Employees personal equipment (smart phones, tablets) are not to receive Shire emails unless authorised by the CEO.**

Monitoring e-mails

The Shire does reserves the right to monitor all e-mail messages. Therefore, there is an expectation that the Shire's employees will act professionally and use its electronic resources responsibly.

Consequences of Abuse of this Policy

Any Shire of Koorda employee found to be acting in contravention of the above policies will be warned by the appropriate manager and asked not to re-offend. Employees who continue to disregard the above policies may face dismissal if the offence is considered to be of a serious nature. Note that any offence associated with pornography (condition 6) or libellous behaviour (condition 7) will be automatically classified as being of a serious nature and may result in immediate dismissal.

POLICY OBJECTIVE

- 1. To make all employees aware of the Shire of Koorda's e-mail policy.**
- 2. To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire.**
- 3. To ensure that all the Shire's business e-mails are preserved and shared as corporate knowledge.**

ADMINISTRATIVE MATTERS

INTERNET AND WI-FI/LAN USE

Policy No: A46

Adopted: 16 October 2013- 051013

File Reference: ADM 0319

POLICY STATEMENT

All IT Equipment including PC's Laptops, Tablets and Smart Phones within the Shire of Koorda network have the ability to access the Internet and Wi-Fi (Wireless Connection) or LAN (Local Area Connection). There is a legal responsibility upon any business organisation to inform its employees on the guidelines for using this information and communication tool.

This document details the Internet usage policy for the Shire of Koorda. It sets out the conditions of use to be followed by all Shire employees. It clearly identifies those areas where commonsense is required (e.g., personal usage at lunchtime or after hours), as well as those areas where there is no leeway, (e.g. pornography).

Overview

The Shire of Koorda's Internet connection is a corporate resource and is to be used primarily for corporate business. It should be viewed in a similar manner to the Shire's e-mail system in that personal usage should be kept to an absolute minimum. The following conditions of use are to ensure that the Shire's Internet connection is used almost exclusively for Shire of Koorda's business.

Monitoring Internet Traffic

The Shire of Koorda reserves the right to monitor and record all Internet traffic. Therefore no employee should have any expectation of privacy as to his or her Internet usage. There is an expectation that the Shire employees will act professionally and use its electronic resources responsibly.

Conditions of Use

- 1. All Shire of Koorda policies relating to employee conduct apply to Internet, Wifi and LAN usage. This includes especially (but not exclusively) those that deal with intellectual property protection, privacy, sexual or racial harassment, information security and confidentiality. These are detailed in the following conditions.**
 - 1.1. Any software or files downloaded via the Internet into the Shire network become the property of the Shire. No employee may use Shire facilities to download or distribute pirated software or data.**
 - 1.2. All employees will accept that there is no expectation of privacy with Internet usage. Management reserves the right to monitor and record**

each World Wide Web site visit, each chat or newsgroup message and each file transfer.

- 1.3. The display or distribution of any sexually explicit or racially discriminatory information is a violation of the Shire policies. Any such illegal activity is grounds for immediate dismissal.
 - 1.4. Any file that is downloaded must be scanned for viruses before it is run or accessed.
 - 1.5. The Internet is not a secure communications medium. Any employee who obtains from the Shire a password or ID for an Internet resource must keep that password confidential. Similarly any files containing sensitive Shire of Koorda data that are transferred in any way must be encrypted.
 - 1.6. Files retained in the Shire of Koorda server are the property of the Shire of Koorda and may be monitored and viewed.
 - 1.7. No employees private equipment is to be connected to the Shire of Koorda WiFi or LAN services.
2. Employees may use the Internet for minimal non-business research or browsing during lunchtime or after hours provided all other conditions are followed.

Consequences of Abuse of this Policy

Any Shire of Koorda employee found to be acting in contravention of this policy will be warned or be limited to restricted access and asked not to re-offend by the appropriate manager or in serious matters, dismissed immediately. Employees who continue to disregard the policy may face dismissal if the offence is considered to be of a serious nature. (NB: any offence associated with pornography or libellous behaviour will be automatically classified as being of a serious nature).

POLICY OBJECTIVE

1. To make all employees aware of the Shire of Koorda's policy on Internet, WiFi and LAN usage.
2. To ensure that the Shire's investment in computer networks and services is used in the most productive manner to the greatest possible benefit of the Shire.

ADMINISTRATIVE MATTERS

MEETING ATTENDANCE - CEO MATTERS

Policy No: A47 Adopted: 20 November 2013-041113

File Reference: ADM 0319

POLICY STATEMENT

When Council is considering matters regarding the Chief Executive Officers employment, contract, performance, or other matters in relation to the Chief Executive Officer, all staff are to be requested to leave the meeting.

POLICY OBJECTIVE

- 1. To ensure that Council can speak freely without concern of comments made possibly weakening the position of the Chief Executive Officer on front of the staff; and**
- 2. To ensure that staff are not put into a position where they may be coerced or accidentally give details of the conversations of the Council Members.**

ADMINISTRATIVE MATTERS

SOCIAL MEDIA POLICY

Policy No: A48

Adopted: 21 May 2014

File Reference: ADM 0

POLICY STATEMENT

Social media such as Twitter, Facebook, Google+, YouTube and blogging represent a growing form of communication for not-for-profit organisations, allowing them to engage their members and the wider public more easily than ever before.

It is also an area in which rules and boundaries are constantly being tested. This policy acts in conjunction with the Shire of Koorda's Email & Internet and WiFi/Lan Use Policies in order to maximise our social media reach while protecting our public reputation.

Purpose

The Shire of Koorda may choose to engage in social media such as:

- Twitter
- Facebook
- Google+
- WordPress/Blogger
- YouTube/Vimeo
- iTunes/Podcasting

The Shire of Koorda seeks to encourage information and link-sharing amongst its members and staff, and seeks to utilise the expertise of its employees in generating appropriate social media content.

Social media posts should be in keeping with the image that the Shire of Koorda wishes to present to the public, and posts made through its social media channels should not damage the organisation's reputation in any way.

Due to the fast-moving nature of social media and the constant development of new social media programs, it is important that this policy and its procedures be reviewed at regular intervals.

Policy Objective

The Shire of Koorda social media use shall be consistent with the following;

- **Integrity:** The Shire of Koorda will not knowingly post incorrect, defamatory or misleading information about its own work, the work of other organisations, or individuals. In addition, it will post in accordance with the organisation's Copyright and Privacy policies.
- **Professionalism:** The Shire of Koorda social media represents the organisation as a whole and should seek to maintain a professional and uniform tone. Staff may, from time to time and as appropriate, post on behalf of the Shire of Koorda using its online profiles, but the impression should remain one of a singular organisation rather than a group of individuals.

- **Information Sharing:** The Shire of Koorda encourages the sharing and reposting of online information that is relevant, appropriate to its aims, and of interest to the community.

The Shire of Koorda should seek to grow its social media base and use this to engage with the community, whilst maintaining a professional balance which avoids placing the organisation's reputation at risk.

social media Procedures

Procedures number	SM1404/2	Version	2
Drafted by	Kim Storer	Approved by Chair on	14 th May 2014
Responsible person	Kim Storer	Scheduled review date	15 th May 2015

Responsibilities

The Board shall nominate a Communications Officer to co-ordinate the Koorda Community Resource Centre's social media management.

The Communications Officer will oversee expansion of social media and help to develop the Social Media Strategy in line with the organisation's Media Relations Policy.

Staff and volunteers may, from time to time and where appropriate, post on behalf of the Koorda Community Resource Centre using the organisation's online social media profiles. This is to be done only with the express knowledge and authorisation of the Communications Officer.

The Communications Officer has ultimate responsibility for:

- Ensuring that all posts are in keeping with the Koorda Community Resource Centre's core Social Media Policy.
- Ensuring appropriate and timely action is taken to correct or remove inappropriate posts (including defamatory and/or illegal content) and in minimising the risk of a repeat incident.
- Ensuring that appropriate and timely action is taken in repairing relations with any persons or organisations offended by an inappropriate post.
- Moderating and monitoring public response to social media, such as blog comments and Facebook replies, to ensure that trolling and spamming does not occur, to remove offensive or inappropriate replies, or caution offensive posters, and to reply to any further requests for information generated by the post topic.

It is important to maintain the balance between encouraging discussion and information sharing, and maintaining a professional and appropriate online presence.

Delegation

Social media is often a 24/7 occupation; as such, such responsibilities as outlined above may be delegated by the Communications Officer to another appropriate staff member/volunteer.

Processes

Posting to social media

Before social media posts are made, volunteers and staff should ask themselves the following questions:

- Is the information I am posting, or reposting, likely to be of interest to the Koorda Community Resource Centre's members and stakeholders?
- Is the information in keeping with the interests of the organisation and its constituted aims?
- Could the post be construed as an attack on another individual, organisation or project?
- Would Koorda Community Resource Centre's donors be happy to read the post?
- If there is a link attached to the post, does the link work, and have I read the information it links to and judged it to be an appropriate source?
- If reposting information, is the original poster an individual or organisation that the Koorda Community Resource Centre would be happy to associate itself with?
- Are the tone and the content of the post in keeping with other posts made by the Koorda Community Resource Centre? Does it maintain the organisation's overall tone?

If you are at all uncertain about whether the post is suitable, do not post it until you have discussed it with the Communications Officer. A few moments spent checking can save the organisation big problems in the future.

Damage limitation

In the event of a damaging or misleading post being made, the Communications Officer should be notified as soon as possible, and the following actions should occur:

- The offending post should be removed.
- Where necessary an apology should be issued, either publicly or to the individual or organisation involved.
- The origin of the offending post should be explored and steps taken to prevent a similar incident occurring in the future.

If the mistake seems set to grow, or to cause significant damage to the organisation's reputation, revert to the Media Relations Policy and the Our Community helpsheet: [What to do in a Media Crisis](#).

Moderating social media

The reputation of the Koorda Community Resource Centre is first and foremost, and this involves maintaining a safe and friendly environment for its members.

From time to time social media forums may be hijacked by trolls or spammers, or attract people who attack other posters or the organisation aggressively. In order to maintain a pleasant environment for everybody, these posts need to be moderated.

Freedom of speech is to be encouraged, but if posts contain one or more of the following, it is time to act:

- Excessive or inappropriate use of swearing
- Defamatory, slanderous or aggressive attacks on the Koorda Community Resource Centre, other individuals, organisations, projects or public figures

- Breach of copyrighted material not within reasonable use, in the public domain, or available under Creative Commons license
- Breach of data protection or privacy laws
- Repetitive advertisements
- Topics which fall outside the realms of interest to members and stakeholders, and which do not appear to be within the context of a legitimate discussion or enquiry.

If a post appears only once:

- Remove the post as soon as possible
- If possible/appropriate, contact the poster privately to explain why you have removed the post and highlighting the Koorda Community Resource Centre's posting guidelines.

If a poster continues to post inappropriate content, or if the post can be considered spam:

- Remove the post as soon as possible
- Ban or block the poster to prevent them from posting again.

Banning and blocking should be used as a last resort only, and only when it is clear that the poster intends to continue to contribute inappropriate content. However, if that is the case, action must be taken swiftly to maintain the welfare of other social media users.

The decision to block, ban and remove posts ultimately lies with the Communication Officer, but may, at their discretion, be delegated to responsible staff and volunteers.

Related Documents

- [What to do in a Media Crisis](#) (Our Community help sheet)
- Media Relations Policy
- Privacy Policy
- Copyright Policy

Authorisation

<Signature of Chairperson>

<Name of Chairperson>

<Date>

COUNCIL POLICIES

SECTION B

Policies Relating to Bushfire Control

BUSH FIRE CONTROL

SECTION 1 - BUSH FIRE

BUSH FIRES ACT REQUIREMENTS

Policy No: **B1** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

The following are general Council policies relating to bush fire control:

1. Each year, all ratepayers are to be provided with a copy of the Council's Firebreak Order and this is to be posted out with rate notices. The posting to all ratepayers is to also include details of general requirements under the Bush Fires Act.
2. Inspection of Council's firebreaks may commence immediately following the closing date for the provision of firebreaks.
3. Firebreak inspections and inspections for the removal of inflammable material will be carried out by designated persons. Only the CEO or Chief Fire Control Officer are permitted to approve extensions of time in which a landowner is required to provide firebreaks and grant approvals for providing firebreaks in alternative positions.
4. Council staff should not be involved in arranging for fire protection to be carried out on private property, unless it is a private works request.
5. All properties under the control of Council are to be protected in accordance with the Bush Fires Act requirements.
6. Council's policies and requirements in relation to bush fire control are to be reviewed annually by the Bush Fire Advisory Committee.

BUSH FIRE PROSECUTIONS

Policy No: **B2** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

Council's policy is that Fire Control Officers recommend to the Chief Bush Fire Control Officer persons who are to be prosecuted under the Bush Fires Act for failing to comply with the provisions of that Act.

BUSH FIRE CONTROL

BUSH FIRE COURSES

Policy No: B3 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Council policy is to encourage all Bush Fire Control and Other Officers and Brigade members to attend the Bush Fire courses that are conducted at regular intervals by the Bush Fires Board.

BUSH FIRE PERMITS

Policy No: B4 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

No permits shall be issued to set fire to the bush during the prohibited burning period except for reasons as specified under the Bush Fires Act.

When a designated Bush Fire Control Officer issues a permit, he must advise the CEO that a permit has been issued with details of any conditions that are attached to the permit.

When a Bush Fire Control Officer refuses to issue a permit, he must also advise the CEO that the permit has been refused and details of the grounds for refusal to ensure that a permit is not obtained from another Officer.

BUSH FIRE CONTROL

HARVESTING BAN PROCEDURE

Policy No: **B7** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

The procedure to be followed in relation to imposing harvesting ban is as follows:

- (i) On days when a harvesting ban is likely, take weather readings at least every 30 minutes and record results in the Fire Weather Book.
- (ii) Once the danger index on the Grasslands Fire danger meter reaches 35, a harvest ban should be imposed immediately.
- (iii) Contact the ABC and 6MD and CBH District Office advise them of the ban.

BURNING PERIODS

Policy No: **B8** **Adopted 19.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

The following burning periods shall be in force unless otherwise changed:

Current;
Restricted from 19 September to 31 October
Prohibited from 1 November to 31 January
Restricted from 1 February to 15 March

BUSH FIRE CONTROL

EXTENSION OF BURNING PERIODS

Policy No: B9 Adopted 19.7.00

File Reference: ADM 0323

POLICY STATEMENT

That Council delegate the authority to the CEO to extend or suspend restricted burning periods within the guidelines of Council Policy and in consultation with designated Local Bushfire Brigade Officers.

BANNING OF COOKING AND CAMPFIRES WITHIN THE SHIRE OF KOORDA

**Policy No: B10 Adopted 19.7.00
Amended: 20 March 2013 -080313**

File Reference: ADM 0323

POLICY STATEMENT

The lighting of cooking and camping fires is prohibited throughout the Shire of Koorda during the prohibited burning times.

BUSH FIRE – BURNING TO PROTECT DWELLINGS

Policy No: B11 Adopted 19.7.00

File Reference: ADM 0323

POLICY STATEMENT

Burning to protect dwelling houses during the Prohibited Burning Times is permitted in accordance with the provisions of Section 23 of the Bush Fires Act, the burning must have the approval of the local Fire Control Officer and the permit is to be countersigned by the local Fire Control Officer.

BUSH FIRE CONTROL

BUSH FIRE FIGHTING EQUIPMENT – FINANCIAL ASSISTANCE

Policy No: B12 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

1. That Council only considers the funding of any new fire fighting equipment (not including vehicles, or replacement equipment) required, which has been recommended to Council by the Bush Fire Advisory Committee.
2. That Council maintains existing fire fighting equipment, and that when additional equipment is purchased, Council accepts the future maintenance of same, with the maintenance work being carried out in Council's workshops or in approved private mechanical workshops, and with Council paying the cost of those repairs.

BUSH FIRE – ROADSIDE BURNING

Policy No: B13 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Note: Council cannot give approval for burning, spraying, clearing beyond 'Backslope'.

- (a) No authority is given for any Brigade Fire Control Officer to issue a burning permit to allow the burning of roadside verges.
- (b) Authority to use chemicals on Road Reserves for firebreak protection must be submitted to council for approval.
- (c) That the Chief Executive Officer, Chief Fire Control Officer or their nominated representatives be the only officers authorised to issue burning permits for hazard reduction along road verges and only after a site inspection has been carried out. The inspection will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- (d) Permits issued pursuant to the above subsection to state the measures that must be taken to prevent damage to native vegetation along the verge, acceptable weather conditions and other normal permit conditions.
- (e) That the use of chemical sprays by local Bush Fire Brigades for bush fire hazard reduction on roadside verges within the district be prohibited.

BUSH FIRE CONTROL

CONTROL OF FIRES – FORWARD CONTROL POINTS

Policy No: B14 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Guidelines for Establishment of Forward Control Points at Fires:

The officer who is in charge of a fire (OIC) should consider the following to establish effective control of a fire.

- (a) One or two units at the fire – the OIC may need to be actively involved in suppressing the fire. Control can still be maintained from the fire appliance.
- (b) Three to five units at the fire – the OIC should remove himself from active fire-fighting, and establish a forward control point, fixed in a suitably equipped vehicle.
- (c) If there are more than five units at a fire, the OIC may need to consider handing over control to the more senior officer. A forward control point should be set up in a suitable fixed position, using either a building or a suitably equipped vehicle.

BUSH FIRE RADIO AND CALL OUT NETWORKS

Policy No: B15 **Adopted 19.7.00**
Amended: 15 June 2011- 110611

File Reference: ADM 0323

POLICY STATEMENT

It is Council policy to accept responsibility for the maintenance of only those bush fire radios that have been provided by FESA or council or authorised by the Council.

Those radios are listed below:

One Radio	C-F-C-O
One Radio	D-C-F-C-O
One Radio	Kulja Fire Truck
One Radio	Koorda Fire Truck
One Radio	Mollerin Fire Truck

COUNCIL POLICIES

SECTION C

Policies Relating to Council

The first part of this sets down Councillor entitlements as determined by the Council, and the remaining policies are in the nature of Council – Community relations.

COUNCIL AND COMMUNITY

COUNCILLOR INFORMATION REQUIREMENTS

Policy No: C1 **Adopted 19.7.00**
Amended: 16 May 2007 - 159.1.1-2007
Amended: 19 March 2014 - 130314

File Reference: ADM 0323

POLICY STATEMENT

- (1) That newly elected council members be provided with the following information prior to attendance at a council meeting -
 - (a) Code of Conduct
 - (b) Policy Manual
 - (c) Register of Delegations
 - (d) WALGA's publication "Councillor's Manual"
 - (e) Strategic Community Plan
 - (f) Annual Report
 - (g) Current Budget
 - (h) Standing Orders
 - (i) Financial Interest Handbook – DLG
 - (j) Corporate Business Plan
 - (k) Long Term Financial Plan
 - (l) Workforce Plan

- (2) That a copy of the Complete Guide to the Local Government Act be kept available for perusal in the Council Chamber Building.

PURPOSE

To provide critical reference material to assist Council members in their role.

