



Shire of Goomalling
ADOPTED Policy Manual
2015

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| | |
|-------------------------------|--|
| Title: | 1.1 Payments to Employees in Excess of Entitlements on Resignation or Termination |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | S 5.50 Local Government Act 1995 |
| | |
| Minute No: | 2.1 072015.SM |
| | |
| Last Updated: | July 2015 |
| | |
| Review Date: | June 2019 |

Purpose:

To establish guidelines for payments to employees in excess of entitlements on resignation or termination.

This policy applies to all employees of the Shire of Goomalling who voluntarily resign, retire or who are made redundant.

Policy:

The Shire of Goomalling acknowledges the dedication and contribution by long term employees of the Shire of Goomalling.

It is Council policy that Council will make no additional amount payable to an employee whose employment with Council is finishing in addition to any amount to which the employee is entitled under the contract of employment or award relating to the employee.

| | |
|-------------------------------|---|
| Title: | 1.2 Use of Corporate Credit Card |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government (Financial Management) Regulations 1996 – Regulations 5 (1)(e) & 11 (1)(a)</i> |
| Minute No: | 2.2 072015.SM |
| Last Updated: | July 2015 |
| Review Date: | June 2019 |

Objectives:

This policy is designed to provide clear direction on the use of Council credit card.

Policy:

The shire, in order to enhance daily purchasing processes and reduce administrative costs, will authorise the issue, by its preferred financial services provider, of a corporate credit card with a maximum credit limit of \$15,000 to the Chief Executive Officer, the use of which is subject to the following:

- The corporate credit card is only to be used for the purchase of goods and services on behalf of the Shire of Goomalling such as, but not limited to, accommodation, meals, travel, fuel, conference/seminar fees, and subscription to professional memberships, journals, publications where the use of a purchase order is impractical or not possible.
- The corporate credit card shall not be used for cash advances.
- The corporate credit card shall not be used for expenditure on personal items or services.
- The corporate credit card shall not be tied to any type of personal benefit or reward.
- If the corporate credit card is lost, stolen and/or damaged it shall be reported to Bendigo Bank immediately including Council.

The following are the approved methods of processing transactions subject to the cardholder, on each occasion, maintaining a documented record of such transactions:

- Across the counter (the cardholder signifies a purchase by PIN at the time of purchase).
- By telephone (the transaction is completed by quoting corporate card details to the supplier).
- By mail, quoting card details on orders to suppliers.
- By internet (the transaction is completed by quoting credit card details to the supplier).

It is the responsibility of the Chief Executive Officer (cardholder) to retain purchase/expenditure documentation, tax invoices and Finance Manager to reconcile with credit card statements at the end of the each month.

The Chief Executive Officer (cardholder) must sign the credit card statement in the space provided to validate the transactions shown on the statement. The Finance Manager is to sign off on the summary of transactions as further verification and validation.

Any disputed amounts on the credit card statement must immediately be brought to the attention of the Finance Officer and Finance Manager.

Termination of Employment

The corporate credit card will be cancelled immediately upon the termination of employment of the Chief Executive Officer (cardholder). The Chief Executive Officer remains responsible for providing details of any expenditure included on the corporate credit card statement up to and including their final day of employment.

Cardholder Acknowledgement

The Chief Executive Officer must sign a “letter of acknowledgement and declaration” acknowledging their responsibilities to comply with the Shire of Goomalling’s policy when using the corporate credit card.

Improper Use of Credit Card

The Chief Executive Officer as the custodian of the corporate credit card is in a position of trust in regard to the use of public funds and improper use of that trust may render the Chief Executive Officer liable to disciplinary/legal action/criminal prosecution. Improper use includes misuse and/or fraudulent use.

| | |
|-------------------------------|---|
| Title: | 1.3.1 Purchasing Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government (Functions and General) Regulations as amended</i> |
| Minute No: | 8.1.2 032016.OM |
| Last Updated: | March 2016 |
| Review Date: | June 2019 |

Objectives:

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

To deliver a best practice approach and procedures for purchasing for the Shire of Goomalling.

To ensure consistency for all purchasing activities within the Shire of Goomalling operational areas.

Policy:

| Amount of Purchase | Policy |
|---------------------------|---|
| Up to \$2,000 | Direct purchase from suppliers requiring verbal quotation(s). |
| | Where practical, obtain at least two verbal or |

| | |
|----------------------|---|
| \$2,000 - \$19,999 | written quotations. |
| \$20,000 - \$149,999 | Where practical, obtain at least two 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. |

Condition:

The above purchasing policy is to be used in conjunction with the “*Shire of Goomalling Purchasing and Tender Guide*” and the “*Buy Local Policy*”.

| | |
|-------------------------------|--|
| Title: | 1.3.2 Buy Local Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government (Functions and General) Regulations 1996 Part 4A</i> |
| Minute No: | 2.4 072015.SM |
| Last Updated: | July 2015 |
| Review Date: | June 2019 |

Objective:

To ensure that when purchasing goods and services over \$2,000 the Shire achieves the best possible value for money whilst supporting local businesses where possible.

Policy:

The Shire of Goomalling recognises that it has a role in the economic development of the local community and is committed to supporting local businesses, provided they are competitive with respect to the quality of their workmanship or product, customer service, delivery and price.

To this end the Shire will:

- Ensure a “Buy Local” culture within the Shire workforce;
- Request quotations from local businesses whenever possible;
- Encourage the use of local businesses in the delivery chain whenever goods, materials and services have to be sourced from outside the Shire; and
- Apply a 10% price preference for all quotations for goods and services over \$2,000 up to a maximum price \$99,999.
- To ensure that this Procedure is consistent with Council’s Procurement Policy.

To be eligible to claim a price preference, a business must have a permanent office and permanent staff in the Shire of Goomalling for a period of six months prior to quotations being sought and be registered or licensed in Western Australia.

If a supplier has concerns about the application of this Policy, this should be taken up in writing with the Chief Executive Officer.

| | |
|-------------------------------|--|
| Title: | 1.4 Debt Recovery Procedures |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996</i> |
| Minute No: | 2.5 072015.SM |
| Last Updated: | July 2015 |
| Review Date: | June 2019 |

Objectives:

The objective of this is to detail the procedure for the recovery of outstanding rates and debts.

Procedure:

RATES DEBTOR COLLECTION PROCEDURE

1. Instalments

There are ratepayers who cannot meet the 2 or 4 mandatory instalment options as provided under s. 6.45 of the Local Government Act 1995. The Shire will therefore accept by application an alternative pay schedule where the ratepayer is to specify the dates and the amounts that are to be paid. Failure by the applicant to adhere to the payment schedule will result in the issue of a final notice for the total amount outstanding.

Payment in full or an amount equivalent to the first instalment as shown on the rates notice must be paid by the due date, being 35 days from the date of issue unless alternative arrangements have been agreed upon.

Where no election has been made to enter into an Instalment Option or alternative arrangements made and where Rates and Services Charges remain outstanding 35 days after the date of issue, legal action will be taken for their recovery.

2. Final Notice

Final notices will be issued to outstanding ratepayers after 7 days.

3. Referral to Debt Collection Agency

After 21 days if still no further contact with Council with either a plan or having paid the rates in full, the ratepayers will be sent to the Council debt collector who will then send letter of demand. If still no contact, the debt collector will contact Council for further instruction.

SUNDRY DEBTOR COLLECTION PROCEDURE

1. Invoice/Infringement Notices

An invoice/infringement notice will be issued requiring payment within 30 days from the date of issue.

2. Final Statement

A final statement will be issued for all sundry debtor accounts in arrears 30 days requesting payment within 7 days.

3. Letter of Demand

Should debts remain unpaid after the expiry date shown on the Final Statement, a letter of demand will be issued requiring payment within 7 days.