COMPLEMENTARY LEGISLATION / AGENCIES

SPECIAL NOTE

COUNCIL AND COMMUNITY

PRESIDENTIAL ALLOWANCE

Policy No: C2 **Adopted 19.7.00**
Amended 20.10.10 Res 191010

File Reference: ADM 0323

POLICY STATEMENT

That the Presidential allowance contained in a year's financial budget be paid in three equal instalments to the President on completion of each 4 month term.
(i.e. October, February, June)

PURPOSE

To set down the basis on which the Presidential allowance is to be paid.

DEPUTY PRESIDENTIAL ALLOWANCE

Policy No: C2 (1) **Adopted: October 2005**
Amended: 16 May 2007 *159.1.1-2007*
Reviewed: 21 May 2008 *154.1.2-2008*
Amended: 20 May 2009 *040509*
Amended: 20 October 2010, Res 191010
Reviewed: 20 April 2011, Res 110411

File Reference: ADM 0323

POLICY STATEMENT

That the Deputy Presidential allowance determined by Council and contained in a year's financial budget be paid in three equal instalments to the Deputy President on completion of each 4 month term.
(i.e. October, February, June)

PURPOSE

To set down the basis on which the Deputy Presidential allowance is to be paid.

COUNCIL AND COMMUNITY

PAYMENTS TO COUNCILLORS

Policy No: C3

Adopted 19.7.00

Amended: 16 May 2007 159.1.1-2007

Amended: 21 May 2008 154.2.5-2008 & 154.2.6-2008

Amended: 20 May 2009 130509 & 140509

Amended: 21 April 2010 170410

Reviewed: 20 April 2011, Res160411

Amended: 15 June 2011 -110611

Reviewed/Updated 18 March 2015 – 130315

File Reference: ADM 0323

POLICY STATEMENT

Council has adopted the following as a matter of policy concerning the payment of Councillors' expenses:-

- (1) It is the policy of council to pay to Councillors travelling expenses for attending ordinary and special meetings of council and for attending meetings of committees in the capacity of a member of that committee, in accordance with the provisions of the Local Government Act 1995, as well as travel expenses for attendance at Annual, Special and General Meetings of Electors, officially called civic receptions, visits by Ministers of the Crown, Council inspection tours, Council authorised meetings with Government agencies and other council called meetings of Councillors and Staff.

The expenses are to be paid only on receipt of a formal claim from a Councillor and is to be calculated on the number of kilometres between the Councillor's principal place of residence or work within the Shire to the meeting venue and back, and paid in Tri-annual Instalments.

A suitable claim form for this purpose will be provided by the Chief Executive Officer, to all Councillors and will contain a declaration to the effect that the travel expense was incurred.

- (2) In addition to the reimbursement of the actual rental charge for one telephone and one facsimile machine as provided for in the Local Government (Administration) Regulations No. 31(1)(a), the Council will reimburse each Councillor with the actual amount of any communication (including telephone and electronic, i.e. email, etc) by a Councillor while performing a function in his/her capacity as a Council member up to a maximum, of \$1,000 per annum.

- (3) Council will determine annually the sitting fees for members attending meetings as prescribed by the determination of the Salaries Allowances Tribunal.
- (4) Council will pay actual expenses reasonably incurred as the result of attendance at meetings, (other than Council and committee meetings) conferences or other activities when such attendance is requested or authorised by Council, and in the case of WALGA conferences this includes reasonable accommodation and related expenses of partners.
- (5) Allowance in lieu of reimbursement of information technology expenses. Council will pay an annual allowance for information technology expenses, up to a maximum of \$250.

PURPOSE

To provide the basis on which Councillors are to be remunerated and reimbursed their expenses.

COMPLEMENTARY LEGISLATION

Local Government Act, S.5.98(1) & (2) –

- “(1) A council member who attends a council or committee meeting is entitled to be paid –
 - (a) the prescribed minimum fee for attending a council or committee meeting; or
 - (b) where the local government has set a fee within the prescribed range for Council or committee meeting attendance fees, that fee.
- (2) A Council member who incurs an expense of a kind prescribed as being an expense -
 - (a) to be reimbursed by all local governments; or
 - (b) which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).

(3) – (7)

Local Government (Admin) Reg 31 –

Extract from Practice Notes –

“For the purposes of this section the kinds of expenses that are to be reimbursed by all local governments are –

- rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
- child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member."

Meeting Attendance Fees

Admin Reg 30 –

Council to determine annually prior to adoption of Budget

Section 5.99 covers the option which is available to Councils to pay an annual fee for Council members instead of fees for attending meetings.

COUNCIL AND COMMUNITY

COUNCILLOR - TRAINING

Policy No: C4 **Adopted 19.7.00**
Amended: 19 March 2014 -130314

File Reference: ADM 0323

POLICY STATEMENT

- (i) All newly elected Councillors to attend a suitable introductory training program as promoted by the Local Government Department or West Australian Local Government Association, specifically for new Councillors.
- (ii) All Councillors to be encouraged to attend relevant training courses and review courses.
- (iii) Endorsement to be sought from Council before attending, to ensure budget funding and fair attendance to all Councillors
- (iv) The Shire of Koorda support training in the NEWROC region as a preference.
- (v) All Councillors be encouraged to complete the Diploma of Local Government (Elected Member)

PURPOSE

To facilitate effective participation by all Councillors.

CERTIFICATE OF SERVICE

Policy No: C5 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That a "Certificate of Service" or plaque showing details of service be presented to all Councillors on their retirement.

PURPOSE

As a form of recognition that can be preserved.

COUNCIL AND COMMUNITY

FREEMAN OF THE SHIRE OF KOORDA – GUIDELINES FOR APPOINTMENTS

Policy No: C11 **Adopted 19.7.00**
File Reference: ADM 0323 *Amended: 17 October 2007 59.1.1-2008*

POLICY STATEMENT

- (i) The award of Freeman is intended to recognise outstanding community service over a significant period of time and in a diversity of activities within the Shire of Koorda.
- (ii) The award would not usually be presented for excellent service in only one activity.
- (iii) The award is intended to recognise service within the local community.
- (iv) The award of Freeman is to be seen as independent of any other award.
- (v) The award is to be recognised as the highest honour that the local community, through its elected Council, can confer on one of its citizens. It therefore follows that the award will be conferred sparingly.
- (vi) It is not seen as desirable that the award of Freeman be presented to a sitting member of Council.

PURPOSE

To establish guidelines which preserve and enhance the award of Freeman as the highest civic honour.

COUNCIL AND COMMUNITY

MERITORIOUS SERVICE AWARDS

Policy No: C12 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Meritorious Service Awards are to be given by the Council only to those persons who have completed a number of years working within the district in a voluntary capacity.

PURPOSE

To give encouragement to volunteer services within the community.

FLAG – FLOWN FOR FUNERALS

Policy No: C13 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Amend to indicate that the Shire flag be flown at half mast at the Shire Office as a mark of respect for present or past residents of the Shire of Koorda, on the day of the funeral.

Note: Day of funeral is more easily ascertained than day of death.

COUNCIL AND COMMUNITY

DISTRICT - GROUP PHOTOGRAPHS

Policy No: C14 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Photographs – Any photograph taken by or given to Council to show sufficient detail to identify the person(s), feature or area. Endeavours to be made to ensure existing photographs have necessary detail obtained.

PURPOSE

To enhance the value of photographs kept by the Shire for historical purposes.

ANNUAL CHRISTMAS EMPLOYEE FUNCTIONS

Policy No: C15 **Adopted 19.7.00**

File Reference: ADM 0323

POLICY STATEMENT

The following people will be invited to attend:

- All current employees, Councillors and their dependents;
- Former Councillors and their dependents; who retired at the last elections.
- Former employees and their dependents, who have left within the past 12 months;
- Any other person at the discretion of the President.

PURPOSE

To state the annual Christmas function invitation list.

COUNCIL POLICIES

SECTION E

Policies Relating to Employee Terms and Conditions

Section 2.7(2) of the Act provides that the Council oversees the allocation of the local government's finances and resources, and determines the local government's policies,

WHEREAS

Section 5.41 of the Act provides that the CEO manages the day to day operations and is responsible for the employment, management, supervision, direction and dismissal of employees.

Policies in this section are essentially standards under which the management function is to be performed.

EMPLOYEE TERMS AND CONDITIONS

MEDICAL CLEARANCE CHECKS

Policy No: E2 **Adopted:** October 2005

File Reference: ADM 0323

POLICY STATEMENT

- (1) All employees are required to undergo a pre employment medical conducted by a Medical Practitioner at the Council's expense. The results of such a medical will be taken into account when determining an individual's suitability to safely carry out the duties described in the relevant form.

PURPOSE

To safeguard and ensure the health of all Shire employees.

EMPLOYEE TERMS AND CONDITIONS

EMPLOYEE INCENTIVES

Policy No: E3 **Adopted 19.7.00**

File Reference: ADM 0323 *Amended: 17 October 2007 59.1.1-2008*
Amended:15 June 2011 - 110611

POLICY STATEMENT

(1) Relocation Expenses

- (a) Relocation expenses for employees other than the CEO will be paid by Council subject to the employee remaining in Council employ for a minimum of two years otherwise the cost to be refunded to council on a pro rata basis, unless otherwise negotiated.
- (b) Chief Executive Officer as negotiable on appointment

(2) Staff Housing - Rental

Rentals for staff housing will be

- nominal rather than economic;
- reviewed annually at the time of preparation of the budget.

(3) Employee Houses - Allowance

Council to pay to fulltime employees residing in accommodation other than Council owned or provided, an allowance to be indexed annually upwards; in accordance with annual CPI movements.'

PURPOSE

In order to attract and maintain staff.

EMPLOYEE TERMS AND CONDITIONS

EMPLOYEE USE OF COUNCIL PROPERTY

Policy No: E4 **Adopted 19.7.00**
Amended: 15 June 2011 -110611
Amended: 20 March 2013- 080313
Reviewed/Updated: 21 March 2018 -050318

File Reference: ADM 0323

POLICY STATEMENT

(1) Telephone Use in Staff and Council Houses

Shire will pay costs in relation to telephone expenses, as negotiated with a particular staff member.

(2) Shire Vehicles Use

Works Supervisor –Available for After Hours callouts and private use as negotiated.

Suitable vehicle available for work and private use within Western Australia. Spouse/Partner allowed to drive and any other authorised Shire staff or Councillors. Note: Chief Executive Officer or Deputy Chief Executive Officer/Manager of Finance and Administration or Works Supervisor authorise other use.

Employee to ensure scheduled maintenance services are carried out and that the vehicle is maintained in a clean and tidy condition.

Service Person/Mechanic – Commuting use of Vehicle.

Town/Gardener/Sewerage/Maintenance Man and Handyman

Use of Vehicle for commuting to and from work and other occasional use as approved by the Chief Executive Officer, in recognition of their need to be available for after hour callouts.

- (ii) The CEO in consultation with the Shire President has the right to revoke and reinstate commuting rights of the, Mechanic, Town Gardener/Sewerage/ Maintenance Man or handy man

(3) Employee Plant/Equipment Use

Employees may be granted limited and conditional use of Shire plant items, by the CEO or Works Supervisor. Charges will be at normal hire rates less wages component, or in lieu of overtime wages claimed, use is to be strictly limited and controlled.

PURPOSE

To clarify use conditions

EMPLOYEE TERMS AND CONDITIONS

EMPLOYEE USE OF COUNCIL PROPERTY - DCEO/MoFA Administration Vehicle

Policy No: E4a **Adopted 15 June 2011**
Amended 20 March 2013 - 080313
Reviewed/Updated 21 March 2018 - 050318

File Reference: ADM 0323

POLICY STATEMENT

- Vehicle use is generally within Western Australia subject to that if the vehicle is to be taken north of the 26th parallel the Chief Executive Officer's permission be sought and if it required for the use out of state, Council permission is sought.
- Ensure the vehicle is maintained in clean and tidy condition
- Ensure vehicle is serviced as required – time or kilometres.
- Partner is authorised to drive the vehicle
- Vehicle to be generally available as a Shire Administration vehicle, when not required for your use, but with conditional use.
- Other persons as authorised ie staff and councillors allowed to drive the vehicle for Shire/Council purposes. DCEO/MoFA to authorise as the person responsible for the vehicle

PURPOSE

To clarify use conditions as the intent is to compensate for additional hours worked, responsibility and recognition of the role within the Shire Management Team.

LEAVE – OUTSIDE WORKFORCE

Policy No: E5 **Adopted 19.7.00**
Amended:15 June 2011-110611

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt a partial Christmas shut down of its outside workforce, wherein, workforce members take leave over a period – approximately between mid December and late February.

Gardening Staff – Ensure sufficient staff is available to cover Christmas/New-year period.

PURPOSE

So that supervisory and other staff will generally be absent at the same time and plant most effectively used during working periods and to ensure key staff are available at all times.

(i.e. Sewerage, Parks and Gardens and Emergency callouts)

EMPLOYEE TERMS AND CONDITIONS

GRATUITOUS PAYMENTS TO EMPLOYEES

Policy No: E6 **Adopted 19.7.00**
Amended: 15 June 2011 -110611

File Reference: ADM 0323

POLICY STATEMENT

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

5 – 10 years	\$600	15 – 20 years	\$1,500
10 – 15 years	\$1000	20 years plus	\$2,000

- (2) The CEO may at his/her discretion make a presentation gift where an employee leaves prior to 5 years service, at a value not exceeding \$60 for each year of service.
- (3) The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

PURPOSE

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.

COMPLEMENTARY LEGISLATION

Local Government Act S. 5.50 (Extract from Practice Notes) –

“Payments To Employees In Addition To Contract Or Award

A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –

- the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
- the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy.

Adoption of such a policy is a prerequisite to making any such payment.

A local government may make a payment –

- to an employee whose employment with the local government is finishing;
and
- that is more than the additional amount set out in the policy adopted, but local public notice is to be given in relation to the payment.

(see proforma Notices/Advertisements – P5.36-5.51 A & B)

The value of a payment is not to exceed such amount as prescribed or provided for by regulations. A ‘payment’ includes the disposition of property in favour of, or the conferral of any other financial benefit on, the person.”

EMPLOYEE TERMS AND CONDITIONS

EMPLOYEE ANNUAL CHRISTMAS BONUS

Policy No: E7 **Adopted 18 December 2006 95.1.2-2007**
Reviewed: 18 June 2008 169.1.3-2008
Amended: 15 June 2011- 110611

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt a Policy to pay employees an annual Christmas Bonus; equivalent in value to five dollars (\$6.00) per week; (maximum \$300.00) employment with the Shire”.

PURPOSE

To ensure the bonus paid reflects the period of employment with the Shire over the preceding twelve (12) month period.

EMPLOYEE TERMS AND CONDITIONS

Policy No: E8

*Adopted: 16 June 2010 Res. 110610
Amended: 15 June 2011- 110611
Reviewed/Updated: 18 March 2015 130315
Reviewed/Updated: 21 March 2018 050318*

File Reference: ADM 0323

POLICY STATEMENT

That council provide the additional over award conditions of employment for employees with this Shire:

- 2 days additional annual leave in lieu of Tuesday after Easter and 2nd January to be taken when convenient to both parties
- Morning tea break, a 15min tea break be allowed between 10am and 10.30 am during working hours
- Rates of pay – level to be as negotiated with the CEO plus an over award payment.
- Additional flexibility with regard work hours as negotiated
- Adverse conditions allowance - a payment per week be made to all outside employees
- Service pay - as negotiated and determined annually
- Sewerage allowance – a payment per day for those maintaining councils gravity sewerage system
- Leading Hand or Team Leader Allowance- a payment per week as per award
- Tool Allowance - a payment per week to employees who supply their own tools as negotiated
- Additional Skills Allowance – a payment per week to employees with additional skills
- Telephone – Deputy Chief Executive Officer & Works Supervisor free phone home & mobile. Provide team ‘Leader Works Crew’ with a mobile phone for work use.
 - Clothing Allowance – per annum
 - Chief Executive Officer – as per contract
 - Deputy Chief Executive Officer/Manager of Finance and Administration – \$400
 - Administration Staff – \$350
 - Works Supervisor – \$250 plus “protective clothing”
 - Outside Staff – “Protective clothing” including 2 shirts, 2 trousers and safety boots as necessary
- Water – as per policy P4.

Note: Please also refer to delegation 12

PURPOSE

To ensure that the existing terms and conditions of employment over and above the Local Government Industry Award 2010 as at 1 July 2010, are retained.

COUNCIL POLICIES

SECTION F

Policies Relating to Finance

Section 2.7(2) provides that the Council is to allocate and oversee the finances and resources of the local government.

Having provided the budget and levels of funding, it is the CEO's responsibility to "manage the day to day operations of the local government" (s.5.41 (d)).

FINANCE

INVESTMENTS

Policy No: **F1** **Adopted 31.7.00**
Amended 17 August 2016 - 050816
Reviewed/Updated 21 March 2018 050318

File Reference: **ADM 0323**

POLICY STATEMENT

Surplus Funds are to be invested only with an approved banking institution on a basis that provides maximum interest gains while ensuring that funds are available as and when required for the operations of the Shire and to ensure a cash flow.

The establishment of Investments and the changing of investments or funds are to be completed by no fewer than two (2) staff, with one staff being the Chief Executive Officer or the Deputy Chief Executive Officer/Manager of Finance and Administration.

Due to changes to the Fair Value System, we are no longer able to do our own valuations for all assets and must have justifications for the values placed on assets. This required a competent Valuer to provide these details. This is against our current Policy F11 which will need to be amended to allow the staff to use a qualified Valuer as required.

PURPOSE

To ensure control over investments.

COMPLEMENTARY LEGISLATION

Local Government (Financial Management) Regulation 19 –

“Management of investments

19(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

- (2) The control procedures are to enable the identification of -
- (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.”

FINANCE

PAYMENT OF ACCOUNTS

Policy No: F2 **Adopted 31.7.00**
080313 **Amended: 20 March 2013 -**
File Reference: ADM 0323

POLICY STATEMENT

That the procedures for the authorisation, payment and approval of accounts be as follows –

- (a) that an order form be issued for the purchase of goods and services except in the case of small purchases from petty cash and lease agreements.
- (b) that all purchases from petty cash be acquitted by a receipt;
- (c) that where feasible and practical, price be negotiated in advance of a purchase and recorded on the order form.
- (d) that invoices, where practicable, be certified by the person who placed the order so as to indicate –
 - (i) that the purchase was duly authorised; and
 - (ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and the price and computations on the invoice are correct;
- (e) that the CEO place a list of accounts paid under delegated authority before the Council each month in accordance with Financial Management Regulation 13 (1) (together with vouchers and invoices) for recording in the minutes;
- (f) that two signatories be required to all cheques –
 - (i) the CEO (or acting CEO in his absence) and the Deputy Chief Executive Officer/Manager of Finance and Administration or a Councillor
- (g) that two signatories be required for all electronic fund transfers
 - (i) the CEO and the Deputy Chief Executive Officer/Manager of Finance and Administration or their designated deputies.

(See also Delegation No 5 – As this a delegated authority)

PURPOSE

To establish procedures for the authorisation, payment and approval of accounts.