4. Referral to Council for Legal Action

Should the debt still remain unpaid, a schedule is to be presented to Council at the next ordinary meeting or as soon as practicable recommending legal action. Debts remaining unpaid will be examined for the purpose of determining whether a summons will be issued. Following the issue of a summons, a reasonable offer to discharge a debtors' account will not be refused. Where a summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt. This may include the issue of a Warrant of Execution against goods if necessary.

Any sundry debtor in arrears 60 days or more be excluded from further use of these facilities such as public halls and the community bus until the account has been paid in full or an acceptable repayment plan has been entered into.

| | |
|-------------------------------|---------------------------------------|
| Title: | 1.5 Meetings – Scheduled Dates |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To detail the timing of the Ordinary meetings of Council.

Policy:

The Ordinary meeting of Council shall be held the Third Wednesday of each month commencing at 10.15am with the following exception: no meeting in January followed by February's Council Meeting being held on the first Wednesday of the month.

Commencement times of Meetings are as follows: February to December inclusive at 10.15am with exception of May, June, November and December commencing at 1.00pm.

Standing Committees and other meetings to be held at a time specified by Council.

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|-------------------------------|---|
| Title: | 1.6 Standing Committees – Terms of Reference |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 s. 5.8 to s. 5.25 Audit Regulation 16</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To list current committees of council, their role and any delegated authority they may have.

Policy:

1. In addition to such Occasional Committees as may from time to time be appointed, there shall be Standing Committees of Council, namely for:-
 - (a) Finance/Audit Committee
 - (b) Works and Cemetery Committee
 - (c) Health, Sewerage and Swimming Pool Committee
 - (d) Buildings, Building Control and Town Planning Committee
2. Each Standing Committee shall comprise of four members of Council.
3. Subject to subclause (4) of this clause, the members of each Standing Committee shall be appointed for each year, at the first meeting of Council held after the Local Government Ordinary Election and shall hold office until the commencement of the first meeting after the next Local Government Ordinary Election (every 2 years).
4. The Council may, by resolution carried pursuant to a notice of motion, by a simple majority, or on a motion moved without notice, by an absolute majority, change the membership of any committee or appoint substitutes for Councillors absent pursuant to leave granted by Council.
5. In the event of an equality of votes for two or more Councillors in an election for member of a committee, the President shall have a casting vote.
6. Subject to any resolution of the Council, passed after the coming into operation of the Standing Orders, the duties of Standing Committees shall be:-

(a) Finance/Audit Committee, the oversight of:-

- (i) The finances of the Council
- (ii) Items of expenditure; recommend by any Committee;
- (iii) The Council's official Staff
- (iv) Audit Committee – reviewing the scope of the audit and liaise with the auditor on the performance and management of the Local Government's financial affairs
- (v) Audit Committee – undertaking the selection process of the external audit

(b) Works and Cemetery Committee the oversight of:-

- (i) Construction and maintenance of streets, ways drains, bridges and other public places;
- (ii) Sweeping and watering of streets;
- (iii) Fencing vacant lands
- (iv) Construction of street shelters and street signs;
- (v) Construction of crossing over footpaths, and any constructional matters in connection with streets;
- (vi) Siting of all works buildings
- (vii) Cemetery; and
- (viii) Maintenance of plant and machinery.

(c) Health, Sewerage and Swimming Pool Committee the oversight of:-

- (i) Health Control
- (ii) Garbage Service
- (iii) Effluent Drainage
- (iv) Sewerage
- (v) Swimming Pool

(d) Buildings, Building Control and Town Planning Committee the oversight of:-

- (i) Council Buildings
- (ii) Building Control
- (iii) Town Planning

7. Any Standing Committee may make a recommendation to the Finance Committee concerning an appointment to the official staff of an applicant whose principal duties pertain to matters, the oversight of which has been entrusted by the Council to the former Standing Committee, and where the Finance Committee does not accept that recommendation, it may be made to the Council.

**SHIRE OF GOOMALLING
2013-2015 COMMITTEES AND DELEGATES**

WORKS AND CEMETERY COMMITTEE

| | | | |
|-------|-----------------------------|---|-------------------------------|
| CHAIR | Councillor K J Ryan | - | Deputy Councillor R Sheen |
| | Councillor R K Van Gelderen | - | Deputy Councillor D C Sewell |
| | Councillor B J Haywood | - | Deputy Councillor M M Davey |
| | Councillor G A Romero | - | Deputy Councillor J M Chester |

HEALTH, SEWERAGE & SWIMMING POOL COMMITTEE

| | | | |
|-------|-----------------------------|---|-------------------------------|
| CHAIR | Councillor M M Davey | - | Deputy Councillor B J Haywood |
| | Councillor J M Chester | - | Deputy Councillor R Sheen |
| | Councillor R K Van Gelderen | - | Deputy Councillor D C Sewell |
| | Councillor C L Kingston | - | Deputy Councillor K J Ryan |

BUILDINGS, BUILDING CONTROL AND TOWN PLANNING COMMITTEE

| | | | |
|-------|------------------------|---|--------------------------------|
| CHAIR | Councillor R Sheen | - | Deputy Councillor B J Haywood |
| | Councillor B J Haywood | - | Deputy Councillor C L Kingston |
| | Councillor K J Ryan | - | Deputy Councillor D C Sewell |
| | Councillor J M Chester | - | Deputy Councillor G A Romero |

FINANCE COMMITTEE – AUDIT COMMITTEE

| | | | |
|-------|-----------------------|---|------------------------------------|
| CHAIR | Councillor D C Sewell | - | Deputy Councillor B J Haywood |
| | Councillor M M Davey | - | Deputy Councillor R K Van Gelderen |
| | Councillor K J Ryan | - | Deputy Councillor C L Kingston |
| | Councillor R Sheen | - | Deputy Councillor G A Romero |

OCCASIONAL COMMITTEES

8. The Council may appoint Occasional Committees to perform any duty which may be lawfully entrusted by it to a committee.
9. An Occasional Committee may comprise any number of members not exceeding the largest minority of the total number of members.
10. A Standing Committee shall not interfere in any matter which has for the time being, been entrusted to an Occasional Committee.
11. An Occasional Committee shall not be appointed except on a motion setting out:-
 - (a) The duties proposed to be entrusted to such Committees; and
 - (b) either:-

- (i) the names of the Councillors of whom, with the President it is intended to constitute the Committee; and
- (ii) the number of Councillors intended to constitute the Committee and a provision that they be elected by a separate motion.

12. Where the members of an Occasional Committee are elected by a motion, then, in the event of an equality of votes, the President shall have a casting vote.

CALLING COMMITTEE MEETINGS

13. The Chief Executive Officer shall call a meeting of any committee when requested to do so by the President or, the Chairman, or, any two members of that committee.

14. Except in so far as they limit the number of times a member may speak or require meetings to be conducted with open doors, these Standing Orders shall be observed at meetings of committees; but, the chairman of a committee may have and exercise both a deliberative and, in the case of equality of votes, a casting vote.

QUORUM OF COMMITTEES

15. At any meeting of a committee, a quorum shall consist of not less than three members.

16. Every meeting shall proceed to business as soon after the time stated in the notice of meeting as a quorum is constituted; but if a quorum is lacking fifteen minutes after the appointed time of the meeting, the meeting shall lapse.

MINUTES OF COMMITTEES

17. Each Standing Committee shall cause to be kept minutes of all its proceedings and transactions.

18. The minutes of each meeting shall be confirmed at the next meeting of the committee and shall be signed by the chairman thereof.

JENNACUBBINE HALL & RECREATION GROUND COMMITTEE

Councillor R Sheen & Councillor J M Chester

KONNONGORRING HALL & RECREATION GROUND COMMITTEE

Councillor M M Davey & Councillor B J Haywood

WA LOCAL GOVERNMENT ASSOCIATION

Councillor D C Sewell }
Councillor BJ Haywood }

Deputy Councillor Van Gelderen
Deputy Councillor Davey

AVON MIDLAND WARD - COUNTRY SHIRE COUNCIL'S ASSOCIATION

Councillor D C Sewell }
Councillor BJ Haywood }

Deputy Councillor Van Gelderen
Deputy Councillor Davey

MUNICIPAL MUSEUM COMMITTEE

Councillor KJ Ryan } Deputy Councillor Van Gelderen

RURAL WATER COUNCIL

Councillor R Sheen
Mr PA Clarke

SCHOOL BUS COMMITTEE

Councillor B J Haywood

SHIRE OF GOOMALLING ENVIRONMENTAL ADVISORY COMMITTEE

Councillor M M Davey

AVON COMMUNITY DEVELOPMENT FOUNDATION

Councillor R Sheen } Proxy Councillor JM Chester

SHIRE OF GOOMALLING RESERVES ADVISORY MANAGEMENT COMMITTEE

Councillor K J Ryan
Councillor M M Davey

KNICK KNACK (OPSHOP) COMMITTEE

Councillor K J Ryan Proxy Councillor JM Chester

SMALL BUSINESS CENTRE WHEATBELT WEST MANAGEMENT COMMITTEE

Councillor B J Haywood

DRUMMUSTER COMMITTEE

Councillor K J Ryan & Councillor D C Sewell

FRIENDS OF THE CEMETERY

Councillors K J Ryan, R Sheen & W L Williams

CHIEF BUSH FIRE CONTROL OFFICER & DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Chief Bush Fire Control Officer Mr R Beck
Deputy Chief Bush Fire Control Officer Councillor K J Ryan

AROC – AVON REGIONAL ORGANISATION OF COUNCILS

Councillor D C Sewell } Deputy Councillor B J Haywood
Chief Executive Officer

AVON SUB GROUP WHEATBELT NORTH REGIONAL ROAD GROUP

Councillor D C Sewell } Deputy Councillor B J Haywood
Chief Executive Officer

STEERING COMMITTEE: GREATER SPORTS GROUND

Councillor B J Haywood

DAPS

Councillor D C Sewell - Deputy RK Van Gelderen
Councillor B J Haywood- Deputy JM Chester

| | |
|-------------------------------|--|
| Title: | 1.7 Gift for Retiring Councillors |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To detail the protocol to be followed in acknowledging the services of retiring Councillors.

Policy:

A dinner may be held in recognition of the services of Councillors on their retirement after a minimum service of two terms (subject to their agreement).

The style of the function is at the discretion of the Shire President in consultation with the retiring Councillor/s, taking into account the level of service to the community rendered by the Councillor/s.

A suitable gift may be purchased, the value of the gift to be up to and not exceeding the following:

- Councillors - \$200 per each completed 4-year term or pro-rata amount for shorter period.
- Additional allowance of \$100 per each completed 4-year term or pro-rata amount for shorter period for Deputy President.
- Additional allowance of \$200 per each 4-year term or pro-rata amount for shorter period for President.

| | |
|-------------------------------|----------------------------------|
| Title: | 1.8 Media |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To detail the communication protocol when dealing with members of the media.

Policy:

The Shire President and CEO are the elected and non-elected spokespersons for Council. No other Councillor or employee is authorised to provide statements to the media unless authorised by the Shire President or CEO.

| | |
|-------------------------------|--|
| Title: | 1.9 Conferences Meetings Seminars – Elected Members |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To encourage Council members to attend appropriate conferences, meetings or seminars to assist them in gaining knowledge to perform their duties and detail the entitlements and financial commitments in relation to the attendance..

Policy:

Shire President and Deputy Shire President are entitled and encouraged to attend the annual WALGA Local Government Convention held during August. Council will pay for all conference and accommodation costs as well as all breakfasts and two evening meals for councillors and partners. Other costs incurred will be the responsibility of the Councillor.

Councillors can elect to have personal expenses relating to attending conferences, meetings or seminars deducted from their annual sitting fees.

| | |
|-------------------------------|----------------------------------|
| Title: | 1.10 Australia Day Awards |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To provide guidelines for the annual selection of Goomalling's Australia Day Awards.

Policy:

The Australia Day Awards are to be selected by a panel consisting of all Councillors.

| | |
|-------------------------------|--|
| Title: | 1.11 Training – Elected Members |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To encourage newly elected Councillors to make a commitment to undertake training aimed at assisting them to successfully carry out their roles and responsibilities.

Policy:

In the week following their election, new Councillors will be given an induction by the Shire President and CEO. Part of that induction will include information and recommendations on which training courses they should attend.

Councillors will be asked to make a commitment to undertaking at least two training courses within the first six months of taking office. The first course recommended to be undertaken will be *Councillor Roles and Responsibilities* followed by their choice to suit individual needs and aspirations.

Where feasible the venue for these courses will be a local Shire or a regional centre.

| | |
|-------------------------------|--|
| Title: | 1.12 Staff Selection – Senior Employees |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 s. 5.37</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To assist the CEO with the selection of senior employees.

Policy:

Finance Manager

The CEO shall prepare a short list of candidates, conduct the interviews and appoint the successful candidate. The CEO shall select the interview panel members.

This position has been designated as a senior position under Section 5.37(1) of the Local Government Act 1995.

Principal Works Supervisor

The CEO shall prepare a short list of candidates, conduct the interviews and appoint the successful candidate. The CEO shall select the interview panel members.

This position has been designated as a senior position under Section 5.37(1) of the Local Government Act 1995.

| | |
|-------------------------------|---|
| Title: | 1.13 CEO Performance and Salary Review |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 – s. 5.38</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To detail the procedure and timing of the CEO's performance review.

Policy:

The Shire President and Councillors shall conduct the CEO's performance and salary package review and have the power to amend his/her salary package. Review to be conducted annually in June prior to the budget meeting.

| | |
|-------------------------------|---|
| Title: | 1.14 Conferences – CEO & Finance Manager |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To guide the CEO when considering conference attendance.

Policy:

CEO

The CEO may attend the annual conference of the Local Government Managers Australia (LGMA) National Congress Conference, WALGA Local Government Convention and other conferences relevant to the role with Council paying registration fees, accommodation and meals if required in accordance with the Officer's negotiated salary package.

Finance Manager

The Finance Manager may attend the annual conference of the Local Government Managers Australia (LGMA) State Conference and other conferences relevant to the role with Council paying registration fees, accommodation and meals if required in accordance with the Officer's negotiated salary package.

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|-------------------------------|--|
| Title: | 1.15 Legal Representation for Council Members and Employees |
| Previous No: | |
| File No: | |
| Statutory Environment: | Local Government Act 1995 s. 9.56; s. 3.1; s.6.7 (2) |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide guidance in the protection of the interests of elected members and employees (including past elected members and former employees) where they have become involved in legal proceedings as a result of their official functions.

Policy:

Definitions

- **approved lawyer** is to be:
 - a. a “certified practitioner” under the Legal Practice Act 2003;
 - b. from a law firm on WALGA’s panel of legal service providers; and
 - c. approved in writing by the council or the CEO under delegated authority.
- **council member or employee** means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire.
- **legal proceedings** may be civil, criminal or investigative.
- **legal representation** is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of:
 - a. a matter or matters arising from the performance of the functions of the council member or employee; and
 - b. legal proceedings involving the council member or employee that have been or may be commenced.
- **legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.
- **legal services** include advice, representation or documentation that is provided by an approved lawyer.
- **payment** by the Shire of legal representation costs may be either by:
 - a. a direct payment to the approved lawyer (or the relevant firm); or
 - b. a reimbursement to the council member or employee.

1. Payment Criteria

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

- a. The legal representation costs must relate to a matter that arises from the performance by the council member or employee of his or her functions;
- b. The legal representation cost must be in respect of legal proceedings that have been or may be commenced;
- c. In performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. The legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

If the criteria in clause 1 of this policy are satisfied, the Shire may approve the payment of legal representation costs:

- a. Where proceedings are brought against a council member or employee in connection with his or her functions. For example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
- b. To enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions. For example, where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- c. Where exceptional circumstances are involved. For example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action or a negligence action instituted by a council member or employee.