Note: In reality establishes Chief Executive Officers delegated procedures, as a delegated authority is not a Council Policy.

COMPLEMENTARY LEGISLATION

Local Government (Financial Management) Regulations 11, 12, and 13 (Extract from Practice Notes) –

“Payment of accounts

A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorized use of –

- cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services money or other benefits may be obtained; and
- petty cash systems.

A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that –

- the relevant debt was incurred by a person who was properly authorized to do so; and
- the goods or services to which each account relates were provided in a satisfactory condition or to a satisfactory standard as the case requires.

Payments made by a local government –

- are not to be made in cash (other than petty cash); and
- are to be made in a manner which allows identification of –
 - the method of payment;
 - the authority for the payment; and
 - the identity of the person who authorized the payment.

Payments from municipal fund or trust fund

A payment may only be made from the municipal fund or the trust fund –

- (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
- (b) otherwise, if the payment is authorised in advance by a resolution of the council.

The council must not authorise a payment from those funds before having before it a list containing the prescribed details of the accounts to be paid.

List of Accounts

If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment, and
- (d) sufficient information to identify the transaction.

A list of accounts for approval to be paid is to be prepared each month showing –

- (a) for each account which requires council authorisation in that month –
 - (i) the payee's name;
 - (ii) the amount of the payment;
 - (iii) sufficient information to identify the transaction; and
- (b) the date of the meeting of the council to which the list is to be presented.

A list of accounts paid by the CEO or for approval to be paid (by the council) is to be presented to the council at the next ordinary meeting of the council after the list is prepared, and is to be recorded in the minutes of that meeting. The total of all other outstanding accounts is also to be presented to the council”.

FINANCE

AMENDING THE RATE RECORD

Policy No: F3 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That where an error or omission is discovered in the rate record, the rate record be amended for the current year and the 5 preceding financial years if the error or omission has resulted in an underpayment or overpayment of rates; except that where the CEO considers that the circumstances of a particular case warrant a deviation from this policy, the matter be referred to Council for determination.

PURPOSE

To establish the principle that where a mistake has occurred in good faith an owner or occupier should not be advantaged or disadvantaged by the error.

COMPLEMENTARY LEGISLATION

Local Government Act –

- S 6.39 (2) A local government –
- (a) is required, from time to time, to amend a rate record for the current financial year to ensure that the information contained in the record is current and correct and that the record is in accordance with this Act; and
 - (b) may amend the rate record for the 5 years preceding the current financial year.

FINANCE

TENDERS – CANVASS OF COUNCILLORS

Policy No: F4 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

- (1) Canvassing of Council members by tenderers or quoters, other than at properly conducted displays or demonstrations arranged by the Council, will automatically disqualify the tender submitted by the person/s that are involved in the canvassing.
- (2) That the CEO draw attention to this policy in any invitation to tender or quote.

PURPOSE

To better maintain the integrity of the tender and decision making process.

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

RATES – WRITE OFF

Policy No: F6 Adopted 31.7.00

File Reference: ADM 0323

POLICY STATEMENT

That the Chief Executive Officer submit to Council for write off after 31 March in each year, balances owing on rates and service charges up to and including \$10.

PURPOSE

To clear away small debts not worth pursuing.

COMPLEMENTARY LEGISLATION

Local Government Act S.6.47.

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

*Absolute majority required.

Policy No: F7 REMOVED 18 March 2015 130315

FINANCE

DONATIONS / REQUESTS/ WAIVERS

Policy No: F8 **Adopted 31.7.00**
Amended: 16 May 2007 159.1.1-2007
Amended: 17 December 2007 91.8.1-2008
Amended: 21 July 2010 Res.090710
Amended: 15 June 2011 – 110611
Amended: 20 March 2013 – 080313
Amended 19 March 2014 – 130314
Reviewed/Updated 18 March 2015 - 130315

File Reference: ADM 0323

POLICY STATEMENT

- (1) Community groups which seek a donation in excess of \$1000 must make a submission to Council prior to 30 March to ensure their application is considered in the draft Budget.
- (2) That an annual budget allocation be made for lesser donations with the CEO being authorised to approve any donations or waiver of charges requests for amounts less than \$500 while funds are available.
- (3) Council make the following donations or subscriptions on an annual basis if requested
 - Eastern Districts Agricultural Display - \$400.00
 - Koorda & Districts Agricultural Society - \$500.00
 - Koorda Kulja Bush Fire Brigade - \$250.00
 - Koorda Primary School Christmas Tree Party - \$1000.00
 - Koorda Primary School Annual Book Awards - \$50.00
 - Cadoux Primary School Annual Book Awards - \$50.00
 - Kalannie Primary School Annual Book Awards - \$50.00
 - Koorda Tennis Club – that Council make up to \$800 donation on an annual request basis for the Junior Tennis Coaching Programme (if requested)
 - Wyalkatchem Senior High School Annual Book Awards - \$50.00
 - Merredin Visitors Centre – that Council make a donation on an annual request, basis.- Budget 2011/12 \$2,000
 - Seniors Functions – Council to host a luncheon or similar function every year WA seniors’ week or Christmas as decided
 - Australia Day – Shire to host an annual “Meet & Greet” combined with Australia Day Breakfast.
 - Other as Council Determines

Council set aside a financial allocation in their annual budget estimates to fund requests for donations, within parameters to be determined and review their ‘Donations List’ annually.
- (4) The following groups or functions are allowed in Shire Public Building on a donation/ waiver basis:

- (i) Churches and religious groups for provision of services including funerals.
- (ii) Koorda Primary School – during school hours subject to availability.

PURPOSE

For good public relations and to be selective about which requests are debated in Council.

COMPLEMENTARY LEGISLATION

Local Government Act –
S.6.12 allows a local government to waive or grant concessions in relation to any amount of money other than rates and service charges.

FINANCE

COMMUNITY RECREATION FACILITIES FUNDING

Policy No: F9 **Adopted 31.7.00**
Amended:15 June 2011 -110611
File Reference: ADM 0323

POLICY STATEMENT

- (1) That wherever possible, recreation building facilities on Council property be funded on a tripartite basis i.e. -

Council	Thirty four percent (34%)
Department of Sport & Recreation	Thirty three percent (33%)
Community group	Thirty three percent (33%)

- (2) The Council will be reluctant to contribute -
- (a) to a facility intended for the exclusive use of the participating community group – i.e. to the exclusion of the public generally;
- (b) in excess of 1/3 of the cost of a facility.
- (3) Funding applications to Council should be made by 30 March in any year to enable consideration in the budget and applications to the Ministry of Sport and Recreation should be endorsed by the Council in advance if a Council contribution is required.
- (4) Community groups wanting to proceed quickly outside these guidelines may be allowed by the Council to do so providing they meet a cost contribution of two-thirds or greater.

PURPOSE

To establish processes for the funding of community recreation building facilities.

FINANCE

FUNDING OF PLAYING FIELDS

Policy No: F10 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

- (1) Council will accept the full cost of development and maintenance of the grassed playing field.
- (2) Council may consider the provision of finances for the construction of hard-stand playing surfaces, and the reinstatement of same up to one third of the total cost involved.
- (3) Clubs requesting development or re-development works on grounds or courts are required to make application to the council by the end of April each year.
- (4) Seasonal hire or other charges for the use of playing fields will be determined annually in the Schedule of Rates and Charges.

PURPOSE

To state the financial 'responsibilities' for the funding of playing surfaces.

FINANCE

ASSET VALUATIONS IN ACCOUNTS

Policy No: F11

Adopted 31.7.00
Amended August 17 2016 - 050816

File Reference: ADM 0323

POLICY STATEMENT

To ensure compliance with Fair Value Regulations, asset valuations are to be assessed by:

- in the case of plant, external equipment and engineering works, and all other assets, valuations are assessed by a method chosen by the Chief Executive Officer and approved by the Shire Auditors keeping in mind the cost of professional assistance;
- in the case of buildings by a method using an approved building Valuer to the satisfaction of the Auditor
- In the case of material stocks, valuations are at cost.

PURPOSE

To ensure compliance with Fair Value Regulations while keeping costs at a minimum.

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

REGIONAL PRICE PREFERENCE POLICY

Policy No: F13 **Adopted: 18.10.00**
Amended: 16 May 2007 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

- (1) Subject to policy F13(2) a regional price preference of 10% is to apply to -
 - (a) a tenderer for the supply of goods and services who has been operating continuously out of premises in the Shire of Koorda or surrounding Shires for at least 6 months;
 - (b) a tenderer for the supply of goods and services not established within the Shire of Koorda on that component of the price relating to goods and services supplied from sources within the Shire of Koorda or surrounding Shires;
- (2) A regional price preference of 5% is to apply to -
 - (a) a tenderer for the supply of construction (building) services who has been operating a business out of premises in the Shire of Koorda or surrounding Shires for at least 6 months;
 - (b) a tenderer for the supply of construction (building) services not established within the Shire of Koorda on that component of the price relating to construction (building) services provided by local suppliers; and
 - (c) a tenderer for the supply of gravel located outside the Shire of Koorda, but within the NEWROC (areas).
- (3) Notwithstanding policies F13(1) and F13(2) price is only one of the factors to be assessed when the local government decides which tender to accept, and the cheapest or any tender will not necessarily be accepted. Other factors to be considered include due diligence, quality of the product, terms of supply including after sales service, freight costs, urgency factors, and budget provision.
- (4) A regional price preference applies whenever tenders are called unless the Local Government resolves otherwise in reference to a particular tender but this does not apply to the supply of goods to the value of one (\$1,000) thousand dollars or less.

PURPOSE

To establish a price preference policy within the constraints of regulations.

COMPLEMENTARY LEGISLATION

Local Government (Functions and General) Regulations 1996, Part 4A.
This part provides inter alia (extract from Practice Notes) –

“Preparation of policy

Where a local government intends to give a regional price preference in relation to a process, the local government is to –

- prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract);
 - give Statewide public notice of the intention to have a regional price preference policy and include in that notice –
 - (i) the region to which the policy is to relate;
 - (ii) details of where a complete copy of the proposed policy may be obtained; and
 - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions;
- (see proforma notice P3.57A in Forms and Proformas manual).
- make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice.

.....

A region –

- must be (or include) the entire district of the local government; and
- cannot include a part of the metropolitan area.

A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.

Adoption and notice of policy

A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.

An adopted policy must state –

- the region or regions within which each aspect of it is to be applied;
- the types and nature of business that may be considered for each type of preference;
- whether the policy applies to –
 - different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
 - different goods or services within a single contract or various contracts;
 - different price preferences in respect of the different goods or services that are the subject of a tender or tenders,

- or to any combination of those factors; and
- any other factors that the local government may take into account when considering whether a preference is to be given.

An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy (see proforma notice 3.57B in Forms and Proformas manual).

The local government is to ensure that a copy of an adopted regional price preference policy is –

- included with any specification for tenders to which the policy applies; and
- kept available for public inspection (Admin Reg 29)

Adopted policy applies

A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.”

Guidance Note: There is a detailed explanation of how all this is expected to work in the Practice Notes.

FINANCE

RATES – PROCEDURE OF COLLECTION

Policy No: F14 **Adopted 31.7.00**
File Reference: ADM 0323

POLICY STATEMENT

- (1) As soon as possible after the expiry of 50 days following the issue of the Rate Notices, a Final Notice shall be sent to all ratepayers who have not paid the rates imposed, or an instalment.
- (2) After a further period of 30 days, following the issue of a final notice, a further notice is to be issued to those debtors who have not responded seeking payment within 14 days to avoid action for collection.
- (3) That action for recovery be taken after that time to the extent allowed in the Act.

PURPOSE

To establish a firm, consistent rate collection policy to apply on a year by year basis.

COMPLEMENTARY LEGISLATION / AGENCIES

SPECIAL NOTE

FINANCE

REVIEW OF FINANCIAL MANAGEMENT SYSTEMS

Policy No: F15 **Adopted** 31.7.00
Amended:15 June 2011 -110611
File Reference: ADM 0323

POLICY STATEMENT

That the CEO negotiate with the Council's auditors to carry out a review of Council's financial management systems and procedures in every fourth year and report the results to the Council.

PURPOSE

To keep abreast of technological change.

COMPLEMENTARY LEGISLATION

Local Government (Financial Management) Regulations –

- 5(2) The CEO is to –
- (a)
 - (b)
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

FINANCE

PURCHASING POLICY

Policy No: **F16** **Adopted: 20 March 2007** *127.1.1-2007*
Amended: 20 March 2013 – 080313
Amended: 18 November 2015 – 051115
Amended: 15 June 2016 - 050616

File Reference: **ADM 0323**

POLICY STATEMENT

The Shire of Koorda is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Koorda 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 Koorda receives value for money in its purchasing.
- Ensures that the Shire of Koorda considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Koorda is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstand probity.

PURPOSE

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

1.1 ETHICS & INTEGRITY

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

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

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.2 VALUE FOR MONEY

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

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

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);

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

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

1.3 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts.

Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.
- In selecting goods and services in regards to water fixtures/ appliances water efficiency fittings are to be purchased and installed; purchases must abide by the WELS star rating system. Where possible, no less than 3 stars for showers and urinals, 4 stars for sink taps and toilets and 6 stars for basin taps. This is to ensure conservation of our water and use in an efficient manner.

1.4 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	Model Policy
Up to \$999	No quotes required, items purchased from most suitable supplier.
\$1,000 to \$10,000	Direct purchase from suppliers requiring only two verbal quotations.
\$10,001 - \$19,999	Obtain at least two verbal or written quotations if possible – see Note 1
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$149,000	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$150,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$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.

Note: If it is not possible to get three written quotations, a supplier's written "decline to quote" will be sufficient.

1.4.1 Up to \$999

Items up to \$999 are general items that can be required at any time. To expedite the purchase process, the most suitable supplier should be used at staff discretion. This is to eliminate the need for multiple quotes for minor items i.e. milk, coffee, etc.

1.4.2 \$1,000 to \$10,000

Where the value of procurement of goods or services is more than \$1,000, but does not exceed \$10,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

1.4.3 \$10,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.

At least written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

1.4.4 \$20,000 to \$39,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

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 are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - 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.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

1.4.5 \$40,000 to \$149,000

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$149,000, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

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.

1.5 REGULATORY COMPLIANCE

1.5.1 Tender Exemption

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

- An emergency situation as defined by the Local Government Act 1995;
- 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 Functions and General Regulations apply.

1.5.2 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 endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

1.5.3 Anti-Avoidance

The Local Government 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 the level of \$150,000, thereby avoiding the need to publicly tender.

1.5.4 Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

An evaluation panel shall consist of up to 3 senior staff from the Chief Executive Officer, Deputy Chief Executive Officer, Work Supervisor or Environmental Health Officer pending on the type of purchase. This information will then be presented to Council.

1.5.5 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 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **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; and
- particulars identifying a person from whom more detailed information as to tendering may be obtained.

A reference to detailed information includes a reference to:

- such information as the local government 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 local government has decided to submit a tender; and
- whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted,
- After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

1.5.6 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 Local Government not to compromise its Duty to be Fair.

1.5.7 Tender Deadline

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

1.5.8 Opening of Tenders

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

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably 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 should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

1.5.9 No Tenders Received

Where the Local Government has invited tenders, however 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 \$40,000 & \$149,000 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

1.6.0 Tender Evaluation

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

1.6.1 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 Local Government 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.

1.6.2 Minor Variation

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

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.

1.6.3 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.

1.6.4 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;
- Notification and award documentation.

For a direct purchasing process this includes:

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

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

Policy No: F17 REMOVED 18 March 2015 130315

Corporate Credit Card Use

Policy No: F18 **Adopted** 17 August 2016

File Reference: ADM 0323

POLICY STATEMENT

Definitions

Credit Cards – Is defined as a facility allowing the card holder to pay for goods and services on credit.

Business Expenses – Is defined as any expense necessary to the conduct of the business or is allowed under terms of the employee's contract of employment.

Personal Expense – Is defined as any expense not of a business nature.

Corporate Credit Card Purchasing

- The Chief Executive Officer is only to use the corporate credit cards for purchasing goods and services on behalf of the Shire of Koorda or in association with the employee's contract.
- The corporate credit card credit limit for each card will be set by Council and reviewed at least once a year at the time all policies and procedures are reviewed.
- The current limit on the Shire of Koorda corporate card is \$5,000 for the Chief Executive Officer.
- Personal expenditure on Shire of Koorda's corporate credit cards is strictly prohibited.
- All purchases by the Shire of Koorda's corporate credit card must be accompanied by an appropriate tax invoice/receipt to ensure the Shire is able to claim all input tax credits in accordance with the requirements of the Australian Taxation Office.
- In the event individual invoices/receipts are not available then the corporate credit card statement of expenditure is to be utilised to claim income tax credits under the condition that this statement complies with the Australian Taxation Office requirements.
- Prior to transferring funds to the credit card account any debits appearing on the bank statement need to be verified with an invoice or receipt to ensure that the charge legitimate and for Shire use not personal use. There is a \$4 monthly bank charge which does not have an invoice or receipt for verification only the line item on the bank statement,
- The payment transfer to the credit card account is to be authorised by 2 officers other than the CEO unless the payment is urgent and no other officer is available to be authorise payment.
- If the CEO is a signatory to the fund transfer, another officer, other than the 2 officers authorising the payment, is to review and sign off on the payment, so as to ensure the charges are legitimate Shire business.

Reporting Requirements

- The Shire of Koorda corporate credit card statement of expenditure is to be endorsed by the Officer in whose name the card is issued as all expenditure items listed of the statement being authorised and undertaken by him/her.
- Each credit card transaction is included in the list of payments for the month as part of the financial report in the agenda for the Ordinary Meeting of Council.

General Conditions

- Officers must surrender their Shire of Koorda corporate credit card upon termination of his/her services within the Shire of Koorda or when resolved to do so by Council.
- All Corporate credit card incentives (e.g. fly buys) are not to be acquired or accumulated by the Officer for his/her personal use or gain. Any such credit card incentives associated with the Shire of Koorda corporate credit cards are to be utilised for the benefit of the Shire of Koorda's business expense operations only.
- All expired Shire of Koorda corporate credit cards are to be destroyed by the Chief Executive Officer upon receipt of a new or replacement card.

Any breach of this policy is to be reported to Council for information and action if deemed necessary.

PURPOSE

To outline the issue of corporate credit cards to the Chief Executive Officer of the Shire of Koorda used to expedite authorised business expenditures on behalf of the Shire, therefore improving administrative practices and the effective cash management of the Shire.

COUNCIL POLICIES

SECTION H

Policies Relating to Health, Building and Town Planning

These policies relate to the three principal regulatory functions of the Shire.

HEALTH, BUILDING AND TOWN PLANNING

BUILDING APPLICATION – LAND WITHOUT LEGAL ACCESS

Policy No: H1 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

- (a) The applicant be advised that as far as Council is aware, no legal access to the land exists.
- (b) The applicant to be advised to seek legal opinion on his position regarding continued access to the land, prior to commencement of building operations.
- (c) It is to be pointed out to the applicant that Council has no obligation to provide legal access to the land at present or at any time in the future.
- (d) Where Staff are authorised to process Building Applications they are also empowered to impose the condition of satisfactory road access being required prior to the commencement of development.