3. Application for payment

A council member or employee who seeks assistance under this policy is to make an application in writing to the council or the Chief Executive Officer.

The written application for payment of legal representation costs is to give details of:

- a. the matter for which legal representation is sought;
- b. how that matter relates to the functions of the council member or employee making the application;
- c. the lawyer or law firm who is to be asked to provide the legal representation;
- d. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
- e. an estimated cost of the legal representation; and
- f. why it is in the interests of the Shire for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he or she:

- a. has read and understands the terms of this policy.
- b. acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
- c. undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.

4. Legal representation costs – Limit

The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

A council member or employee may make a further application to the council in respect of the same matter.

5. Council's powers

Council may refuse, grant or grant subject to conditions an application for payment of legal representation costs.

Conditions may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment and repayment of legal representation costs.

In assessing an application Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Council members or employees insurance policy or its equivalent.

Council may at any time revoke or vary an approval or any conditions of approval for the payment of legal representation costs.

Council may determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved,

- a. not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b. given false or misleading information in respect of the application.

Such determination may be made by Council only on the basis of and consistent with the findings of a court, tribunal or enquiry.

Where Council makes such determination the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with clause 7.

6. Delegation to Chief Executive Officer

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise on behalf of Council any of the powers of Council to a maximum of \$2,000 in respect of each application.

An application approved by the CEO is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its power to revoke or vary the approval or any conditions of the approval.

7. Repayment of legal representation costs

A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire:

- a. all or part of those costs in accordance with a determination by Council under clause 5;
- b. as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages or settlement in respect of the matter for which the Shire paid the legal representation costs.

The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

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|-------------------------------|--|
| Title: | 1.16 Legal Proceedings and Prosecutions |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 Dog Act 1976 Cat Act 2011</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The objective of this policy is to detail the circumstances in which Council will undertake legal proceedings or prosecutions.

Policy:

Action to institute legal proceedings or prosecution, except for collection of rates and breaches of the Dog Act & Cat Act, shall only be taken following a resolution of Council or a resolution delegating authority to the CEO or other nominated officer in certain circumstances.

| | |
|-------------------------------|---|
| Title: | 1.17 Habitual or Vexatious Complainants Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objectives

1. To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be 'habitual or vexatious' and ways of responding to these situations.
2. This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

Background

Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst the Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

In this policy, the term habitual means 'done repeatedly or as a habit'. The term vexatious is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant'.

Policy

Habitual or Vexatious Complainants

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) Unreasonable complaints and/or unrealistic outcomes; and/or
 - (ii) Reasonable complaints in an unreasonable manner.
2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in the attached document (Schedule A), the CEO, following discussions with the Senior Management Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of action to be taken. The attached schedule (B) details the options available for dealing with habitual or vexatious complaints.
 3. The CEO will notify complainants, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action that will be taken. *The CEO will also notify the Council Members that a constituent has been designated as a habitual or vexatious complainant.*
 4. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review *after one year* and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

Schedule A – Criteria for Determining Habitual or Vexatious Complaints

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognized that

determining what is a trivial matter can be subjective and careful judgment will be used in applying this criteria.

6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual physical violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with notification of how future contact with the Council is to be made.
7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax. Judgment will be used to determine excessive contact taking into account the specific circumstances of each individual case.
8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint. Employees recognize that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. *Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.*
9. Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognized practice.
11. Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:
 - Clearly does not have any serious purpose or value; or
 - Is designed to cause disruption or annoyance; or
 - Has the effect of harassing the public authority; or
 - Can otherwise fairly be characterized as obsessive or manifestly unreasonable.
12. Make repetitive complaints and allegations which ignore the replies which Council Officers have supplied in previous correspondence.

Schedule B – Options for Dealing with Habitual or Vexatious Complainants

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
2. Decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complainant will be notified of this in person.
3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complaints.
5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from its solicitor or other relevant agencies.

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| Title: | 1.18 New Business Incentives |
| Previous No: | |
| File No: | |
| Statutory Environment: | There is no Legislation covering this Policy. |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To strengthen the local economy and improve employment opportunities by stimulating business developments suitable to the environment and community of the Shire of Goomalling.

Policy:

Council may provide an incentive to a maximum value of \$2,000 for the establishment of new businesses in the Shire of Goomalling by either:

- providing private works for the establishment of facilities and premises in Goomalling where the nature of work provided by Council must not compete with services currently supplied by existing Goomalling businesses; or
- considering exemption of Town Planning fees; or
- considering rate relief.

All applications must be made in writing to Council stating full particulars of the proposed new business.

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|-------------------------------|---|
| Title: | 1.19 Fees and Charges for Community Facilities & Active Reserves |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 s. 6.16</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To ensure that a fair, equitable and transparent model is applied to the setting of fees and charges for the use of Community Facilities and Active Reserves.

To provide a framework for determining and reviewing the fees and charges, and the level of subsidy provided.

Policy:

Council provides active reserves and community facilities for overall community benefit and as such subsidises the use of these facilities to a substantial level in support of this expectation. The fees and charges levied for the use of these facilities are not intended to recover the full cost of provision.

1. Fees and charges for community facilities and active reserves will be established based on recouping a percentage of operating and renewal costs.
2. The structure of the fees and charges recognises the distinct categories of user groups, and fees and charges are set to reflect these different users.
3. Use on a casual basis for competitions, festivals, events etc will attract fees based on a fee structure that recognises the different financial capacities of community and commercial organisations.
4. All clubs which are separately incorporated will be treated as an individual club.
5. Fees and charges will be set based on the previous year's annual operating costs.
6. Fees for regular user groups will be based on a 'per session' method of calculation – that is, that a notional cost for use of a facility per session will be determined and will be multiplied by the number of sessions a particular group conducts during their playing season.

| | |
|-------------------------------|------------------------------|
| Title: | 1.20 Hall Hire Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>n/a</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The Hall Hire Policy provides the framework for the management of Council's Memorial Hall and Pavilion hire program.

The policy aims to ensure that a range of user groups have fair and equitable access to Council's community facilities.

Policy:

1. The CEO is delegated with the authority to deal with and make decisions pertaining to special requests and those uses which are not explicitly covered in this policy.

A bond will be charged for all users of the facility.

2. Damage & cleaning:

- Any damage to or loss of equipment, or cleaning required, will be charged to the Hirer as per the current replacement or repair cost of equipment;
- Any damage to the buildings, including fittings, chattels, curtains, furniture and surrounds will be charged to the Hirer as per the replacement or repair cost of that item;
- the hirer agrees to allow free admission to legitimate attendant carers of persons with a significant permanent disability who are holders of a Companion Card and who, without such carer support, would be unable to attend community venues and activities.

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|-------------------------------|--|
| Title: | 1.21 Goomalling Primary School and P&C and Sacred Heart Catholic School and P&F |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To recognise the value of maintaining a positive and effective working relationship with the Goomalling Primary School and the P&C and Sacred Heart Catholic School and P&F for the overall benefit of the community.

To ensure that a fair, equitable and transparent arrangement is in place for identifying the level of Councils support of the Goomalling Primary School and the P&C and Sacred Heart Catholic School and P&F.

Policy:

Council provides facilities for overall community benefit and as such subsidises the use of these facilities to a substantial level in support of this expectation.

Goomalling School bookings will attract the following discounts:

- Memorial Hall Community Group rate
- Pavilion Community Group rate
- Sporting Complex Community Group rate
- Sound equipment 50% of Charges
- Recreation Oval 50% of Daily Charge
- Hard Courts 50% of Daily Charge

Council provides in-kind support to community groups to assist their volunteer base and reduce the cost of their operations in support of this expectation.

To support the GPS and P&C and SHCS and P&F to deliver the best possible educational outcomes for the students, the Council will;

- Provide sand and other basic materials that can be sourced locally and without disruption to its normal operations free of charge subject to the approval of the CEO.
- Provide various in-kind support on an ad-hoc basis free of charge subject to the approval of the CEO

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|-------------------------------|--|
| Title: | 1.22 Undeveloped Road Reserves |
| Previous No: | |
| File No: | |
| Statutory Environment: | Local Government Act 1995, Part 3 – Functions of Local Governments, Division 1 – General, Section 3.1 General function. |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This policy is designed to prevent existing properties that consist of multiple titles being sold as separate titles and placing an expectation on the Shire to provide road access. Such an expectation would place a financial burden on existing ratepayers while the financial benefit would accrue to the seller of the property.

Policy:

The Shire of Goomalling will not construct a road in an undeveloped road reserve where:

1. All adjoining land is owned or controlled by the one entity or farming enterprise; or
2. The road reserve was undeveloped at 1 July 2000.

Where a property owner requires a road to be constructed in an undeveloped road reserve then the property owner shall:

1. Make a request in writing to Council;
2. Pay the cost of construction to Council or engage an approved contractor; and
3. Construct the road to a standard approved by Council.

In determining whether land is owned or controlled by the one entity or farming enterprise Council will have regard to whether the property is contiguously rated.

| | |
|-------------------------------|---|
| Title: | 1.23 Weather Related Road Closures |
| Previous No: | |
| File No: | ADM 0315 |
| Statutory Environment: | Local Government Act 1995, Part 1 – Introductory matters, Section 1.7; Part 3 – Functions of Local Governments, Division 1 – General, Subdivision 5 – Certain Provisions about Thoroughfares, Section 3.50; Local Government (Functions and General) Regulations 1996, Part 2 – Thoroughfares. |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To restrict the winter use of unsealed roads by certain vehicles to preserve the Shire's asset.

Policy:

Unless otherwise stated, Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the *Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996*.

Specifically, Council may close unsealed roads to all vehicles greater than 3.5 tonnes gross when conditions arise where damage to the structure and or surface of the road is likely to occur. This would usually occur in winter after grading and when 15mm or more of rain is forecast.

Rain events greater than 15mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.

Notifications of weather related road closures will be made to adjoining shires, and notices will be posted at the Shire Administration Offices, the notice board of the Goomalling Community Resource Centre and published in the next edition of the Goomalling Endeavour. (As per Notice of Road Closure proformas)

Restricted Access Vehicle permit holders with current Letters of Approval from the Shire, local carriers and any other interested parties will be notified of weather related road closures by SMS text message and/or fax and/or email. Notification will be sent to media outlets.

Where Council is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the Local Government Act. Where a road closure inadvertently exceeds a period of twenty-eight (28) days, the Council shall meet its obligations under S1.7 & 3.50(4) of the Local Government Act 1995 and S4, Part 2 of the Local Government (Function and General) Regulations 1996.

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|-------------------------------|---|
| Title: | 1.24 Restricted Access Vehicles |
| Previous No: | |
| File No: | |
| Statutory Environment: | Road Traffic Act 1974; Road Traffic (Vehicle Standards) Rules and Regulations 2002 |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To regulate Restricted Access Vehicles (RAV's) movements on roads in the Shire of Goomalling.

Policy:

Most roads within the Shire of Goomalling have been approved by Main Roads Western Australia for Restricted Access Vehicles travel up to Network 4. Exceptions are:

Beecroft Road: Bridge 4978 over Mortlock River must NOT be crossed

Yarramony Road: Must NOT be used as access into Jennacubbine. Access is via Jennacubbine East Road only.

Tyndall Road (Sth): Must NOT be used as access into Jennacubbine. Access is via Jennacubbine East Road only.

The Shire of Goomalling issues Letters of Approval to RAV operators specifying which roads they may use and the conditions that apply to that use. The below roads are subject to Network 4 conditions currently approved for class 2/3 vehicles from categories 1 thru 4, being primarily vehicles with a maximum length of 27.5m and a maximum mass of 84T. In addition to the Network conditions Low Volume conditions apply also. Note: the vehicle must also hold a valid 'Class 2/3 Period Permit' issued by Main Roads.

| | | |
|------------------------------------|----------------------------------|--------------------------|
| Goomalling-Toodyay Road | Berring East Road | Beecroft Road |
| Bolgart East Road | Beejoording Road | Brooksbank Road |
| Burabadji East Road | Burabadji Road | Byberding Road |
| Carter Road | Coulthard Road | Donald Road |
| Dowerin-Konnongorring Road | Glatz Road | Haywood Road |
| Goomalling – Meckering Road | Goomalling-Calingiri Road | Hughes Road |
| Hulongine Road | Jennacubbine East Road | McLean Road |
| Konnongorring West Road | Lawler Road | Long Forrest Road |

**Lord Road
Patterson Road
Rowles Road
Tyndall Road (North only)**

**Morrell Road
Pryor Road
Sadler Road
Ucarty Road**

**Oak Park Road
Rossmore Road
Smith Road**

Conditions

Endorsement refers only to the above requested permitted Shire of Goomalling local roads which are detailed in the *Main Roads WA Restricted Access Vehicles Permit Network Permitted Road Table* and are subject to strict adherence to all conditions as outlined in that document and as follows:

1. \$11.00 Administration Charge (including GST) is to apply for each Class 2/3 combination as detailed on your Main Roads WA Permit (Permission is not valid until receipt of \$11.00 per Truck/Prime Mover is attached);
2. School Buses operate on these roads and operation is not permitted during bus times on certain roads (refer to Main Roads Road Table document). Operators must show courtesy to school buses and local traffic and exercise due care on school days.
3. Loads will be restricted to the carting of grain, lime fertiliser and other farm produce;
4. Unofficial short cuts must not be used;
5. Maximum speed 70 kilometres per hour (both empty and full);
6. Must adhere to aggressive signage displayed en route;
7. Maximum length of vehicle configuration must be no greater than 27.5 metres;
8. In wet conditions Council reserves the right to close roads to permit vehicles if Council considers that the passage of those vehicles would be detrimental to the roads' surfaces;
9. Council may review operation and add or remove roads from the approved list, subject to Commissioner of Main Roads discretion;
10. All loads must be secured to the standards set out in the Load Restraint Guide under the National Heavy Vehicle Regulations;
11. Any Council Endorsement holder who fails to comply with these conditions will have his endorsement agreement cancelled;
12. Council Endorsement must be carried in vehicle at all times.

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|-------------------------------|--|
| Title: | 1.25 Donation/Scholarships for Primary and Secondary Students |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 12.1.2 112015.OM |
| | |
| Last Updated: | November 2015 |
| | |
| Review Date: | November 2019 |

Purpose:

To establish guidelines for donations/scholarships to Primary and Secondary Students.

Policy:

That Council may provide a donation or scholarship of up to \$250.00 at any one time to either a primary or secondary student whose parent's place of abode is within the Shire of Goomalling and the student is selected to represent in a State or Interstate Event.

Any such student who is awarded the donation or scholarship, he or she cannot receive another donation or scholarship in that calendar year from Council.

STATUTORY POLICIES

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|-------------------------------|--|
| Title: | 2.1 OHS Bullying in the Workplace |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Occupational Safety and Health Act 1984, and 2005 amendments Occupational Safety and Health Regulations 1996, and 2005 amendments</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To enable all employees to work in an environment free from bullying.

Policy:

The Shire of Goomalling considers workplace bullying unacceptable and will not tolerate it under any circumstances. Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The Shire of Goomalling believes all employees should be able to work in an environment free from bullying. Managers and supervisors must ensure employees are not bullied.

The Shire of Goomalling has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially. The Shire of Goomalling encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints or witnesses are not victimised. Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The contact person for bullying at this workplace is the Finance Manager.

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|-------------------------------|--|
| Title: | 2.2 Business Ephemeral Records Guidelines |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

Ephemeral records are not required to be registered. The aim of this policy is to set rules to assist when determining whether a record should be registered or not.