That the above be attached to the building licence as conditions of issue of the licence.

PURPOSE

To prevent persons building and subsequently finding that they have no access to their building.

HEALTH, BUILDING AND TOWN PLANNING

BUILDING LICENCE FEES – REFUNDS

Policy No: **H2** **Adopted 31.7.00**

File Reference: **ADM 0323**

POLICY STATEMENT

That in all cases where a building project is abandoned and refund of building licence fees is sought by the holder of the building licence:-

- (a) That 50% of fees paid be reimbursed if the claim is made within 12 months of issue of the building licence; and
- (b) That no refund is payable after expiry of 12 months from date of issue of the licence.

PURPOSE

To establish a consistent basis for refunding building licence fees.

COMPLEMENTARY LEGISLATION

Local Government Act 1995 –

S.6.12 allows a local government to waive or grant concessions in relation to any amount of money other than rates and service charges.

HEALTH, BUILDING AND TOWN PLANNING

TEMPORARY ACCOMMODATION – BUILDING SITES

Policy No: H3 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

The Council's policy is to decline to approve applications for temporary accommodation on building sites within any townsite boundary unless extraordinary circumstances exist, in which case the Council will determine the application on its merits.

PURPOSE

To maintain appropriate standards of health and amenity.

COMPLEMENTARY LEGISLATION

Caravan Parks and Camping Ground Regulations 1997 –

“11. Camping other than at a caravan park or camping ground

- (1) A person may camp -
 - (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval;
 - (b) to (e)
- (2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights -
 - (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;
 - (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or

- (c) despite paragraph (b), by the local government of the district where the land is situated –
- (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
 - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a building licence issued to that person in respect of the land is in force.”

HEALTH, BUILDING AND TOWN PLANNING

PRIVATE SHEDS ON RESIDENTIAL LAND

Policy No: **H4** **Adopted 31.7.00**
File Reference: **ADM 0323**

POLICY STATEMENT

That approval for the erection of outbuildings on residential land be granted only when :-

- (a) A dwelling is in existence on the lot, or
- (b) Plans for the overall development of the lot including a dwelling are submitted to Council in conjunction with the plans for the outbuilding.

PURPOSE

To maintain amenity values

HEALTH, BUILDING AND TOWN PLANNING

ERECTION OF SECOND-HAND HOUSES

Policy No: H5 **Adopted 31.7.00**
Amended: 16 May 2007 159.1.1-2007
Reviewed/Updated: 18 March 2015 130315

File Reference: ADM 0323

POLICY STATEMENT

In addition to plans and specifications the application for a building licence shall include recent photographs of the building.

A minimum non-refundable inspection fee of \$200 (which will cover a 200 km radius of Koorda) must be lodged with the Council.

The Council's Building Surveyor shall make arrangements for an inspection of the building prior to its removal and will issue a report in regard to any defects to be rectified as a condition of a building licence.

Building must comply with the Building Code of Australia.

A complete new septic installation must be installed or connect to the sewerage system if applicable.

The building application must be approved by the council before a permit is issued.

If the application is granted, the building is to be painted externally at the discretion of the Building Surveyor, and all external defects rectified within twenty-one days of the building being positioned on its new site.

A Special Conditional Building Licence will be issued to cover items mentioned in paragraphs (3) and (6) of this Policy and if the conditions in the licence are not adhered to, action will be taken under Section 339 of the Local Government Act to have the building removed from the site.

After the conditions of the Special Conditional Building have been satisfied, the applicant will be required to lodge with the Koorda Shire Council a minimum bond of \$4,000.00 prior to the issue of the Building Licence. The bond will be refunded at the following stages:

- (a) After the building has been positioned on its new site, and all conditions relative to the external appearance of the building have been fulfilled to the satisfaction of the Building Surveyor, an amount of \$1,333 (or 1/3) will be refunded;

- (b) After the Health Surveyor has carried out the required tests on the septic installation and issued the necessary certificate, a further \$1,333 (or 1/3) will be refunded.
- (c) The remaining \$1,334 or balance, will be refunded when the building has been finally completed and approved by the Building Surveyor, and all rubbish and building material has been removed from the site.

PURPOSE

To ensure second-hand houses re-erected in the district do not detract from the amenity of the neighbourhood and comply with the necessary health and building standards.

COMPLEMENTARY LEGISLATION

Clause 6 of the Shire of Koorda Town Planning Scheme No.3.

Local Government (Miscellaneous Provisions) Act 1960.

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.

COUNCIL POLICIES

SECTION O

Other

These policies relate to the provision, maintenance and use of the local government's properties.

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.

COUNCIL POLICIES

SECTION P

Policies Relating to Properties

These policies relate to the provision, maintenance and use of the local government's properties.

PROPERTIES

VANDALISM REWARD

Policy No: P1 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

That where a person provides information leading to the conviction of persons charged with damaging Council property a reward equal to 10% of the damage caused be paid to that person limited to a maximum \$250, and a minimum \$50.

PURPOSE

To offer an incentive for the identification of vandals.

PROPERTIES

NO SMOKING

Policy No: P2 **Adopted 31.7.00**
Amended 16 June 2010 Res.130610
Amended 20 October 2010 Res 201010

File Reference: ADM 0323

POLICY STATEMENT

A person shall not smoke in or on local government property which is –

- (a) Dwelling, unit, building or facility
- (b) Vehicle or item of plant or machinery with an operator compartment.
- (c) Koorda Swimming Pool within the fenced area

In referring to items a, b & c, a person shall not smoke within ten (10) metres of a doorway window, access point or children's playground equipment.

PURPOSE

To protect employees, community members and others mixing with them from the ill-effects of smoking and fumes and to ensure that no council property, plant or machinery is likely to impact on any person with a smoking allergy and to reduce the risk of any further repercussions.

PROPERTIES

CONDITIONS OF HIRE TO BE ACKNOWLEDGED

Policy No: P3 **Adopted 31.7.00**
Amended:15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

Groups or individuals wishing to hire Shire Buildings must sign a “Conditions of Use” statement, abide by these conditions, and accept ‘penalty’ clauses.

PURPOSE

So that persons hiring the property are aware of the responsibilities which attach to the hire.

PROPERTIES

TENANCY OF COUNCIL HOUSING

Policy No: P4 **Adopted 31.7.00**
Amended 21.9.2011
Amended 20 November 2014 - 041114

File Reference: ADM 0323

POLICY STATEMENT

That the following terms and conditions are to be part of the Tenancy Agreement –

- (a) Council permission is required prior to any structural alterations to Shire houses;
- (b) Council will pay all water rates and consumption charges up to 700kl per annum, provided the tenant maintains the gardens to a satisfactory standard. (Note: It is Council’s intention to encourage a water-wise management approach).
- (c) Council will pay water rates only on properties occupied by non-employees
- (d) That rubbish charges are included in the house rental (as determined in the Schedules of Rates and Charges).
- (e) Employees renting a Council dwelling and terminating employment must vacate the house within seventy two (72) hours of termination unless otherwise agreed, due to circumstances such as co-ordinating removal/relocation.
- (f) Yalabee Units: Generally for short term/overnight tenants only. Medium term use can be negotiated for a specific period but for no more than two (2) units. I.e. relieving Police, Teachers etc.
- (g) The keeping of pets is subject to the following conditions:
 - (i) Approval is to be granted by the Chief Executive Officer;

- (ii) A pet bond as set by Council will apply;
- (iii) Pets in units or joint housing are not to be a nuisance for other tenants.
- (iv) Pets are permitted inside houses providing they do not cause damage to the property, damage will be repaired at the cost to the resident;
- (v) The owner is responsible for getting the carpets professionally cleaned when vacating;
- (vi) Any pet entrance requirements are to be installed at the cost of the tenant and the doors to be replaced.

PURPOSE

To set down the respective liabilities of Council and occupants of Shire housing. Conditions reflecting 'subsidised' rental charge rather than economic.

GUIDANCE NOTE

We suggest you execute the form 'Agreement to Take Residential Premises' – for private use not the REIWA form – with tenants. These tenancy agreements are available from the State Law Publisher.

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

KOORDA RECREATION GROUND - CAMPING

Policy No: P6 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

The Chief Executive Officer, in conjunction with the Principal Environmental Health Officer, is authorised to allow organised groups of people to camp on the Koorda Recreation Ground when recognised caravan parks within a reasonable distance, are not capable of catering for the needs of the group.

PURPOSE

To provide a form of emergency accommodation.

COMPLEMENTARY LEGISLATION

Caravan Parks and Camping Grounds Regulations 1997, Reg 10 –

‘A person may camp only –

- (a) at a site on a caravan park or camping ground, as appropriate, licensed under the Act; or
- (b) in accordance with regulation 11.

Penalty: \$1,000.’

Regulation 11 provides that a person may camp for up to three nights on land which he or she does not own or does not have a legal right to occupy, if the person has permission to do so from the person who owns or has legal right to occupy the land. Further, the person may camp for longer than three nights if the person has written approval under regulation 11(2) and is complying with that approval. A local government may only give such written approval if the approval will not result in the land being camped on for longer than 3 months in any period of 12 months. If the period for which approval is sought is longer than 3 months, then the Minister for Local Government’s approval must be sought under regulation 11(2)(b).

PROPERTIES

SEASONAL HIRE IS NOT EXCLUSIVE

Policy No: P7 **Adopted 31.7.00**
Amended:15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

Any seasonal hirer of recreational facilities which are on Council land will not have the exclusive right to the facilities, but will be generally given priority in bookings for the use of these facilities, providing bookings are made.

PURPOSE

To ensure the community generally has access to local government property.

PROPERTIES

RECREATION GROUNDS – MARKING FIELDS

Policy No: P8 **Adopted 31.7.00**

File Reference: ADM 0323

POLICY STATEMENT

Sporting groups are responsible for marking their playing fields on both grassed and hard surfaces.

PURPOSE

Part of the definition of responsibilities between Council and sporting groups.

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

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.

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

PROPERTIES

KOORDA COMMUNITY BUS

Policy No: P12

Adopted: 20 07 05

Reviewed: 20 February 2008 *110.11.1-2008*

Amended:15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

That the Koorda Leisure Group be allowed up to 1000km free hire of the Koorda Community Bus per annum. *Note group to meet fuel costs.*

That Council donate to the Koorda Primary School, for arranged school children activities, the sum of five hundred dollars (\$500.00) per annum as their contribution towards Community Bus hire.

PURPOSE

To clarify use and costs for that use, as Council considers that they should support these bodies, however the Bus must be booked.

COUNCIL POLICIES

SECTION R

Policies Relating to Risk Management

This section deals with the safety of employees, contractors and private citizens

RISK MANAGEMENT

OCCUPATIONAL SAFETY, HEALTH AND WELFARE

Policy No: R1 **Adopted:** 16 May 2007 *159.1.1-2007*
Re-written: 21 March 2018 - 050318

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing a safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health concerns are shared by everyone at the Shire of Koorda. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Koorda are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

We are proud of our excellent workplace safety record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health Management Plan.

Our Safety, Health Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

RISK MANAGEMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policy No: R2 **Adopted: 16 May 2007** 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda shall comply with the WA Equal Employment and Opportunity Act (1984).

The Shire of Koorda recognizes that the WA Equal Employment Opportunity Act (1984) is concerned with:

- The recognition and acceptance of the equality of all persons regardless of gender, race, religious or political convictions, impairments or ages.
- The elimination of discrimination on the basis of the grounds covered in the Act.

SCOPE

This applies to whole organisation.

RESPONSIBILITY

CEO

The Shire of Koorda has the responsibility to protect employees against harassment and discrimination in the workplace and to effectively manage breaches of policy in a fair and equitable manner.

Employees

All employees are subject to relevant state and federal laws governing Equal Employment Opportunity (EEO).

It is unlawful for a person to subject or threaten to subject another person to any detriment where that person has made a complaint or proposes to make a complaint under the Act.

Supervisors Responsibility

Supervisors must:

- Handle complaints and grievances consistent with the policy objectives
- Take prompt action re these issues
- Seek advice where appropriate
- Ensure confidentiality
- Monitor issues / resolutions
- Assist with access to counseling where appropriate.

RISK MANAGEMENT

INJURY MANAGEMENT AND REHABILITATION

Policy No: **R3** **Adopted: 16 May 2007** *159.1.1-2007*

File Reference: **ADM 0323**

POLICY STATEMENT

Taken from the “Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006”.

Of the Employer:

- To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- To treat all workers with dignity and respect.
- To guarantee that all information is treated with sensitivity and confidentiality.
- To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the “Key Principles of Injury Management”, as identified by WorkCover, will be adopted. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers’ compensation system.
- Maintenance in or a safe return to work is the expected outcome.
- Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual. Further to this, the Scheme’s claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker’s claim.

RISK MANAGEMENT

RISK MANAGEMENT

Policy No: R4 **Adopted:** 16 May 2007 *159.1.1-2007*
Re-written: 21 March 2018 - 050318

File Reference: ADM 0323

POLICY STATEMENT

INTENT

The Shire of Koorda is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.

DEFINITION OF "RISK":

AS/NZS/ISO 3100:2009 defines risk as "the effect of uncertainty on objectives". A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

DEFINITION OF "RISK MANAGEMENT":

Co-ordinated activities to direct and control an organisation with regard to risk. (ISO Guide 73).

PRINCIPLES:

The Shire of Koorda considers risk management to be an essential management function in its operations.

They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles of managing risk as outlined in AS/NZS/ISO 3100:2009 The Shire of Koorda will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Managing projects
- Introducing significant change and
- The management of sensitive issues

RISK MANAGEMENT OBJECTIVES

- The achievement of Organisational Goals and Objectives
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council
- Application of Equal Opportunity principles in the workforce and the community

RESPONSIBILITIES

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff manage risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks. All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

MONITOR AND REVIEW

The Shire of Koorda will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management key performance indicators, relating to both Organisational and Personal performance will be developed, implemented and monitored, by the Shire of Koorda.

RISK MANAGEMENT

CONSULTATION AND COMMUNICATION

Policy No: R5 **Adopted: 16 May 2007** 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda is committed to communicating and consulting with all internal and external stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback, or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement programme of Shire of Koorda. The internal stakeholders will be consulted on their feedback and they will form part of the improvement teams to address any of the negative issues identified.

The Shire of Koorda will also celebrate the positive feedback from internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.

External stakeholder will be actively consulted on all major decisions of the Shire of Koorda, their input and perceptions will be included in the decision-making processes.

The Shire of Koorda will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise Shire of Koorda is committed to building strong partnerships with the community and government agencies.

The Shire of Koorda will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the Occupational Safety and Health Act and Regulations.

SCOPE

This Policy applies to whole of organisation and all external stakeholders.

REFERENCES

- Occupational Safety and Health Act, 1984 (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)
- AS/NZS 4360: 2004 Risk Management
- Local Government Act

RESPONSIBILITIES

CEO is responsible for:

- Ensuring that there is active communications both up and down the organisation.
- Ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- Ensuring communications with all external stakeholders and taking action where appropriate.
- Ensuring response to customer complaints in a timely manner.
- Building strong relationships with communities and government agencies.

Senior Officers/Supervisors are responsible for:

- Communicating organisational issues to their staff on a regular basis
- Responding to staff issues
- Responding to customer complaints
- Building strong relationships with internal and external customers.

Employees are responsible for:

Reporting any hazards, complaints and risks associated with their workplace.

OSH Committee membership is responsible for:

Bringing to the attention of management all issues that employees have brought to the notice to the committee members.

Risk Management Committee is responsible for:

Ensuring consultation both internal and external stakeholders on their perceived risks associated with the operations of Shire of Koorda or in new business enterprises.

APPLICATION

The following communications and consultative processes will be adopted throughout Shire of Koorda:

Internal communication and consultation systems:

- Schedule of all organisational meetings displayed.
- Fully documented meeting minutes that can be accessed by all staff as approved by management.
- Email communications to staff.
- Specific council debriefing to all staff.
- Toolbox talks to engineering and works staff.
- Induction Manuals for all new staff and contractors.
- Organisational Charts display the chain of command in the organisation.
- Specific staff meetings; Internal staff quarterly or as required meetings, Depot quarterly or as required meetings. All of organisation staff meetings as required; all meetings will be documented and staff have access to all minutes.
- Internal audit schedule for OSH and Risk Management program.

- Electronic access to all organisation policies and procedures.
- Position descriptions and annual performance appraisal feedback for all staff.
- Occupational Health and Safety Committee access through safety officers and management.
- Internal and on the job training programs.
- Internal Newsletter or equivalent with Risk Management News section.
- Organisational wide Planning documents
- Staff workshops for risk identification, and organisational planning process.
- Continuous Improvement Teams to work on risk treatment options.
- Ensuring EEO options English as a second language, communicating for those employees with disabilities.
- Presentations to Council – reports and monthly management information reports, access to all staff.
- Social Events.

External Communication Consultation Options

- Ensure Council Elections-information is approved complying with the Local Government Act
- Council Meetings
- Public access to meetings
- Minutes of all Council meetings and their sub committees, all minutes are available for public access.
- Advertising of council meetings, Tenders, Positions, Expressions of interest and public notices.
- Central Emails to and from Community Groups.
- Community forums.
- Community Focus Groups.
- Internet Website.
- Customer service and complaint register.
- Special Public meetings
- Community surveys
- Supplier surveys
- Community Service Liaison staff
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter
- Newsletters
- Letter drops
- Availability of plans for Public comment
- Input into the Strategic Planning process
- Published Plans and Reports for access by community
- Published Financial Statements/ Annual Reports

RISK MANAGEMENT

TRAINING AND DEVELOPMENT

Policy No: R6 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

People are the major asset of the Shire of Koorda and Training Policy aims to invest in your development to ensure the continuing success of the business.

The Shire of Koorda Training Policy is founded on the following principles:

- You have a major role in determining your specific training and development needs
- Your supervisor has a primary responsibility for ensuring your training is directly linked to the Shire of Koorda business objectives and plans.
- There will be a Training Co-ordinator to oversee training activities to ensure implementation of training plans and maintain training records.
- A performance review system operates to ensure your training and development needs are discussed annually to ensure your skills are kept up to date.
- A comprehensive training system operates, which is reviewed annually using internal and external trainers.
- To encourage you to become professionally qualified, there is appropriate financial assistance and study leave (see section on Educational Expenses).

Induction:

As a new employee you will be taken through an induction programme. The aim of the programme is to introduce you to the structure of the Shire of Koorda, where you sit within it and take you through all the basic things you need to know about life in your new position.

If for any reason you do not get taken through all the sections on the induction in your first few days do not be afraid to ask your Supervisor to complete the process.

Employee Development Plan:

When you get towards the end of your probationary period your Manager will take you through your final Progress Review. An important part of the Progress Review is the "Employee Development Plan". The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of your individual training plan for the period until your next review.

Your next review will be your annual Performance Appraisal and it will also have an "Employee Development Plan" for the next 12 months.

The Shire of Koorda is committed to creating a “learning culture”. The Shire of Koorda will continue to succeed because we recognise that the business environment is constantly changing and that we need to acquire knowledge and expertise to keep us ahead of the game.

Training Co-ordinators:

The role of your Training Co-ordinator is to initiate and co-ordinate training. He/she will also be able to advise you on the type of training available and any assistance the Shire of Koorda provides to help you with your career development. The Training Coordinator is responsible for maintaining your training records on an electronic or manual training register.

Professional/Vocational Qualifications:

The Shire of Koorda recognises that there are many professional skills required to ensure that the Shire of Koorda is successful. Graduate and professional qualifications in such areas as Occupational Health and Safety, Risk Management, Accountancy, Information Technology and Human Resources are valued.

Subject to prior agreement with the CEO, the fees for relevant professional education will be met or subsidised by the Shire of Koorda.

Proviso:

Reimbursement of fees for non-obligatory courses is on the proviso that you undertake to remain with the Shire of Koorda for a period of at least one year from successful completion of the course. You will be asked to sign an undertaking to repay fees should you leave within 12 months, including giving the Shire of Koorda the right to deduct such monies from final salary and outstanding holiday pay.

Having regard to changing Government policy on student contribution towards the cost of study, the Shire of Koorda will keep its policy on reimbursement of educational expenses under review.

Study Leave:

It is the Policy of the Shire of Koorda to encourage staff to undertake external courses of study relevant to their vocation. If it is necessary for staff to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the staff member in their career with the Shire of Koorda. Approval for such absence must be obtained from the Supervisor and/or CEO.

Normally staff are allowed half a day study leave in the week prior to an exam and half a day for each exam. Any need for extended study leave should be discussed with your Supervisor in conjunction with the CEO.

Professional and Representative Bodies:

If you are a member of an appropriate professional body which is recognised by the Shire of Koorda, your subscription fee will be reimbursed.

RISK MANAGEMENT

CONTRACTOR MANAGEMENT

Policy No: R7 **Adopted: 16 May 2007** *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda recognises the complications that may be introduced by outsourcing some of its functions and relying on contractors. The presence of contractors and sub-contractors has the potential to create greater risks in the workplace/worksites; this can be attributed to a number of reasons; unfamiliar work sites, less training and supervision than regular employees, pressure of time and long working hours.

The Shire of Koorda acknowledges that they have the same Occupational Safety and Health obligations to contractors, and sub-contractors, as they do to their employees. As the Principal, the Shire of Koorda understands that the duty of care to contractors/sub-contractors cannot be contracted out, and to ensure that all contractors/sub-contractors are protected from risk of injury or ill health while on the premises or when carrying out their designated duties.

Relevant Legislation

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulations 1996, and 2005 amendments

RISK MANAGEMENT

VOLUNTEER MANAGEMENT

Policy No: R8 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

1.0 INTRODUCTION

The Shire of Koorda recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation. The Shire of Koorda will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.

The Council will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.

The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.

- interview and employ volunteer staff in accordance with anti discrimination and equal opportunity legislation;
- provide volunteer staff with orientation and training;
- provide volunteer staff with a healthy and safe workplace;
- provide appropriate and adequate insurance coverage for volunteer staff;
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteer staff;
- provide volunteers with a copy of policies pertaining to volunteer staff;
- ensure volunteers are not required to take up additional work during Industrial disputes or paid staff shortage;
- provide all volunteers with information on grievance and disciplinary policies and procedures;
- acknowledge the rights of volunteer staff;
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;

- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions;
- acknowledge the contributions of volunteer staff.

2.0 SCOPE

This policy applies to all management, employees, councillors and volunteers working on Shire activities or official Shire committees.

3.0 VOLUNTEER REGISTER

A register will be kept. Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

RISK MANAGEMENT

NOISE

Policy No: **R9** **Adopted: 16 May 2007** ***159.1.1-2007***

File Reference: **ADM 0323**

POLICY STATEMENT

The Shire of Koorda is committed to identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained “Noise Exposure (Machinery and Equipment) Register”.

It is mandatory to refer to the “Noise Procedure” for the Management of noise in the workplace.

It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing there after, and recorded on their personal file, which is stored in a secured location.

RISK MANAGEMENT

VISITOR MANAGEMENT

Policy No: R10 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the Occupational Safety and Health Act 1984, if visitors to workplaces are injured through not being appropriately cared for.

POLICY FOR THE PROTECTION OF VISITORS

All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.

Visitors are not permitted to wander around workplaces unaccompanied. All visitors are to report to the front counter (where applicable) or to the appropriate supervisor before entering any workplaces/sites.

Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

Staff members are to accompany all visitors at all times.

Visitors are restricted from entering all high hazard areas.

It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.

COUNCIL POLICIES

SECTION S

Policies Relating to Staff

This section deals with the protection and safety of employees,
particularly staff that work outdoors

STAFF RELATED

SAFETY AND HEALTH

Policy No: S1 **Adopted: 16 May 2007** 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

This policy recognises that the safety and health of all employees within the Shire of Koorda is the responsibility of council management. In fulfilling this responsibility, management has a duty to provide and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storage, disposal and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition;
- providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The Chief Executive Officer is responsible for the implementation and monitoring of this policy.

DELEGATION OF AUTHORITY

The Works Supervisor is assigned the authority to act as the Safety Coordinator and is responsible for initiating and driving all safety and health strategies on behalf of the Chief Executive Officer.

The safety and health duties of management at all levels will be detailed where it is shown a hazard exists and council procedures for training and back-up support should be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that safety and health issues are regularly reviewed.

Duties

Recognising the potential risks associated with hazards that may be present, the Shire of Koorda will take all practicable steps to provide and maintain a safe and healthy work environment for all employees.

Management Will:

- be responsible for the effective implementation of the council safety and health policy;

- Observe, implement and fulfil its responsibilities under the Acts and Regulations which apply to Local Government;
- Ensure that the agreed procedures for regular consultation between management and those with designated and elected safety and health responsibilities are followed;
- Undertake regular assessments of safety and health performance and resources in co-operation with those with designated and elected safety and health functions;
- Review all specific policies operating within the council; eg fire and evacuation, purchasing, training, first aid and systems of work, and ensure all consistent with council safety and health objectives;
- Provide information, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the council;
- Require that information of incidents and accidents occurring on council premises or to council employees are reported so that safety and health performance can be accurately gauged.

Employees Must:

- Accept a duty to take all the care for which they are capable, for their own safety and health and of others affected by their actions at work;
- Comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health functions;
- Not wilfully interfere with or misuse items or facilities provided in the interests of safety, health and welfare of council employees;
- Ensure council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents are reported to their elected safety and health representatives.

This policy will be regularly reviewed in the light of legislation and council changes. Management seeks cooperation from all employees in realising our safety and health objectives and creating a safe work environment.

All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

SHIRE OF KOORDA

SAFETY AND HEALTH POLICY STATEMENT

The Shire of Koorda is committed to providing a safe and healthy working environment for all employees by conforming with current legislation, regulations, codes of practice and appropriate national standards.

The objectives of this policy are to;

- **avoid, eliminate and control workplace hazards;**
- **provide employees with safety information, supervision and training appropriate to the hazards they are likely to encounter;**
- **continuously improve the standard of occupational safety and health for all employees.**

The responsibility for implementing this policy rests with the Chief Executive Officer.

Safety and health issues will be dealt with in consultation with employees through the elected safety and health representative. The council will provide the time and resources necessary to implement this policy and will identify hazards, assess risks and develop the necessary plans and procedures to improve all aspects of workplace safety and health.

This policy will be kept under continuous review by the council and employees and will be formally reviewed every two years.

SAFETY INDUCTION PROCEDURE

New employees may be at a greater risk of injury as their knowledge and experience may be limited until they become familiar with the specific tasks they are required to perform. To minimise this risk, all employees of the Shire of Koorda will participate in an appropriate safety induction as part of the overall induction process. On completion of this induction; the relevant documentation will be signed and dated by the employee and the Supervisor. This record will then be placed on the employee's personal file for future reference.

Subjects

- overview of the Occupational Safety and Health Legislation
- duties of employers
- duties of employees
- role of the Safety and Health Representative
- legislation, codes of practice, guidance notes, Australian Standards and safety policies relevant to the Shire of Koorda
- definition and identification and control of hazards and reporting procedure
- resolution of issue procedure
- accident/incident reporting procedure
- emergency procedures
- safety and health manual
- Areas of Common need - position specifics
- occupational safety and health policy

GENERAL SAFETY RULES

In order to help you to ensure your own safety, you must become familiar with the following general safety rules which you are required to observe at all times.

- follow instructions. If you do not know or are unsure, ask for help from your supervisor
- report immediately to your supervisor any condition or practice you think might cause injuries to employees, the public or damage to equipment
- store everything you use or handle in its proper place.
- do not relax your attention as you become familiar with your job
- stay alert

STAFF RELATED

PERSONAL CONDUCT

Policy No: S2

Adopted: 16 May 2007 *159.1.1-2007*

Amended: 20 March 2013 -080313

File Reference: ADM 0323

POLICY STATEMENT

The manner in which people conduct themselves in the workplace is an important element in the elimination of work hazards. The following details the conduct that will not be tolerated as they have the potential to affect the safety and health of everyone in the workplace and members of the public.

Drugs and Alcohol in the Workplace

- See Drug and Alcohol Policy S8
- consumption of alcohol will not be permitted in the workplace unless the Chief Executive Officer waives this requirement where circumstances warrant, for example:- When Council sponsor a social event, such as a Christmas party or official farewell
- persons believed to be under the influence of alcohol or drugs will not be permitted to work under any circumstances
- drugs of any type will only be accepted if a prescription from a medical practitioner can be produced to support its use
- The use of drugs or alcohol in the workplace including, Council premises, Parks, Reserves, Vehicles, Plant/Equipment or other Council buildings or facilities during working hours is prohibited.
- Drug and Alcohol testing may occur at intermittent times during the course of any particular day

The focus of this policy is drug and alcohol dependence, which affects the individuals, work performance

Workplace behaviour

- horseplay, fighting, practical jokes throwing of materials or objects can lead to injury and will not be tolerated
- Wear no loose or ragged clothing or non approved neat appearance

SEXUAL HARASSMENT

Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

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

Any person making a claim of sexual harassment will be protected at all times.

Complaints should be lodged with the Chief Executive Officer.

PRE EMPLOYMENT MEDICAL

All employees are required to undergo a pre employment medical conducted by a Medical Practitioner at the Council's expense. The results of such a medical will be taken into account when determining your suitability to safely carry out the duties described in the relevant form.

STAFF RELATED

PERSONAL PROTECTIVE EQUIPMENT

Policy No: S3 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

The Shire of Koorda is required to provide all employees with personal protective equipment, (PPE), and instructions in its use, at no cost to the employee, where hazards exist and cannot be eliminated.

Employees are responsible for and are required to use any PPE issued.

Only PPE issued by the Shire of Koorda will be used and employees are not to provide or use any PPE not issued or approved by the Chief Executive Officer.

You can be injured if you do not wear the proper clothing. Loose clothing can get caught in machinery. Wear protective clothing to suit the job.

Examples are; a hard hat, safety shoes, safety glasses, overalls, hearing and respiratory protection and gloves. Do not wear ties or scarves and keep long hair restrained, shoe laces are required to be tied.

Approved high visibility clothing must be worn by all employees whenever working out doors in situations such as on roads, road verges or where vehicle movement could be a risk.

At all times, take care and stay alert, always be careful and alert for hazards.

EYE PROTECTION

Reason

Your eyes can be damaged easily by flying debris or splashes. Damage to the eyes is generally permanent.

Action

Safety glasses and face shields must be used in areas where there is a possibility of a piece of debris or chemical substance entering the eye. Your supervisor or leading hand will advise you. Eg. whipper snipper, Chlorine, Acid at swimming pool.

If prescription glasses are worn; safety glasses incorporating the prescription, or other methods, will be supplied on request.

Sun glasses; when worn working outdoors; will be considered as eye protection, providing temple protection is attached and sunglasses are prescription.

HEARING PROTECTION

Reason

If the human ear is subjected to prolonged exposure to excessive noise an irreversible and disabling condition known as noise induced hearing loss can occur.

Action

Employees must wear the hearing protection made available when working in areas where noise has been identified as a hazard.

Employees must observe any noise warning signs.

Hearing conservation studies of the workplace are undertaken every five years. All new equipment is purchased with noise levels beneath the required action levels where possible.

RESPIRATORY EQUIPMENT

Reason

The lungs are a very vulnerable organ of the body. If you breathe in harmful contaminants they may also enter the bloodstream and be transported to almost every vital organ including the kidneys, liver, spleen, heart, reproductive organs and the brain.

Irritants injure the body by inflaming the tissues at the point of contact. An irritant may be a gas, liquid or fine particulate matter

Particulate matter, such as dust, may be inert and harmless in itself.

Action

Respiratory equipment applicable to the task must be worn. This may be a disposable paper mask or a full face air fed respirator depending on the task at the time.

All respiratory equipment must be used and stored in accordance with the manufacturers instructions.

When using chemicals or hazardous substances, comply with the instructions on the material safety data sheet. If the material safety data sheet is not available check with your supervisor.

Respiratory equipment must be worn where required by Regulation 3.41 of the Occupational Safety and Health Regulations and in particular during chlorine gas cylinder replacement.

Dust Respirators must be worn when cutting concrete, working in dusty environments and where damage to the respiratory system is likely.

GLOVES

Reason

There are many items used frequently in the workplace which may cause skin rash such as dermatitis. These items include diesel, petrol, kerosene, solvents, acids, alkalis, adhesives and sealants. Use a suitable barrier cream and gloves when handling any substance likely to be a hazard.

Action

Always wear suitable gloves to protect your hands when handling rough splintery or sharp objects and when handling chemicals and solvents.

HEAD PROTECTION

Action

Safety helmets must be worn when working in designated areas. A helmet must be worn when working;

- on any construction site
- within 6 metres of a backhoe or elevating plant
- with suspended loads
- in trenches and confined spaces
- where there is a risk of head injury

When working outdoors in situations other than those as above, a wide brimmed hat must be worn to protect from radiation from the sun in accordance with the Outdoor Clothing Policy.

OUTDOOR CLOTHING POLICY

The council has adopted the following clothing policy for all outdoor employees.

Introduction

With the growing weight of evidence linking skin cancer to exposure to ultra-violet light, the Council, in order to meet its legal and moral responsibilities, requires a formal policy document covering worker clothing. To this end, the following information is provided.

The aim of the policy is to arrive at a dress code which will;

- protect the employee from ultra-violet light
- protect the employee from physical injury, such as cuts and abrasions
- as far as is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment
- comply with relevant Statutes and Australian Standards, (in particular Section 19 of the OSHA-WA)
- prescribe clothing which will be comfortable and acceptable to the majority of the workers
- promote a team spirit and personal pride in the workers with respect to their appearance

CLOTHING POLICY RECOMMENDATION

Standard Dress

The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and long trousers. However, to help prevent the adverse effects of hot weather, for the months of November to March inclusive, outdoor employees may be permitted to wear long shorts ie to just above the knee. The exemption for long shorts will only apply in these months and for locations where the Mean Daily Maximum December temperature is 30° C or more. Unless there are safety related reasons, shirt sleeves must not be rolled up.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

Except for the months of May, June, July and August, a broad brimmed (8cm to 14cm) hat shall be worn. Other types of hats may be permitted so long as they provide good protection to the face, ears and neck.

This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection would not be acceptable.

Hats, long sleeve shirts and trousers appropriate for the nature of work will be supplied by Council. Shorts will not be provided by Council. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 30 or better.

An “outdoor employee” for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour/day on a cumulative basis.

The following outdoor employees because of the nature of their activities will be subject to their particular dress requirements as nominated.

- Pool Manager (Long pants may hinder a pool rescue and are not recommended)

- Building Workers

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts in certain geographical areas will not apply to:

- Mechanics, fitters and welders
- operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling chemicals ie pesticides, herbicides and cleaning agents

These workers must wear trousers and long sleeve shirts or overalls.

Use of Sunscreen Cream

All workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturers directions. Information, instruction and supervision will be provided in the use of sunscreens. (Note Section 19(1)(b) of the OSHA-WA) In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 50+ Broad Spectrum Type.

It is recommended that sun screen be used on the face, neck and ears all year round.

Exemptions may apply based on written medical advice.

Other People Who Work Outdoors

Those people who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which Council will supply.

High Visibility Clothing

Because of the requirement for Council workers to be easily seen by vehicle users, high visibility clothing of some description must be worn by workers while within the road reserve or near vehicle access ways.

Should over garments (eg jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

Since the above clothing policy has the implication of making workers less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimise heat insulation and maximise air flow around the wearer's body.

Note: *High visibility vests that velcro up the front will not be purchased for use on road reserves, because they are often found unfastened at the front, thus are less efficient at ensuring visibility.*

Action

Employees to wear high visibility single piece pullover vests when working within the road reserve or near vehicle access ways.

Supply and Use of Sun Glasses

All staff working outdoor shall, when practicable, wear general purpose sun protection glasses which comply with AS 1337(1992) and AS 1067(1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are the:

- a) ambient and radiant temperature;
- b) extent of air movement (wind)
- c) pace and physical demand of work;
- d) adequacy of water replacement required by sweating
- e) humidity
- f) person's clothing

Note: Actual temperatures experienced by workers will differ considerably dependant on their workplace. Working in a well treed park will be vastly different to working on an open bitumen road.

Thus some steps which should be taken include:

1. All relevant staff should have ample supplies of fresh cool water
2. Exploiting the use of natural shade
3. The erection of temporary shade where practicable
4. Rescheduling of particularly heavy work outdoors the period 10:00am to 2:00pm where practicable
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work, particularly in hot weather; is not efficient work without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

The Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence these people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued, in accordance with good management practices. (Note also, Section 3.5 (1)c) of the OSHA-WA).

Wherever practicable, the Council, having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

STAFF RELATED

ROADWORKS

Policy No: S4 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

High visibility clothing must be worn at all times when working on roads.

Appropriate Warning signs must be erected to warn road users of the movement of heavy equipment or road maintenance works.

All road signs shall be erected in accordance with the Main Roads Code of Practice entitled "Traffic Management for Road Works" and the accompanying Field Guide. Check with the supervisor if you are unsure of the appropriate signs.

All road workers are required to undertake an Accredited Training Course in Traffic Management for Road Works.

HAZARD IDENTIFICATION AND ASSESSMENT

The Occupational Safety and Health Regulations require an employer to identify, assess and consider control measures by which hazards can be removed from the workplace. This requires the cooperation and assistance of all employees in conjunction with the management to ensure all hazards are identified and where possible removed.

Action

All hazards will be reported to the supervisor for assessment.

ACCIDENT, INCIDENT AND HAZARD REPORTING

Identifying and managing the hazards associated with the workplace is not only a legislative requirement it is the basis of the whole safety management system.

The reporting of accidents, incidents and hazards is not used to apportion blame but to enable corrective action to be taken to prevent any recurrences. It can be a valuable method in the reduction of injuries and to improve safe working procedures.

It is therefore important to report any incidences and hazards to your supervisor so that corrective action can be taken.

Report any accident, incident or hazard no matter how trivial it may appear. It could prevent someone from being injured.

Such reports should be made on the relevant form so that a record is kept for future reference.