Policy:

All corporate information relating to the business of Council should be registered.

To assist with determining if a document/email/request should be registered, ask yourself the following questions. If the answer is 'YES', then the information should be registered.

A record should be registered if:

- It concerns Council's core business, including vital / legal advice;
- It details a policy change or development;
- It approves or authorises action or expenditure;
- Council is required to respond to the record;
- It involves a decision made by an employee on Council's behalf;
- It involves a complaint that requires investigation;
- It involves attending a formal meeting;
- It concerns a safety issue; or
- It adds to Councils knowledge base.

A record is ephemeral and not required to be registered if it is:

- A transitory or short term item such as a phone message, notes, compliment slips, delivery slips etc;
- Distributed to staff for information only;
- A personal message unrelated to official business;
- Rough working papers and/or calculations created in the preparation of official records;
- Published material which does not form an integral part of a Council record;
- Advertising material or 'junk' mail; or
- Duplicate copies of material used for reference purposes.

| | |
|-------------------------------|-------------------------------|
| Title: | 2.3 Metadata Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

Metadata are data about data and describe who, what, where, when and why records about a business activity or transaction were created. The Shire of Goomalling is responsible for ensuring that all metadata elements associated with its recordkeeping system are captured, stored and made accessible over time.

Policy:

Recordkeeping metadata ensure that records can be effectively retrieved over time and across platforms and systems as they are changed. Metadata are represented by the fields used to capture information about the record. Examples of information about records which must be captured are as followed:

- How the record was created, i.e. the application;
- The creator of the record;
- The date and time of the record creation or receipt;
- The relationship one record has with another, if any;
- The provenance of the record, that is the organisational context in which it was created;
- The level of security access held by each user of the recordkeeping system;
- The title of the record; and
- The changes made to a record:
 - For electronic records, who made the change and the nature of the change;
 - For hard copy records and files, movements from location or person to another location should be tracked.

| | |
|-------------------------------|-------------------------------|
| Title: | 2.4 Email Procedures |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

These procedures are a special set for dealing with Email correspondence, independently of other correspondence such as incoming mail correspondence, faxes and over the counter receives.

Policy:

Emails are either received directly by the actioning officer or through the Shires email post box (these emails should be forwarded to the actioning officer);

- The actioning officer makes a decision whether the file is a business email or ephemeral (junk emails or minor setting up lunch engagements, private arrangements etc.); the ephemeral emails may be deleted with no further activity.
- An email will be printed to file once business action is completed (multiple emails back and forth on one issue, should be printed and filed on the appropriate file counting as one email and providing a historical trail of action).
- Where emails come with attachments, these attachments should be printed and attached to the appropriate file.
- Once an email is printed and filed, it should be deleted from the email server.

| | |
|-------------------------------|--------------------------------------|
| Title: | 2.5 Electronic Records Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This policy guides staff and elected members on how to treat electronic records.

Policy:

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains a document until it is submitted.

All electronic documents, plans, images etc which constitute a record, as defined under the *State Records Act 2000*, must be captured into a corporate approved system which meets the recordkeeping requirements under the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc, are printed and attached to file wherever possible.

In some instances, it may not be practical to print an electronic record, for example records containing audio-visual material, spreadsheets with complex calculations etc. In these circumstances, it is the responsibility of the creator to ensure that the record will be held in electronic format and remain accessible until it reaches its disposition period. This will entail implementing a migration strategy through different software versions.

| | |
|-------------------------------|--------------------------------------|
| Title: | 2.6 Archiving Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This policy sets out procedures for archiving and disposal of records.

Policy:

Archiving Retention and Disposal Operational Procedures

Files will be assessed upon closure (see file closure procedures for file closing requirements). This procedure requires a person with a working knowledge of the Local Government General Disposal Authority (GDA) (basic training will enable simplification of the task in hand). Discuss with your fellow staff or even colleagues within your regional group (a lot of councils are forming local records group to enable resource and knowledge sharing).

It is important to remember when appraising files that you must check the whole file carefully (particularly with broad brush file titles) for disposal if there are multiple disposal requirements on a single file then the longest retention period applies (e.g. 7 years and destroy or 5 years and archive, then you would apply 5 years and archive even if it is only a single piece of correspondence requiring archiving (documents cannot be removed from files, whole file must be archived):

- Take file from cabinet (Separate Open and Closed file sections);
- Assess file according to GDA guidelines;
- Apply appropriate disposal action (writing in pencil on file the disposal authority number and period required for holding before either archiving or destroying);
- Repeat above process for each file;
- At completion of appraisal process separate files into Archive and Destruction piles;
- Then sort files within each grouping by year of archive or destruction, if destruction or archival due current year, deal with as follows:
 - Fill out supplied destruction schedule by;
 1. Filling in file number, file title, date range, box number, destruction period, GDA Reference.
 2. Sign off as recommending officer
 3. Pass to CEO for signing off approval to destroy

4. Destroy by SRO recommended as quoted in Local Government General Disposal (you may wish to contact an appropriate contractor who can carry out this process for you supplying appropriate Destruction Certification).
 5. Place copy of destruction approval sheets on a created file for permanent retention as per SRO requirements.
- Fill out supplied archiving sheet by;
 1. Filling in file number, file title, date range, box number, Archive period, GDA Reference
 2. Contact State Records Office to discuss arrangements as to whether files can be transported directly to SRO or are required to be held by Shire.
 3. Place copy of Archive list on a created file for future retention
 - If destruction or archiving is not for the current year, then place on appropriate list and bring up each year for dealing with at an appropriate time.

| | |
|-------------------------------|--|
| Title: | 2.7 Vital and Vital/Legal Document Procedures |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This procedure deals with the recording and archiving of legal and vital documents.

Policy:

All Vital / Legal documents are to be kept in a locked secure place, and they are to be kept secured at all times. These records include:

- Leases from and to Council
- Licenses held by Council
- Agreements (Contracts)
- Guarantees/Warranties
- Planning Agreements (Town Planning Scheme)
- Occupation Agreements
- Vesting orders
- Council Minutes
- Cemetery Records
- Payroll Records
- General Ledgers
- Rates Books
- Deeds / Titles

A number is to be allocated to each Vital / Legal document and a register of the numbered documents is to be maintained by the Administration Officer. This register is to be updated regularly. A record of borrowings of Vital / Legal documents is to be maintained by the Administration Officer and this record shall contain such information as date and time the document was removed and replaced and the purpose for removal. It shall provide for the borrower's signature.

| | |
|-------------------------------|--------------------------------------|
| Title: | 2.8 Correspondence Procedures |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

This procedure deals with the recording and archiving of legal and vital documents.

Policy:

Inwards Correspondence

1. Includes documents received by hand, mail, fax, email or over the counter. Everything received by whatever means goes to the designated records officer in the first instance. One email address (designated records officer) is advisable to ensure various staff members are not making decisions on what is or is not important or to be retained.
2. All documents received, except junk mail (to be determined by consultation with relevant senior staff member if records officer is unsure), is stamped in the top right corner showing:
 - date; and
 - file reference/s (main file for circulation, extra references for filing).
3. Record all documents received in the "Mail Register":
 - date received;
 - name of sender;
 - brief descriptor of subject; and
 - file reference/s allocated.
4. Where multiple file references have been used, ensure sufficient photocopies are made, marked and filed to appropriate files.
5. At this point the CEO might like to review all the documents received (in a manila folder) prior to them being placed on files for circulation.

Note

If the CEO alters the file references applied by the records officer, then the Inwards Register needs to be amended.

6. CEO will review the inward mail at the end of each day and:
 - Allocate to various Officers for their attention and action;
 - Refer the correspondence to the Agenda for the next Council Meeting; or
 - If no action is required, item will be placed in the filing tray for Records Officer to file in date order. Where multiple references are indicated, ensure photocopies are made and marked for the extra files.
7. Correspondence items referred to Officers, the relevant officer:
 - If referred for information only, Officer reads the document and returns for filing;
 - If action is performed – letter, phone call, email etc., correspondence is marked and returned for filing with a copy of the action attached.