Action

Any accident or incident will be reported to the supervisor on forms available from the Depot.

CHEMICALS AND HAZARDOUS SUBSTANCES

All chemicals and hazardous substances will be approved and purchased by the Senior Administration Officer through direction of the CEO and will be accompanied by a Material Safety Data Sheet.

This procedure is to control the use and type of chemicals and hazardous substances in use within the council.

A chemical and hazardous substances register will be established and only substances approved by the CEO will be used.

Use of non approved or substances not contained within the register will not be tolerated.

MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets, (MSDS's), will be made available to all employees handling chemicals and hazardous substances.

The Works Supervisor will retain the original data sheets.

Training will be provided to all employees handling any such substances and employees are required to ensure that they study the MSDS's and follow any instructions on the handling, use, first aid and personal protective equipment that may be required.

Administrative and Other Controls

While this policy is essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are the:

- a) ambient and radiant temperature;
- b) extent of air movement (wind);
- c) pace and physical demand of the work;
- d) adequacy of water replacement required by sweating;

e) humidity;

f) person's clothing

Note: Actual temperatures experienced by workers will differ considerably dependant on their workplace. Working in a well treed park will be vastly different to working on an open bitumen road.

Thus some steps which will be taken include:

1. All relevant staff should have ample supplies of fresh cool water. Where mains water is unavailable then jugged water with a minimum capacity of 5 litres per person shall be provided.
2. Exploiting the use of natural shade.
3. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work, particularly in hot weather, is not efficient work without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

Consultation

The Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence these people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued, in accordance with good management practise. (Note also, Section 35(1)(c) of the OSHA-WA.)

Wherever practicable, the Council, having adopted this policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

STAFF RELATED

PLANT AND EQUIPMENT RESPONSIBILITIES

Policy No: S5 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

It is the responsibility of operators and users to ensure that any plant and equipment which they operate is in a safe and mechanically sound condition. Operators are to carry out an inspection of each item of plant immediately prior to its use to ensure that oil levels, pressures, coolant level, battery water levels etc are correct.

This procedure is to include all drivers and operators of not only plant and equipment, but also drivers of council vehicles.

Operators assigned to equipment are also required to carry out the daily servicing of the equipment as set out in the Manufacturer's Handbook or as directed.

All defects or irregularities are to be reported to the Mechanic in the first instance and the operator is also to complete a defects report. The Mechanic shall submit the defects report to the Works Supervisor for acknowledgment and recommended action. Where the Works Supervisor and the mechanic; in consultation, consider that there is a safety risk or that permanent damage will result from using an item of plant, the Works Supervisor will direct that the plant be stood down until repairs are made.

Operators will assist with the care and maintenance of plant, especially the larger items which have the same operator each day.

No new parts are to be fitted or adjustments made without the knowledge and agreement of both the mechanic and the Works Supervisor.

The mechanic has a duty to keep detailed records of the repairs and maintenance to all plant and equipment.

A maintenance programme for all plant and equipment will be submitted by the mechanic on a monthly basis to the Works Supervisor.

No employee is to operate any items of plant or equipment until they have been certified as competent to operate that equipment. A record of employee's competency and abilities to operate plant and equipment will be kept by the Works Supervisor.

It is the responsibility of the employee to inform the Work Supervisor or CEO of any limitations that may affect the safe operation of any piece of plant or equipment.

The interiors of all council vehicles and plant must be kept clean and free from all loose objects. These are hazards in themselves to the safe operation of any piece of equipment which can become lethal in the event of an accident.

Maintenance of Plant and Equipment

Daily Check

- engine oil
- water
- lights
- tyres
- battery

Ensure any defects are reported.

Weekly

- grease all lube fittings
- check wheel studs and nuts
- check all V belts
- check radiator hoses
- check and clean air cleaner. Where electronic indicators are provided in machinery the maintenance manual shall be complied with.
- clean out cab

PLANT OPERATION

Only trained and authorised employees may drive or operate plant.

It is the responsibility of plant operators to ensure that the equipment is checked daily and any faults reported to the mechanic in writing. Daily check includes oil, fuel, water, moving parts, hydraulics, brakes, lubrication and tyres.

The daily check should also include the interior of any plant which should be kept clean and clear of any tools and equipment.

All council vehicles and plant are equipped with first aid kits which should be regularly maintained with appropriate medical supplies. It is the responsibility of the operator to report any deficiencies.

If the equipment is fitted with a fire extinguisher, ensure it is well maintained and accessible.

If there is any doubt as to the safety of the plant or equipment, do not operate until the fault has been rectified.

Steps/ladders are to be used where fitted. Operators shall not jump from the plant to the ground.

Front End Loader / Backhoe and Skid Steer Loader

- check the vehicle prior to use
- observe all traffic rules when operating on or near designated roads
- observe the safe working load of the equipment
- do not allow passengers if seats are not available
- ensure all safety equipment is operational including warning lights and reversing alarms
- do not travel with the bucket fully extended
- be alert when raising or lowering any loads
- always switch off the engine, apply the handbrake and lower all hydraulic equipment to the ground when leaving the equipment unattended.
- do not smoke when refuelling

Graders

- prior to use, carry out daily maintenance check and report any faults
- if there is any doubt as to the safe use of the grader, do not use and report to the supervisor
- when operating on designated roads observe all road rules
- do not allow passengers unless the grader is equipped to do so
- when travelling ensure the blade is in its correct position
- ensure all safety equipment is operational and used

- if the grader is unattended ensure the motor is switched off, all equipment lowered to the floor and handbrake applied
- do not smoke when refuelling
- grader blades are to be changed by a minimum of two persons where blade is over 150mm wide and 2135mm long.

CONFINED SPACES (OSH Regulation 3.82 and AS 2865)

The OSH Regulations define a confined space as meaning an enclosed or partially enclosed space which -

- (a) is not intended or designed primarily as a workplace;
- (b) is at atmospheric pressure during occupancy; and
- (c) has restricted means for entry and exit, and which either -
- (d) has an atmosphere containing potentially harmful levels of contaminant;
- (e) has an unsafe oxygen level; or
- (f) is of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere.

It is a requirement of the Regulations that the employer must ensure that the provisions of AS 2865 are complied with in relation to work done in a confined space.

A confined space can include pipes, tanks, boilers, sewers and pressure vessels.

There are two sites within the council that have been identified as confined spaces, these being working in the sewers and the high pressure sand filters at the swimming pool. Others may exist that have not been identified. If there is any doubt, check with your supervisor.

Training

Training shall be conducted by persons knowledgeable and suitably qualified to conduct training in relevant aspects of confined space entry, hazard recognition, and use of safety equipment and methods of rescue.

Each selected person shall be trained to an acceptable standard of competence, appropriate to the task to be performed.

Details of training and the names of the personnel trained shall be recorded at each local site. The person in charge of the work is responsible for maintaining this record and ensuring compliance.

Training shall include, where appropriate, the following;

- emergency entry and exit procedures
- use of appropriate respiratory protective equipment
- first aid including CPR
- use of safety equipment
- rescue drills
- fire protection/fire fighting
- communication
- evaluation of the aptitude and fitness of individuals for entry and/or work in a confined space
- recognition of any hazards specific to the operation/activity
- the use of atmospheric monitoring equipment
- isolation procedures as required for selected personnel

Refresher training shall be carried out on an annual basis.

Rescue and First Aid

The need for rescue personnel from a confined space and the provision of first aid, either in the confined space or after rescue from the space, may arise. Rescue and first aid procedures shall be regularly rehearsed by all persons who may be involved with rescue from a confined space.

When there is a casualty in a confined space, no one should attempt to render assistance without first taking appropriate action to ensure that they do not jeopardise their own safety and the safety of the person that they are attempting to rescue.

In particular, where a person has collapsed without apparent cause, then no one shall enter the confined space to effect a rescue unless they are wearing Self Contained Breathing Apparatus (SCUBA) or other supplied air breathing apparatus.

Entry

The person in charge should consider whether the work proposed can be taken from outside the confined space, ie whether entry of persons to the confined space is necessary. If it is decided that such work can be undertaken from outside, then precautions shall be taken to prohibit entry to the confined space.

If entry to the confined space is deemed necessary, the employer or the responsible person shall review at least the general guidelines as follows.

- evaluate all proposed operations and work procedures, particularly those that may cause a change in the conditions, especially atmosphere in the confined space. eg welding.
- consider the soundness and security of the overall structure and the need for illumination
- consider the identity and nature of the product or products last contained in the confined space
- where appropriate, consider the steps needed to bring the confined space to atmospheric pressure
- consider the atmospheric testing to be undertaken and the parameters to be assessed before the entry permit is issued and/or if continuous monitoring or retesting is necessary
- consider all hazards which may be encountered
- confirm the status of the training of those persons intending to enter the confined space
- ensure adequate instruction of those persons in any unusual or non-typical work procedure required, including the use of any personal protective equipment and mechanical equipment to be used
- ensure the availability and adequacy of personal protective equipment, protective clothing and rescue equipment for all persons likely to enter the confined space for work or rescue purposes
- ensure signposting and where necessary barricading at each entry to the confined space. Signs shall;
 - a) comply with AS 1319
 - b) indicate that entry is permissible only after signing the entry permit
- the need for additional protective measures. Eg
 - a) prohibition of hot work in adjacent areas;
 - b) prohibition of smoking and other naked flames within the confined space and adjacent areas;
 - c) provision of suitable means of communication with and between persons inside the confined space;
 - d) avoidance of contamination of breathing atmosphere from operations or sources outside the confined space.

- arrangements for rescue which shall take into account;
 - a) the shape and size of the confined space;
 - b) the nature of the task to be performed;
 - c) obstacles within the space and the size and position of the means of entry to and exit from the space;
 - d) the number of persons occupying the space;
 - e) the number of persons required outside the space to maintain equipment essential for the confined space tasks;
 - f) to ensure adequate communication with and observation of the persons within the confined space;
 - g) to properly initiate rescue procedures if required.

Safety of the Atmosphere

No person shall enter a confined space until it is free from any explosion hazard and either;

- the person entering the confined space is equipped with an appropriate supplied air respiratory protective device and appropriate protective clothing, or
- precautions have been taken to establish and maintain a safe atmosphere within the confined space for the duration of occupancy

Where it is preferred not to use supplied air respiratory protective devices, the precautions/actions which shall be implemented to establish and maintain a safe breathing atmosphere in a confined space are as follows;

- those specified in the remainder of this section, or
- where the work in the confined space is covered by documented standing orders approved by the regulatory authority and the proposed procedures are considered to represent a minimum of hazard, the precautions/actions specified in such standing orders.

Initial Cleaning

Where practicable, all solids and liquids, which are liable to present a hazard to persons inside the confined space shall be removed from the confined space prior to entry.

Purging

Where necessary, the confined space shall be cleared of contaminants by use of a suitable purging agent.

Evaluation of the Atmosphere

Entry into a confined space shall not be permitted until its atmosphere has been evaluated to determine whether there is a hazard from;

- oxygen deficiency (ie < 18%) or excess.

NOTE: A level of 18% is considered the absolute minimum for entry where little or no physical work is undertaken. Where heavier works is to be undertaken eg average work 19.5% and hard work, 20% of oxygen is required

- contaminants in the atmosphere above the relevant TLV
- any flammable or combustible contaminant in the atmosphere above 5% of its LEL; and
- extremes of temperature

The evaluation of the atmosphere and a survey of other hazards shall be performed once the area adjacent to the point of entry has been made safe.

Retest and/or Monitoring

Where considered necessary, arrangements shall be made to monitor or retest the atmosphere within the confined space.

Ventilation

Where persons entering a confined space are not wearing supplied-air respiratory protective devices, the confined space shall be ventilated by natural or mechanical means to establish and maintain a safe work environment. The ventilation shall be continued throughout the period of occupancy as a safeguard against the unexpected release of contaminants. For example manholes either side of the blocked sewer shall be opened to create a flow through ventilation.

Where the maintenance of a safe working environment in a confined space is dependant on mechanical ventilation equipment, it shall;

- be continuously monitored while the confined space is occupied; and
- have the controls clearly identified and tagged to guard against unauthorised interference.

Exhaust facilities shall be arranged to ensure that any contaminated air exhausted from the confined space does not present a hazard to other persons or equipment.

Oxygen shall not be used to ventilate a confined space.

Personal Protective Equipment

Respiratory Protective Devices

Suitable supplied-air respiratory protective devices complying with AS 1716 shall be worn in the following circumstances;

- **where the precautions/actions specified in initial cleaning to ventilation inclusive have not been implemented**
- where the results of the evaluation specified in respiratory protective devices indicate that a safe breathing environment cannot be established or may not be maintained; or
- where the nature of the work procedure within the confined space is likely to degrade or contaminate the atmosphere in the confined space.

NOTE: Mechanical ventilation equipment may not be adequate or sufficiently reliable to maintain a safe atmosphere in the operator's breathing zone; particularly during operations likely to generate toxic contaminants. The selection and use of respiratory protective devices shall be in accordance with AS 1715 and shall take account of the hazards likely to be encountered.(eg the need to guard against damage to the protective device by any contaminants). The respiratory protective device shall be stored, maintained and inspected in accordance with the requirements of AS 1715.

Safety Belts, Harnesses and Lines

Suitable safety belts, harnesses and safety lines and/or rescue lines complying with AS 1891 should be worn where-

- there is a hazard of falling during ascent or descent; and
- rescue by a vertical or horizontal route is practicable.

Notes

1. It is not always practicable or desirable to specify wearing a safety harness or safety line and/or rescue line. When considering specifying the wearing of such equipment, care should be exercised to ensure that such equipment would not introduce a hazard or unnecessarily hinder free movement within a confined space.
2. Removal of unconscious people from confined spaces is extremely difficult. The use of hand-operated lifting equipment should be considered and where appropriate be on site before entry to the confined space is permitted.
3. The selection of the type of safety belt, harness or safety line or rescue line should be in accordance with AS 2626 and should take into account of the possible

hazards/rescue arrangements. The equipment should be stirred, maintained and inspected in accordance with the requirements of AS 2626.

SEWER/DRAIN CLEANING

It will be necessary to ensure that the procedures for confined spaces are complied with prior to the commencement of work.

Personal protective equipment such as safety footwear, safety glasses, gloves and hearing protection are worn during the operation.

Take appropriate action to protect members of the public.

Check the machine to ensure it is good condition, all guards are in place, all fluid levels are correct and ensure no smoking during the operation.

The operation will require three operators;

- one to operate the machine
- one to hold the rods midway from the machine to the manhole
- one to feed rods into the manhole.

Rods must be held at full arms length from the body to minimise the possibility of clothing catching in rods.

NO LOOSE CLOTHING TO BE WORN.

Instructions for start/stop operation are from the operator at the manhole to the operator at the machine.

The machine must be turned off whenever it left unattended or moved from one working area to another.

SWIMMING POOL FILTERS

It will be necessary to ensure that the procedures for confined spaces are complied with prior to the commencement of work.

All unnecessary plant and equipment shall be shut down and tagged or locked out to prevent accidental start ups.

Personal Protective Equipment

Before entering the filters to remove and replace the mineral sand, it will be necessary to consult and comply with the manufacturer's material safety data sheet.

This will stipulate the type of protective clothing and respiratory equipment that must be worn. It is essential that these requirements are fully understood and complied with.

The material safety data sheet will also stipulate first aid requirements which should be readily available.

Manual Handling

Working in such an area, manual handling during the removal of the sand and the replacement by handling the bags, exposes employees to possible injury.

Employees should be fully trained in manual handling techniques and be fully aware of the possible hazards with such an operation.

Entry

Cleaning of the filters or entry into the filters shall not occur unless two qualified SCBA and Chlorine gas employees are present and spare O₂ bottles are available on site.

EMERGENCY PROCEDURES

Regulation 3.10 of the Occupational Safety and Health Regulations 1996, requires an employer to have an emergency evacuation procedure to be followed in the event of fire or other emergency.

This procedure is to be prominently displayed and practiced at regular intervals.

The council is required to establish emergency procedures for all of its buildings, including the Administration Building, Depot, Recreation Centre and Swimming Pool.

Such a procedure will cover not only fire but also armed holdup, disruptive persons, earthquakes, chlorine leaks, serious accidents and other such emergencies as may be identified.

Council will provide all employees with the necessary training as and when such procedures are developed and implemented.

COMMUNICATION WITH ISOLATED EMPLOYEES

The Shire of Koorda often has employees working in isolation.

It is a requirement of Regulation 3.3 to have a procedure in place to ensure the safety and health of any such employees. It is not enough to rely on the two way communication on an ad hoc basis therefore the following procedure will be adhered to;

- Any employee working in isolation will be required to have a form of communication readily available, be it a mobile phone, two way radio or some other means of communication.
- If some form of communication is not available, employees will not be required to work in isolation.

- Isolation in the OSH Regulations is considered to be when an employee is isolated from other persons because of the time, location or nature of work.

An employee working in isolation will contact the Works Supervisor prior to the commencement of work and then on a two hourly basis (ie. 8:00am, 10:00am etc) report to the Chief Executive or Deputy Chief Executive Officer within the office on their status and location. This may be achieved as a minimum by radio contact.

The Chief Executive or Deputy Chief Executive Officer within the Administration office will record the time, status and location of the worker. The Works Supervisor will record and advise the Administration Office of employees working in isolation

If the employee working in isolation does not report in at the nominated time, then the Chief Executive or Deputy Chief Executive Officer will attempt to contact the isolated employee within five minutes of the nominated time.

If there is no response, the Chief Executive or Deputy Chief Executive Officer shall inform the Works Supervisor who shall attempt to establish contact either via radio or by physically attending the last known location.

If contact is not established, the following procedure will be adopted;

1. Contact is to be made with either the Works Supervisor or CEO.
2. It will be the responsibility of either to then proceed or have someone to the last known area of the isolated worker to establish contact.
3. On contact being made, take the necessary action as may be required.
4. While the preceding is taking place, the Chief Executive or Deputy Chief Executive Officer should continue to attempt to establish contact with the isolated worker.

This procedure is in addition to any personal communication/visits by a supervisor or other employees.

CHLORINE

Procedure for changing chlorine drums

It is essential to refer to the material safety data sheet prior to changing drums.

All employees involved with the handling of chlorine must be fully conversant with the contents of the material safety data sheet.

Chlorine is toxic by inhalation, irritating to the eyes, respiratory system and skin.

Two experienced operators must be present at all times and only authorised personnel are to handle and change drums.

Personal Protection

Overalls, safety shoes, face shield or air mask, gloves.

Avoid skin and eye contact and inhalation of gas/vapour. Wear overalls, chemical goggles and impervious gloves. If inhalation risk exists wear an air supplied mask.

Removal

1. ensure cylinder valve is closed
2. remove pigtail coupling
3. check for any leaks
4. if no leaks , replace outlet cap-nut
5. replace valve protection cap
6. store in a secure area in an upright position

Connection

1. remove valve protection cap
2. ensure old washer is removed from pigtail and a new washer is used
3. connect pigtail to cylinder
4. open and then close the cylinder valve. Once valve is closed check coupling and line for leaks with ammonia
5. if no leaks are present, reopen cylinder and open valve to injector if chlorine is present;

(a) from line- leave cylinder valve closed and obtain a new pigtail

OR

(b) from coupling-ensure the coupling is tight.