It is not considered necessary to record in the Inwards Register –

- cheques or money orders as these will be entered in the "Remittances Received by Mail" book;
- receipts;
- creditor accounts (although they should be stamped with the Received date stamp and placed in the daily manilla folder for CEO's end of day review);
- minor items such as library request forms; or
- junk mail (including sale catalogues, advertising brochures, booklets etc).

Outwards Correspondence

1. Includes documents given by hand or over the counter or sent by mail, fax, email. Everything sent by whatever means goes to the records officer for recording. File reference/s applied by officers to outgoing correspondence should be verified by the records officer or CEO to ensure continuity.
2. Record all documents sent in the "Outwards Register":
 - date sent;
 - name of recipient;
 - brief description of subject; and
 - file reference/s allocated
3. Ensure copies of outward documents are filed promptly in date order as much as is practicable, noting the sequential folio number on the top right hand corner of the document.
4. Where multiple file references have been used, ensure sufficient photocopies are made, marked and filed to appropriate files.

| | |
|-------------------------------|---|
| Title: | 2.9 Elected Members Records Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>State Records Act 2000</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The objective of this Policy is to ensure that records are created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

Policy:

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to Council to be registered as part of Council's correspondence registration process into the current registration system.

| | |
|-------------------------------|---|
| Title: | 2.10 Financial Hardship |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Water Services Code of Conduct (Customer Service Standards) 2013</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

1 Purpose

This Financial Hardship Policy outlines how Shire of Goomalling (“**we**”) will assist a residential customer (“**you**”) who cannot pay a rate notice because of financial hardship.

Our policy applies only to the **water services portion** of your rate notice.¹ Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

If you are also having difficulty paying other charges on your rate notice or if you are a commercial customer, we encourage you to still talk to us.

We are committed to working with you to find an appropriate payment solution that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

2 What is financial Hardship?

You will be considered to be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs² – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- loss of your or a family member’s primary income;
- spousal separation or divorce;
- loss of a spouse or loved-one;
- physical or mental health issues;
- a chronically ill child;
- budget management issues associated with a low income; and
- other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

3 Identifying customers in financial hardship

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask your financial counsellor to contact us on your behalf.

We will assess within three business days whether we consider you to be in financial hardship. If we cannot make our assessment within three business days, we will refer you to a financial counsellor for assessment.

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history.

As soon as we have made our assessment, we will advise you of the outcome.

¹This is because the *Water Services Code of Conduct (Customer Service Standards) 2013* and our water licence only require us to have a hardship policy for any water services we provide to residential customers.

²Clause 19 of the *Water Services Code of Conduct (Customer Service Standards) 2013* defines financial hardship as “being in an ongoing state of financial disadvantage in which the customer’s ability to meet the basic living needs of the customer or a dependent of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer’s dwelling”.

4 Payment plans

If we determine that you are in financial hardship, we will offer you more time to pay the water services portion of your rate notice or a payment plan for this portion. We will not charge you any fees or interest as part of your extension or payment plan.

We will involve you and, if applicable, your financial counsellor in setting a payment plan. When setting the conditions of the plan, we will consider your capacity to pay and, if relevant, your usage needs. If appropriate, we will review and revise your extension or payment plan.

We do not have to offer you a payment plan if you have had two payment plans cancelled because of non-payment.

If you are a tenant, we must make sure that the land owner is aware of us giving you an extension or entering into a payment plan with you before we do so. We can agree that you notify the land owner of the proposed extension or payment plan (and provide us with evidence that you have done so), or you can give us permission to notify the land owner.

5 Debt reduction and collection

If you are in financial hardship, we will consider reducing the amount you owe us. We will also not commence or continue proceedings to recover your debt:

- While we are assessing whether or not you are in financial hardship; or
- If you are complying with your payment plan or another payment arrangement you have with us.

If you do not comply with your payment plan or other payment arrangement, we may outsource your debt to a debt collection agency. Please be advised that additional fees may apply in this case. We will ensure that any debt collection agency we engage will comply with Part 2 of the ACCC and ASIC's Debt collection guidelines for collectors and creditors.

6 Useful Information

Redirection of Rate Notice

We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill.

Payment Options

You may pay your rate notice by direct debit, Centrepay, internet, telephone or post.

Paying by direct debit or Centrepay may help you manage your bills more easily as your bills will be paid through regular deductions.

Pensioners and senior card holders will be eligible for a rebate.

For more information on your payment options, please contact us.

Financial Counseling

We will advise you of any financial counselling services or other organisations that may be available to you.

Financial counsellors offer free, independent information to help you take control of your financial situation.

The Financial Counsellors' Association of WA (FCAWA) can refer you to a financial counsellor in your area. Alternatively, you can call the FCAWA's Financial Counselling Helpline. The Helpline provides a free confidential service for all Western Australians with financial problems and queries.

The FCAWA's contact details are:

Financial Counsellors'
Association of WA Phone: (08)
9325 1617
Financial Counselling Helpline: 1800
007 007 Email:
afm@financialcounsellors.org
Website: www.financialcounsellors.org

Fees and charges

We will charge you for the water services we provide to you.

Complaints

If you have a complaint, please contact us first. Our contact details are included in section 8 below.

We will consider your complaint, make appropriate investigations and advise you of any outcomes and discussions to assist you in meeting an agreeable solution.

We may consider the advice of a Financial Counsellor and if deemed appropriate, engage you with a meeting between all parties so as to arrive with an amicable solution to your situation.

If you are not satisfied with the way we handle your complaint, you may refer your complaint to the Energy & Water Ombudsman. The Energy & Water Ombudsman will investigate your complaint and may mediate the dispute between you and us.

The Energy & Water Ombudsman's contact details are:

Phone: (08) 9220 7588

Freecall: 1800 754 004

Fax: (08) 9220 7599

Freefax: 1800 611 279

Interpreter Service:
727

131 450 National Relay Service: 1800 555

Email:

energyandwater@ombudsman.wa.gov.au

Website: www.ombudsman.wa.gov.au/energyandwater

Postal Address: PO Box Z5386, St Georges Terrace, PERTH WA 6831

Street Address: Level 2, Albert Facey House, 469 Wellington Street, PERTH WA 6000

7 Approval and review

Our policy was approved by the Economic Regulation Authority of WA.

We will review our policy at least every five years to ensure it remains up-to-date and relevant.

8 Our contact details

You can contact us at:

Shire of Goomalling

32 Quinlan Street

Goomalling WA 6460

P: 08 9629 1101

F: 08 9629 1017

E: goshire@goomalling.wa.gov.au

W: www.goomalling.wa.gov.au

| | |
|-------------------------------|---|
| Title: | 2.11 Complaints Handling |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Water Services Code of Conduct (Customer Service Standards) 2013</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The Shire is committed to resolving complaints in a timely, fair and equitable manner.

It is important that customers are able to easily lodge a complaint and have the complaint considered by the relevant officer of department.

It is also important that if the customer is not satisfied with the outcome of the complaint that the matter is able to be referred to a higher level for consideration. The customer should be informed of their rights in this regard.

Complaints will be used to review and make positive changes to the Councils policies and procedures.

Policy

This policy covers all aspects of the Shire's services including water services.

It does not relate to complaints that must be legally addressed in another manner such as the State Administrative Tribunal or under the Whistleblowers Protection legislation. Anonymous complaints are not considered under this policy.

A complaint is defined as a grievance a customer may have against the quality of a service, program or process of the Shire.

It is intended that complaints are resolved within 15 business days from the date the complaint is received.

Procedure

The complaints process is outlined in the following steps

1. Customers are encouraged to discuss their complaint with the officer of the department which is the subject of the complaint and to attempt to resolve the issue at this level.