In the event of a leak, evacuate all personnel from the immediate area, alert the Administration Office who will then initiate the emergency procedures.

STAFF RELATED

USE OF EQUIPMENT

Policy No: S6 **Adopted:** 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

Chainsaw Safety

Chainsaws have the potential to inflict injuries and/or create hazardous situations. The major causes of accidents are ignorance of the hazards and lack of training in the correct handling and safety procedures.

Only trained and qualified personnel are to use chainsaws.

Personal Protective Equipment (PPE)

The following PPE is to be worn at all times when using a chainsaw.

- hard hat to protect from falling material and to reduce kickback injuries.
- hearing protection in the form of ear plugs or ear muffs must be worn by the operator and any assistants in the immediate area that may be subjected to any noise above the exposure level.
- eye protection such as safety glasses, goggles, mesh or perspex to protect the eyes from debris.
- leg protection in the form of specific chainsaw trousers such as chaps. These reduce the possibility of leg injuries.
- foot protection such as steel cap safety boots which should have non slip tread soles.
- hand protection in the form of gloves.

Chainsaw Operation

Before attempting to do anything with the chainsaw all operators must read the manual.

- ensure all safety features are fitted and operational before using the saw.

- the chainsaw is to be started and operated in accordance with the manufactures instruction manual.
- when crosscutting or pruning, check if any branches are under tension before cutting.
- check that the saw is correctly adjusted and that the blade is sharp, oiled and correctly tensioned.
- when refuelling, stop the engine, place in a clear area, allow cooling off, wipe saw dust away from filler caps, using a funnel with filter. **DO NOT SMOKE**
- seek advice and training in the use of the chainsaw.
- always wear the recommended protective clothing.

Nail Guns And Explosive Powered Tools (Regulations 4.50 and 4.51)

It is essential that before using any nail guns or explosive power tools that you have been fully trained and are competent in their use. If there is any doubt do not attempt to use such equipment.

When using a nail gun at a workplace, warning signs bearing the words “**WARNING - NAIL GUN IN USE - KEEP CLEAR**” must be prominently displayed.

Lock Outs and Danger Tags

Operating, servicing or maintenance work is often carried out on or close to mechanical and electrical equipment or processes.

Lockouts and danger tags are designed to protect employees from injury and the accidental use of machinery that requires attention or is being repaired.

A lock out system is the most effective method of preventing machinery becoming operational during maintenance. Its effectiveness lies in the one key per lock, one per person procedure.

Danger tags are used where it is not practicable to use the lockout system.

Danger tags are black, white and red and are designed to protect persons from life threatening injuries.

Out of Service Tags are yellow and black and signifies caution.

Should you come across any piece of equipment with any of these tags attached, **DO NOT REMOVE THEM UNDER ANY CIRCUMSTANCES OR ATTEMPT TO USE THE PIECE OF EQUIPMENT.**

The lockouts and tags can only be removed by the person who has placed them on the equipment.

Electrical Equipment (Regulation 3.58)

It is now a legislative requirement that each connection on all flexible cords installed or renewed are of the moulded one part non rewirable or transparent type.

All hand held or portable electrical equipment must be protected by a residual current device either at the power point, by a portable residual current device or through current residual current devices fitted to the main switchboard.

If there is any doubt report to your supervisor.

Prior to the use of any electrical equipment always inspect and report any faults.

Fire Prevention

To reduce any codes, information documents and the Act and Regulations.

STAFF RELATED

TREE PRUNING

Policy No: S7 **Adopted: 16 May 2007** 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

Tree pruning will only be carried out by authorised trained personnel.

Any tree pruning carried out near power lines will be in accordance with the Code Of Practice entitled “Personal Electrical Safety for Vegetation Control Work Near Live Powerlines.”

The following procedures will be followed;

- every employee working in the gang will be trained in tree pruning operations including the use of chainsaws, elevated work platforms and other plant that may be in use such as mulchers.
Every employee shall comply with statutory distances and shall be trained in the observation of tree pruning activities.
- appropriate protective equipment must be worn at all times. See PPE, eg hearing protection, eye protection, chainsaw safety.
- check all tools and equipment to ensure all are in a safe working order
- ensure the site is kept clear of unnecessary equipment and personnel
- ensure public protection and traffic management control procedures are in place.
- the Works Supervisor will detail works to be carried out in writing

ELEVATED WORK PLATFORMS

All personnel using elevated work platforms must be fully trained in their use.

Personnel using elevated work platforms in the vicinity of powerlines must have passed the relevant Western Power training course and comply with the Code of Practice entitled “Personal Electrical Safety for Vegetation Control Work near Live Powerlines.”

No one must work closer than 3 metres to powerlines up to 33kv, 6 metres to powerlines above 33kv, or work above any powerlines without specific training.

Prior to the use of the elevated work platform ensure the machine is in good working order in accordance with the manufacturers specifications and all pre-operational checks are carried out. A deadman switch is to be fitted to the platform to prevent accidental movement.

All safety equipment must be used including a suitable means of preventing a person from falling, such as a safety harness.

The Platform must not be moved while in an elevated position. Ensure all stabilisers are on a sound footing and warning signs and barriers have been placed in appropriate positions to protect the public. Earth rods are to be used where fitted and must penetrate the earth no less than 300mm.

The elevated work platform must only be moved with the boom lowered.

PREVENTION OF FALLS (Regulation 3.49.)

The OSH Regulations require the Council to provide protection to employees if there is a risk of falling from a height.

This can include the use of scaffolding, work platforms, ladders and fall-arrest systems.

If you are required to work at a height or in a position where there is a risk of falling, consult with your supervisor on the best prevention method to be used.

The Code of Practice entitled “Prevention of Falls at Workplaces” should be consulted to assist with the identification, assessment and control of the risk.

A copy of the Code of Practice is available from the CEO.

Scaffolding

If it is found necessary to use scaffolding to prevent exposure to a possible fall from heights, it may be necessary to have any such scaffolding erected by a certified scaffolder if the height exceeds 4 metres.

STAFF RELATED

DRUGS AND ALCOHOL

Policy No: S8

Adopted: 17 October 2007 59.1.1-2008

Reviewed: 20 December 2017

File Reference: ADM 0323

POLICY STATEMENT

To ensure a safe workplace free from the affects of drugs and alcohol.

RATIONALE

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

Although disciplinary action may be required, this policy focuses on preventative measures directed at ensuring the safety and health of both the individual and other persons.

WorkSafe (WA) states that because of privacy issues, drug and alcohol testing in the workplace should only be carried out if an identified risk exists for the employee and/or other persons, and this risk is associated with drug or alcohol use.

APPLICABILITY

This policy applies to all employees.

PREAMBLE The Shire of Koorda is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

OBJECTIVE The objectives of the policy are to:

- Provide a safe working environment free from occupational health and safety hazards associated with inappropriate use of drugs and/or alcohol;
- Set out the Council's requirements in relation to the abuse of drugs and alcohol so that everybody is aware of what is expected of them and how they can expect to be treated;
- Use the policy as a deterrent for employees considering alcohol/drug use that may affect their work performance and compromise safety;
- Provide assistance through a range of preventative, educational, and rehabilitative measures to overcome alcohol and other drug problems that could affect individual performance or fitness for work;

- Provide a working environment which is conducive to productivity and to the achievement of business objectives by minimising the potentially harmful impact of alcohol and other drug consumption;
- Ensure that people who are deemed unfit for work as a result of alcohol or other drug misuse are dealt with in a fair and constructive manner;
- Ensure that the Shire of Koorda meets its obligations to employees, contractors and the general public to carry out its operations safely in accordance with relevant legislation.

DEFINITIONS For the purposes of the Alcohol and Other Drugs Policy the following definitions apply:

“Authorised person” means a person who has been trained and authorised by the CEO.

"Authorised testing centre" means an accredited laboratory in accordance with Australian Standard 4308 and/or 4760 and as approved by the Council.

"Confirmatory test" means a test conducted following the return of a positive screening test result to identify and quantitate the specific drug from the class of drug detected in the screening test.

"Council" means Shire of Koorda.

"Cut-off level" in relation to alcohol and other drugs is a value at or above which the test result is considered to be positive and below which the test result is considered to be negative.

"Employee" means any person employed by the Shire of Koorda.

"Employer" means the Shire of Koorda.

"Invalid sample" is a urine sample which is adulterated and/or which does not conform to the requirements of Australian Standard 4308.

"Negative confirmatory test result" means a result indicating the presence of no drugs or the presence of drugs below the cut-off levels prescribed in this Policy.

"Negative screening test result" means a result indicating the presence of no class of drugs or the presence of a class of drugs below the cut-off levels prescribed in this Policy.

"Other person in the workplace" means any person who performs work for or on behalf of the Shire of Koorda or any person who performs work on the premises or property of the Shire of Koorda.

"Policy" means the Shire of Koorda Fit to Work Policy as amended from time to time.

"Positive confirmatory test result" means a result indicating the presence of drugs at or above the cut-off levels prescribed in this Policy and/or a test result and/or an action that is deemed by the Policy to be a positive confirmatory test result.

"Positive screening test result" means a result indicating the presence of a class of drugs at or above the cut-off levels prescribed in this Policy.

"Screening test" means an initial test to identify the presence of a class of drugs as prescribed in this Policy.

"Valid sample" means an unadulterated urine sample that conforms to the requirements of Australian Standard 4308.

POLICY

Both the Council and individual employees have obligations under the Duty of Care responsibilities in Occupational Safety and Health Legislation and at Common Law.

As an employer the Council is obliged to provide a safe workplace so that employees are not subject to unnecessary hazards. Part of this duty to take reasonable care relates to taking reasonable steps to ensure employees are in a fit state to work safely and to minimise risks to both themselves and their work mates.

Employees and other persons in the workplace have a corresponding duty under legislation to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks.

Employees have an obligation to advise the employer if they:

- Are unfit to perform work as a result of alcohol or drugs
- Are taking any medication that might affect their work performance
- Believe another employee or person in the workplace is unfit to perform work as a result of alcohol or drugs.

APPLICATION

The Alcohol and Other Drugs Policy applies to all the Shire of Koorda employees or other persons performing work upon the premises or property of the Shire of Koorda.

MISUSE OF ALCOHOL AND OTHER DRUGS

Everybody performing duties at the Shire of Koorda is expected to act in a responsible manner and present themselves for work in a fit state. Accordingly, a person adversely affected by alcohol or drugs is not permitted on the premises.

Any person whose alcohol or other drugs test results exceed the limits set out in this Policy will be deemed unfit for work.

This Policy does not apply to prescription drugs which are used for their intended purposes as currently prescribed for the person using them and where use of such drugs does not adversely affect the person's ability to perform work in a safe and productive manner. All personnel who use prescribed drugs must report this to their manager and must also make the manager aware of any possible side effects.

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 Koorda that employees make alternative arrangements to get home. The Shire of Koorda accepts no responsibility for employees during travel to and from the function.

COMPULSORY DRUG AND ALCOHOL TESTING

Employees and other persons in the workplace are required to undertake alcohol and drug testing when, where and as required. This will include:

- Random testing
- Extraordinary testing
- Incident testing
- Fitness for Work testing
- Pre-Employment testing

Valid samples for the purposes of drug screening will comply with the requirements of Australian Standard 4308 for the collection, detection and quantitation of drugs of abuse in urine or Australian Standard 4760 for oral fluid testing.

A screening test to identify the presence of alcohol will be conducted by breath analysing equipment that meets the requirements of Australian Standard 3547 and the procedure used will be as recommended by the manufacturer of the device.

All drug testing shall be conducted at a Council approved testing facility for urine testing or by authorised and trained persons at the workplace for oral testing. Authorised and trained persons will conduct all alcohol testing at the workplace.

Where an employee or other person in the workplace returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return to the workplace pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Council's premises or property the Council will ensure that it is in a safe and responsible manner.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the workplace.

Random Testing

All employees and other persons in the workplace may be required to provide a sample for testing as a result of a random selection process. The Council reserves the right to amend and adjust the random selection process from time to time as appropriate.

All employees will be tested at least once in every twelve months.

Extraordinary Testing

An employee once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Council's Chief Executive Officer shall determine when extraordinary testing is to take place.

Incident Testing

Employees involved in significant incidents may be tested. Significant incidents may include, but are not limited to:

- Vehicle accidents
- Injuries treated by a medical practitioner
- Property/equipment damage
- Reportable near misses

Persons involved in such incidents will be tested for alcohol and/or drugs as per the procedures under this policy. They will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work.

A person who is required to provide a post-incident sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Fitness for Work Testing

Any employee who has reason to believe that another employee, a contractor's employee, or a visitor is under the influence of drugs or alcohol must report their suspicions to their supervisor/manager. If the supervisor/manager agrees that there is cause for suspicion they must arrange for the person to be removed from the workplace and undertake to provide a urine or breathalyser test. The employee reporting the suspicion will also be tested.

The person will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work. The persons who are required to provide the sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Employees have the opportunity to voluntarily self-test "without prejudice" at least 10 minutes prior to the commencement of work if they are in doubt of their fitness for work. An employee who removes themselves from the workplace prior to any incident or disciplinary action will do so either on annual or unpaid leave. Repeated events will be treated as a performance matter.

Pre Employment Testing

All prospective employees shall be required to provide a urine sample that will be analysed for traces of prohibited or restricted drugs in accordance with Australian

Standard 4308 as a pre-requisite for employment with the Council.

The prospective employee will be requested to declare to the person administering the test whether they are taking any medication, including prescription and/or non-prescription over the counter drugs.

REFUSAL TO UNDERTAKE A TEST

Refusal by an employee to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice.

The employee will be given a verbal warning. This will be performed in accordance with the relevant Council procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The employee will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a Second Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice. The employee will be given a final written warning assuming there are no mitigating circumstances.

The employee will present themselves for another test within 24 hours of the second refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a Third Positive result. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the individual may be dismissed without notice.

PROVISION OF AN INVALID SAMPLE OR INABILITY TO PROVIDE A SAMPLE

An employee or other person in the workplace who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample. In the absence of a medical explanation acceptable to the employer for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where an employee or other person in the workplace asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the employer and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

REQUIREMENT TO DECLARE USE OF DRUGS PRIOR TO TESTING

As part of the drug testing process where Staff are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit

for work. If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

TESTING LEVELS

ALCOHOL

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

OTHER DRUGS

The screening test cut-off levels for urine tests are:

Class of Drug	Cut-off Level
Methylamphetamine and Amphetamine	300 ug/l
Cannabis metabolites	50 ug/l
Cocaine metabolites	300 ug/l
Benzodiazepines	200 ug/l
Opiates	300 ug/l

The screening test cut-off levels for oral tests are:

Class of Drug	Cut-off Level
Methylamphetamine and Amphetamine	50 ng/ml
Cannabis metabolites	25 ng/ml
Cocaine metabolites	50 ng/ml
Opiates	50 ng/ml

The confirmatory test cut-off levels are:

Class of Drug	Cut-off Level
Opiates*	300
Codeine	300
Amphetamine	300
Methylamphetamine	300
Methylenedioxymethylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

As part of the drug testing process where Staff are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work.

If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

ACTION IN RELATION TO TEST RESULTS

First Positive

If an employee or other person in the workplace returns a positive confirmatory test result for the first time for other drugs then the following will apply:

- (i) They will be provided with a copy of the laboratory drug and alcohol test results.
- (ii) The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a verbal warning. This will be performed in

accordance with the Council's relevant disciplinary procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

- (iii) The employee shall enter into discussions with their manager and the CEO regarding the positive result. The employee may request a representative to be present in a purely observatory capacity.
- (iv) The Council will recommend to the employee that they seek medical and/or counselling help.

In the event of the positive result being for drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further test. If the test is positive, it will be treated as a Second Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Council premises and will not be permitted to perform work for or with the Council or to enter Council premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Council.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Second Positive

If an employee or other person in the workplace records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

- (i) They will be provided with a copy of the laboratory drug and alcohol test results.
- (ii) The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a final written warning.
- (iii) The employee shall present themselves as soon as possible to a panel consisting of;
 - Direct Manager
 - Chief Executive Officer, and
 - Health and Safety Representative (employee's choice)

The objective of the panel is to discuss;

- Source of problem
- Explain the repercussions of a Third Positive test
- Reinforce the Fit to Work Policy
- Organise counselling and/or medical help

The employee shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of employment.

In the event of the positive result being for alcohol and drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further urine or breath test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the employee be able to resume their normal duties.

In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Council premises and will not be permitted to perform work for or with the Council or to enter Council premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Council.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of

employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Third Positive

The employee will be immediately suspended from work without pay pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case.

Unless there are convincing arguments to the contrary, the individual may be dismissed without notice. Where a person in the workplace other than an employee returns a positive confirmatory test result for the third time The Shire of Koorda may refuse to permit the person to perform work for or on behalf of the Council or to perform work on the premises or property of the Council.

DISCIPLINARY RECORD

Where an employee has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

MISCONDUCT

The following behaviours shall be deemed gross misconduct and will be subject to instant dismissal:

- The possession, cultivation, distribution, sale, purchase, or consumption of illegal substances;
- The unauthorised consumption, sale or supply of alcohol;
- The possession, sale, distribution or consumption of prescription drugs except as properly prescribed;
- The use of alcohol or any other drug such that a person's work performance or ability to work safety may be jeopardised;
- Breaches of confidentiality;
- Tampering with an alcohol or drug test sample.

COUNSELLING AND REHABILITATION

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Council intends in appropriate circumstances to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However no part of this Policy or any related procedures is intended to affect the Council's right to manage its workplace and discipline its employees or to offer employment or continued employment, nor to make the Council liable for the costs associated with counselling and rehabilitation.

If an employee feels they require assistance with a substance abuse or dependence related

issue they may bring this to the attention of their Safety Representative, Supervisor or CEO. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis. This may be arranged through other agencies as listed below:

Service Provider	Metro No.	Toll Free
Occupational Services (WA)	9225 4522	1800 198 191
Alcohol and Drug Information Service (24hrs)	9442 5000	1800 198 024
Alcoholics Anonymous (24 hrs)	9325 3566	
Narcotics Anonymous	9227 8361	
Parents Alcohol and Drug Information Service	9442 5050	1800 653 203

ENSURING CONFIDENTIALITY

All employee information generated as a result of the implementation of this Policy will be safeguarded according to normal requirements for confidential human resource and medical information.

The information will only be provided to those people in the Council who have a legitimate need to know to ensure safety, health, or performance. No information relating to this Policy and identifying a particular individual will be released to any third party except with the individual's consent or to obtain professional or legal advice or if required by law.

Statistics will be compiled from time to time and made available to all staff. Any published statistics will not identify individuals.

Breaches of confidentiality shall result in the termination of employment.

COUNCIL PREMISES

Alcohol is allowed on Council owned residential property or accommodation units that constitute an employee's private accommodation.

To monitor compliance with this Policy the Council reserves the right to conduct searches, inspections and tests on Council premises in accordance with applicable law and without prior notice of the clothing, personal effects, lockers, toolboxes, baggage, vehicles and quarters of any person subject to this Policy.

If it is intended to conduct such a search the person/s concerned will be informed of the reason and be allowed to have another person present. The person conducting the search should request another supervisor/manager to be present and all details must be fully documented.

Where any employee or other person in the workplace refuses to submit to a search, inspection or test the incident will be referred to the local authorities. Where any employee is found to be in possession of a prohibited item they will be subject to disciplinary action up to and including termination of employment. Any other person in

the workplace found to be in possession of a prohibited item will not be permitted to perform work for or with the Council or to enter or remain on Council premises.

The possession, cultivation, distribution, sale, purchase or consumption of illegal substances on Council property or while otherwise on Council business will be considered a criminal matter and be referred to the appropriate authorities. Such matters will be dealt with in accordance with the relevant Council procedure.

CLIENT'S SITES

Council employees on other clients' sites are required to abide by and cooperate with the requirements of the client's drug and alcohol policy and procedures. This includes, where required, undertaking alcohol and other drug screening and submitting to searches and inspections so long as they are conducted in accordance with applicable law.

In the event of an employee testing positive in these circumstances or being found in possession of a prohibited item, the employee should immediately contact their manager who will undertake to arrange safe transport of the employee to an appropriate location. The employee's manager should immediately contact the Council's Occupational Health and Safety representative. Council employees testing positive to alcohol or drugs on clients' sites will also be shown as a positive result on their drug and alcohol records at the Shire of Koorda and the provisions of this Policy will apply.

ACCOUNTABILITIES

Chief Executive Officer and Executives

The Chief Executive Officer and Executives are accountable for ensuring the successful implementation and operation of the Alcohol & Other Drugs Policy. This will ensure that all employees understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

Managers and Supervisors

Managers and Supervisors are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

Managers and Supervisors also have responsibility for determining the fitness for work of individuals under their control and for taking prompt and appropriate action to address declining safety or work performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All Managers and Supervisors will be appropriately trained to ensure their competency in handling these matters.

All Individuals

Everybody is accountable for:

- Ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;

- Raising any concerns about their own fitness for work;
- Raising any concerns about another person's fitness for work with their Manager or Supervisor;

Notifying their Supervisor or Manager of any situation in which this Policy may have been breached. This includes unauthorised possession or consumption of alcohol or other drugs on site or during work and failure to provide details of prescription medication and associated limitations to carry out normal duties. Medical confidentiality will be maintained as appropriate.

HEAD OF POWER Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007 r.3

(1)(h)

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

COUNCIL POLICIES

SECTION W

Policies Relating to Works

This section deals with works of an operational nature.

WORKS

ROADS - BITUMEN

Policy No: W1

Adopted:19.9.01

Amended:15 June 2011 - 110611

File Reference: ADM 0323

POLICY STATEMENT

That any new bitumen roads be constructed to a minimum seal width of major roads 7.2m, and for minor roads 6.2m.

That any new bitumen roads in townsite be constructed and concrete kerbing be provided where feasible.

PURPOSE

To establish standards which will satisfy long-term requirements.

WORKS

MAINTENANCE GRADING REGULARITY – ANNUAL PROGRAM

Policy No: W2

Adopted:19.9.01

File Reference: ADM 0323

POLICY STATEMENT

Every effort is to be made to ensure that all major rural roads be graded at least twice per year and that other roads be graded as required, but at least once each year.

PURPOSE

To endeavour to maintain minimum service standards to all properties.

WORKS

VEHICLE CROSSOVERS

Policy No: W3

Adopted:19.9.01

File Reference: ADM 0323

POLICY STATEMENT

That Council policy in the provision and maintenance of crossovers be as follows -

- (1) That Council contribute 50% of the cost of a standard crossing, which is a first crossing, to a rateable property.
- (2) That a standard crossing shall be –

(a) In Town Areas,

a crossing having the same pavement surface as the public road which it joins and having a pipe width of –

- 4.2m for residential and commercial premises;
- 4.8m for light industrial;
- 6.2m for heavy industrial; and
- 7.8m for service stations;

* each with a 1.5m radius “fishtail” onto the kerb line.

(b) In Rural Areas

Council will contribute stormwater pipes (if required) to a pipe width of 7.6 metres or deliver 5m³ of gravel, as its half cost contribution towards the cost of a first crossover, to provide access to an individual property.

- (3) Where a crossing is built to standards greater than a standard crossing, the landholder shall be liable for the additional cost involved.
- (4) Council will not be responsible for maintenance of crossovers.

PURPOSE

To set down the standard and level of contribution to be paid by council to the cost of crossings.

COMPLEMENTARY LEGISLATION / AGENCIES

Local Government (Uniform Local Provisions) Regulations –

“Contribution to cost of crossing

15. (1) where –

- (a) a local government
 - (i) under regulation 12 constructs or approves the construction of;
 - or
 - (ii) under regulation 13(1) requires the construction of,

a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land;
- (b) the crossing is the first crossing in respect of the land; and
- (c) the crossing is a standard crossing or is of a type that is superior to a standard crossing,

the local government is obliged to bear 50% of the cost, as estimated by the local government, of a standard crossing, but otherwise the local government is not obliged to bear, nor prevented from bearing, any of the cost.”

“**first crossing**” and “**standard crossing**” are defined in sub regulation (2) of this regulation.

Main Roads Department if a Government road is involved. See ULP Reg 14.

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

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

PRIVATE WORKS

Policy No: W7

Adopted:19.9.01

Amended: 16 May 2007 *159.1.1-2007*

File Reference: ADM 0323

POLICY STATEMENT

That private works only be carried out of normal works staff working hours and;

- (a) the Works and maintenance program will not be adversely affected unless the advantages of carrying out the private works justifies some reassessment of the works programme;
- (b) full costs including supervision and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges;
- (c) agreements for private works are made in writing and signed by the person requesting the works, the agreement to make the applicant responsible for –
 - (i) marking out and general supervision of the work;
 - (ii) damage to property, foundations, cables, etc., which results from work carried out at the client's instructions;
 - (iii) any expense incurred through breakdown or delay.
- (d) the cost estimate is paid in advance, at the discretion of the CEO.

PURPOSE

To set the parameters under which private works may be undertaken.

WORKS

PRIVATE WORKS – SERVICE / SPORTING CLUBS

Policy No: W8 **Adopted:19.9.01**

File Reference: ADM 0323

POLICY STATEMENT

- (1) That the CEO at his discretion allow Council equipment to be used free of charge to carry out works under the control of a service or sporting club or church group outside normal working hours, where the plant and a council operator are available.
- (2) The plant must be operated by Council staff.
- (3) The borrowers are required to arrange remuneration of the operator if required.
- (4) The value of the council in-kind donation of plant (plant hire) be accounted for in the usual way and charged to donations.

PURPOSE

To make plant available for projects which will be of benefit to the community.

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.

WORKS

TREE PLANTING AND REMOVAL

Policy No: W11 **Adopted:19.9.01**

File Reference: ADM 0323

POLICY STATEMENT

(1) New Trees – Residential Areas

- (a) Trees be provided by Council, on the basis of one per street frontage or, where the frontage exceeds the normal situation, at the discretion of Council staff.
- (b) Trees be provided only in areas where the residential street is fully developed, i.e. kerbed and widened to current requirements, and staff is assured that no major earthworks will take place such that the verge needs to be altered.
- (c) Trees be provided in those residential situations where it may be many years before Council will consider the upgrading of those streets.

(2) Reserves

Reserves which are currently in the care and control of Council be listed in order of importance and a planned programme of planting, if required, be adopted.

(3) Removal of Trees

- (a) If removal of a tree that has been planted is required in residential areas due to:
 - (i) Location of a Driveway – that the person requesting its removal be first asked to re-site his/her driveway. If this is not possible, that they pay all costs towards the removal and replanting of a similar tree.
 - (ii) Termite Infection – that Council removes this tree, treats the area and replaces the tree in the following year's programme.
 - (iii) Vision Clearance – that Council removes the tree.
 - (iv) Endangering Adjoining Property – that, provided the necessary requirements leading up to removal are adhered to, Council proceeds under the provisions of the Local Government Act.

- (b) If removal of a native tree is required, in rural or residential areas, that this be done at the discretion of Council.
- (c) Verge tree removal includes the requirement of a minimum of \$500,000 public liability insurance cover to be held by the person removing the tree, if not council staff.

PURPOSE

To make the town environmentally pleasing.

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

CLEARING OF GAZETTED ROAD RESERVES

Policy No: W13

Adopted: 19.9.01

Amended: 16 May 2007 159.1.1-2007

File Reference: ADM 0323

POLICY STATEMENT

That to support land conservation issues and objectives, Council does not permit the clearing of gazetted road reserves, not currently cleared with an officially formed road, in place.

Road Verge Clearing

- a) Councils work force when carrying out road works, shall only clear or trim vegetation back to the original water table or, graded windrow line.
- b) That property owners wishing to clear fence lines adjacent to road reserves be encouraged to move the fence line into the actual property, that is, inside the property (Lot or Location) boundary line.
- c) Corners – line of site, clear to a maximum of two hundred (200) metres.
- d) Corners – line of site, clear to a maximum of two hundred (200) metres.

Note: The Environmental Protection Act 1986 (as amended) overrides Council Policy and will prevail.

PURPOSE

To provide guidance to staff and public with regard to Councils Road Clearing/widening objectives which are intended to improve the safety of vehicle and machinery movement.

Note: Item b) Council cannot give permission to clear a fence line inside the Road Reserve, other than 1.5 metres from the boundary and subject to provisions of the Regulations and Environmentally sensitive areas.

WORKS

VEGETATION CLEARING AT PASSIVE RAILWAY CROSSINGS

Policy No: W14

Adopted: 20.2.02

File Reference: ADM 0323

POLICY STATEMENT

That Council adopt as Policy with regard road/rail crossings:-

“Where removal of vegetation and/or other visibility obstructions is required to provide adequate sight distances for drivers approaching a public road crossing, the road authority is to meet the costs of removal within the road reserve (and adjacent private property if required), and the rail authority is to meet the cost of removal within the railway reserve”.

PURPOSE

To provide adequate sight distances for drivers approaching a public road crossing.

WORKS

DEEP DRAINAGE

Policy No: W15

Adopted: October 2005

File Reference: ADM 0323

POLICY STATEMENT

DEEP DRAINAGE POLICY,

Drainage in Agricultural Areas affecting Council controlled lands and infrastructure.

The Shire of Koorda recognises best practice deep drainage as a valid engineering option for salinity control.

This policy is designed to guide Council in relation to applications for deep drainage that directly affects Council controlled lands and infrastructure (i.e. Council roads, reserves and townsites).

This policy is designed to allow input to drainage proposals that affects Council infrastructure from private land development and inform the community about the proposals.

Prior to commencement of drainage works within the Shire of Koorda a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Agriculture pursuant to Soil and Land Conservation Regulations 1992.

As a condition of approval by the Shire of Koorda a Public Notice will be advertised by the Shire of Koorda, at the proponents cost, within the Local Newspaper, being the Narkal Notes advising submissions will be received for up to a period of fourteen (14) days after advertisement.

The form of the Public Notice will advise on which locations drainage works will be undertaken, that drainage works are to be constructed within the Shire of Koorda and advise what roads are to be affected and seek landholders submissions to disposal point of water.

The developer shall enter into an agreement with the Shire of Koorda that future maintenance costs of the drainage conveyance shall be at the Developer's cost and recorded as an absolute caveat on the affected land. Such remedial works shall be carried out within 14 days of written advice from the Shire of Koorda.

Upon the expiry of 14 days Council reserves the right to enter upon the land and to carry out the necessary remedial works using appropriate machinery at the proponents cost. The cost will be standard Council costs plus 10%.

At Council's discretion, proposals to conduct water through Council infrastructure must be accompanied by an Engineer certified design, taking into account the impact on Councils land and/or infrastructure of extraordinary events that may cause damage to the integrity of the drainage conveyance. Such a certified design will be undertaken at the proponents cost.

All construction and remedial costs, including traffic management, of the drainage conveyance structure, shall be at the developers/landowners cost.

Unless Council is of the opinion that the drain may be considered a major catchment area drain; that could warrant subsidising, up to fifty percent (50%) of cost incurred in providing a culvert under the road.

<i>Guideline:</i>

Traffic management means in accordance with the relevant Australian Standards for Traffic Management.

Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Council managed land.

Landholders must provide a copy of the letter of no objection provided by the Department of Agriculture to Council, prior to the contractor commencing works.

Guideline:

The following are technical guidelines that should be adhered to when undertaking a deep drainage road crossing. Please contact the Shire office for clarification or questions regarding the policy and guidelines.

The culvert design will be determined as per relevant Australian Standards for Road Design.

The culvert pipe and headwall material should be of HOPE or recycled plastic material, to ensure durability and longevity of the culvert.

Culvert size must be a minimum of 600mm diameter. This larger culvert pipe diameter is stipulated to ensure the culvert has less chance of silting up, allow easier cleaning out if required and to allow the proposed drain to be extended in the future (to a distance only that will yield maximum anticipated flow rates that will be handled by a 600mm diameter culvert).

Surface water crossings should be included in any leveed deep drainage project design. Such crossings should be at regular enough intervals and of sufficient width, so that surface water resultant from a 1 in 50 year rainfall event can be safely conveyed across the alignment of the leveed deep drain. Surface water crossings can also provide access ways for landholders,

Figure 1: Example of a Road reserve / leveed deep drain intersection cross section - typical detail

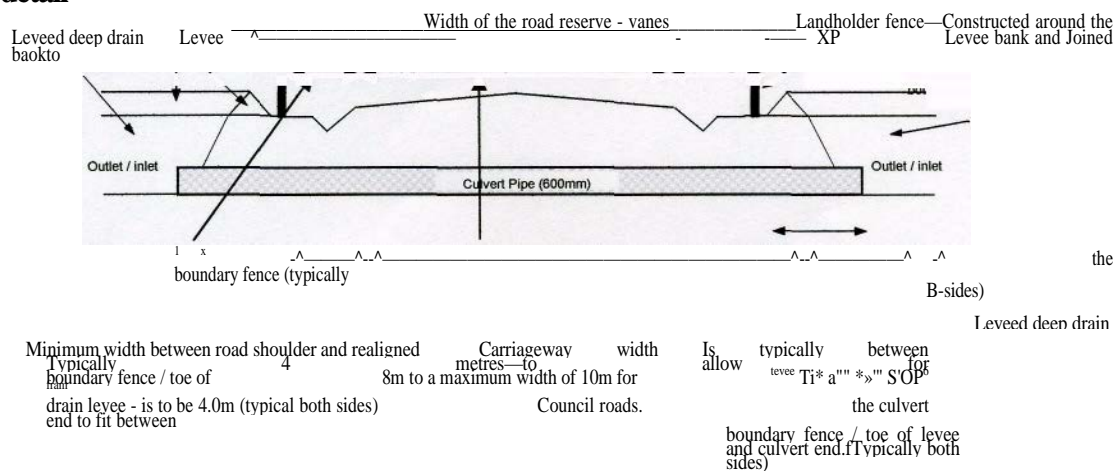
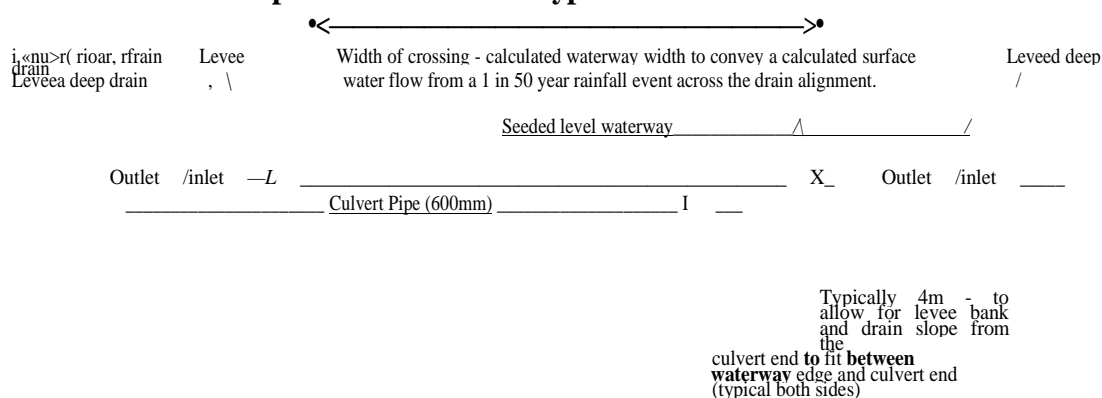


Figure 2: Example of a Landholder access way and surface water crossover / leveed deep drain intersection - typical detail



Best Practice Management Standard- Conservation Earthworks

The Shire of Koorda recommends that landholders follow the Best Practice Standards for conservation earthworks when planning, designing and constructing surface water management systems of any kind. Copies of these guidelines are available from the Department of Agriculture or the Shire of Koorda office.

The following Department of Agriculture publications are available:

- Best Management Practice Standard - Levied Deep Drains, Number 009, Miscellaneous publication 28/2002.
- Best Management Practice Standard - Opened Deep Drains, Number 002, Miscellaneous publication 29/2002.

PURPOSE

WORKS

SURFACE WATER POLICY - RECOMMENDATION

Policy No: W16 **Adopted:** October 2005
Amended: 16 May 2007 159.1.1-
2007

File Reference: ADM 0323

SURFACE WATER POLICY

Surface water management in Agricultural Areas affecting Council controlled lands and infrastructure.

The Shire of Koorda recognises best practise surface water control methods to address surface water runoff on land within the Shire.

Surface water management options include: Grade Banks, WISALT Banks, Broadbased Banks, Level Banks and any other type of bank mentioned in the Western Australian Department of Agriculture's Best Practice earthworks guidelines. The Shire of Mt Marshall does not recommend one bank type over another and it is the landholders individual preference to decide what system they implement on their land, to suit their situation.

The Shire of Koorda recommends that it is best practice to not transfer water from one sub-catchment to another when planning and constructing surface water management options.

Landholders must not unreasonably direct collected waters resultant from a surface water management system onto Council infrastructure or Council controlled land, where it has the potential to cause damage, and if damage does result from a surface water management system then Council has the right to assist/enforce the landholder to alter the system to prevent the problem re-occurring.

Best Practice Management Standard- Conservation Earthworks

The Shire of Koorda recommends that landholders follow the Best Practice Standards for conservation earthworks when planning, designing and constructing surface water management systems of any kind. Copies of these guidelines are available from the Department of Agriculture or the Shire of Koorda.

The following Department of Agriculture publications are available:

- Best Management Practice Standard - Grassed Waterways, Number 001, Miscellaneous publication 31/2002.
- Best Management Practice Standard - Shallow Relief Drains, Number 007, Miscellaneous publication 30/2002.
- Best Management Practice Standard - Grade Banks, Number 003, Miscellaneous publication 27/2002.
- Best Management Practice Standard - Excavated Tanks and Hillside Dams, Miscellaneous publication 77/2002.

WORKS

HEAVY VEHICLE OPERATION – RURAL ROADS

Policy No: W17

Adopted: 18.09.02

File Reference: ADM 0323

POLICY STATEMENT

See Permit Vehicle Approval A35