2. If the complaint cannot be resolved at the first point of contact the matter will be reviewed by the Chief Executive Officer and the complainant will be advised of the outcome in writing.
3. The advice to the customer in step 2 will include the details of an independent party the matter can be referred to if the matter is still unresolved or the complainant is still not satisfied.
4. Once the matter has been completed the CEO will review the circumstances of the complaint and make any relevant changes to the Shire's operations to lessen the probability of further complaints.

Independent Parties

If the matter cannot be resolved to the customer's satisfaction they have the right to refer the matter to one of the following independent parties.

For general complaints

The Ombudsman Western Australia <http://www.ombudsman.wa.gov.au/>

For water services complaints

The Energy and Water Ombudsman
<http://www.ombudsman.wa.gov.au/energyandwater/>

STATUTORY PLANNING POLICIES

| | |
|-------------------------------|---|
| Title: | 3.1 Relocated Second Hand Buildings |
| Previous No: | |
| File No: | |
| Statutory Environment: | Town Planning Scheme No. 3 Building Act 2011 |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The primary objectives of this policy are to:

1. To ensure compliance with the relevant provisions of Council's Town Planning Scheme in a manner which is realistic and which ensures that the relocation of second-hand buildings is undertaken to an ***approved acceptable standard*** which pays regard to local amenity and aesthetics;
2. To provide clear standards as to what constitutes an acceptable type of relocated second-hand building to be used for residential purposes; and
3. To ensure the style, construction and design of relocated buildings is in keeping with the character of the surrounding buildings in particular and the locality in general.

Policy:

1. PRELIMINARY

1.1 Authority to Prepare and Adopt a Planning Policy

The Shire of Goomalling, as enabled under Clause 8.7 of its Town Planning Scheme No.3, hereby makes this Town Planning Scheme Policy regarding Relocated Second-hand Buildings throughout the Shire of Goomalling. This policy will be incorporated into future schemes when Town Planning Scheme No.3, or greater, is revoked.

This policy supersedes Town Planning Scheme Policy No.1 – Second Hand Dwellings/Buildings, which is hereby revoked.

1.2 Relationship of a Town Planning Scheme Policy to the Scheme

Any Town Planning Scheme Policy prepared under this part shall be consistent with the Scheme and if any inconsistency arises the Scheme shall prevail.

A Town Planning Scheme Policy is not part of the Scheme and shall not bind Council in any respect of any application for Planning Approval but Council shall take into

account the provisions of the Policy and the objectives that the Policy is designed to achieve.

2. APPLICATION OF THE POLICY

This policy applies to all proposals for the relocation of second-hand buildings on land situated within the Shire of Goomalling.

This policy does not apply to new pre-fabricated buildings or other new transportable buildings that have not been previously installed on any other location.

The placement of relocated second hand buildings shall not be permitted on the following lots within the Goomalling Townsite, or any subdivisions thereof: Lots 100 – 106, Goomalling Highway.

3. REQUIREMENT FOR PLANNING APPROVAL

3.1 Determination

Applications for the relocation of second-hand buildings on property within the Shire of Goomalling require Council Planning Approval prior to a Building Permit being issued and relocation taking place. All applications for the relocation of second-hand buildings will be assessed against this policy prior to a decision being made under the provisions of the Scheme.

In determining the application, Council may:

- Approve the application; or
- Approve the application with conditions; or
- Refuse the application.

Planning approval is valid for a period of two (2) years from the date of approval, during which time a Building Permit must be issued or the approval is extinguished.

3.2 Information to be supplied with Application

All applications for planning approval to relocate a second-hand building must be accompanied by the following prior to consideration by Council:

- Signed and completed Application for Planning Approval Form;
- Signed and completed Application for Inspection and Report Form;
- Photographs clearly showing the four elevations of the building;
- Site plan showing the proposed location of the building and distances from property boundaries, other buildings and any natural features on the property;
- Floor plans, elevations, cross sections, and specifications;
- Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection (where the building is a purpose-built transportable building, sufficient documentation proving this will suffice); and
- Certification from a registered pest control company that the building is free from termites.

3.3 Need for a Building Permit

Notwithstanding that Council may grant Planning Approval, a Building Permit is required to be sought and issued prior to relocation commencing.

3.4 Advertising

Council will require any application for a relocated second-hand building to be advertised in accordance with Clause 7.2 of its Town Planning Scheme where surrounding properties and/or residences may be affected by the relocation of the building taking place.

3.5 Building Inspection

Council's Building Surveyor will be required to inspect the building prior to its relocation in order to ascertain its suitability for relocation. The inspection will be reported on by completion of the Relocated Second-Hand Building Inspection Report by the Building Surveyor.

4. GENERAL PROVISIONS

4.1 Minimum Dwelling Standard

If the relocated second-hand building is to be used for residential purposes, the following minimum dwelling standard is required to be provided:

- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge/dining area;
- A kitchen; and
- A separate toilet, bathroom & laundry facility.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the Building Code of Australia.

Buildings that are not designed for predominant use as a dwelling and do not meet the above criteria will not be approved for use as a primary residence.

Mobile park homes will only be considered if the above criteria for minimum dwelling standard is met and the mobile home is consistent with all other relevant requirements of this policy, particularly Section 5.3 relating to amenity.

4.2 Non-Residential Building Standard

Relocated buildings to be used for non-residential purposes will be assessed based upon their suitability for the proposed use, the zone in which they are to be located and against all other relevant provisions of this policy relating to asbestos, amenity and design. If considered necessary, Council will prohibit the use of the building for residential purposes through a condition of approval.

If the relocated building is to be used as an outbuilding, the application will be assessed against the relevant provisions of Council's prevailing Outbuildings Policy.

4.3 Asbestos

Second-hand dwellings must have all asbestos materials removed prior to relocation taking place. Council will require documentation proving cement sheeting is asbestos free where the age of the building indicates asbestos may have been utilised in construction.

4.4 Amenity

When giving consideration to an application for planning approval, Council shall give consideration to:

- The building in its relocated position being rendered visually acceptable by the use of verandas, screening and / or landscaping;
- The design, scale and bulk of the proposed building being compatible with the type of buildings that exist in the locality in which it is to be located; and
- With respect to the relocation of second-hand buildings within the Goomalling Townsite, Council will not approve the relocation of non-brick buildings where the predominant building type in the locality in which it is proposed to be located is either brick and tile and / or brick and iron

Council will not grant planning approval for relocating any building if it is considered by Council to be in conflict with the age and design of buildings in the immediate vicinity of the proposed new location.

4.5 Earthquakes

The Shire Area is within the Zone 2 Seismic Zone. Consequently, all relocated structures must meet the appropriate standard of construction required by the Building Code of Australia.

4.6 Works to be carried out

Council will place any conditions on its planning approval it deems appropriate to ensure the relocated second-hand dwelling meets the objectives of this policy and preserves the amenity of the locality. These conditions will include:

- The exterior of the building being painted in a manner that is consistent with the colours and styles of the surrounding buildings;
- The construction of verandas and / or alterations to the roof pitch and / or materials to ensure the relocated building is consistent with the design of surrounding buildings;
- The planting and ongoing maintenance of suitable landscaping to ensure the relocated building looks established on the new location;
- The connection to reticulated water (or appropriate potable water supply where reticulation is not provided), and an appropriate effluent disposal system;
- All plumbing and electrical wiring to meet the current BCA requirements and Australian Standards; and
- Other conditions to ensure an individual building meets all relevant Council requirements and policies.

5. BOND

5.1 Payment

As a condition of planning approval for a relocated second-hand building, a \$5,000 bond is to be lodged with the Shire. Bank or other guarantees are not acceptable. This money will be refunded where the following requirements have been satisfied:

- The relocated second-hand building is transported to the site and stumped, joined, all walls external and internal made good, all doors and windows in working order and all external surfaces repainted to the satisfaction of Council's

Building Surveyor, and the building complies with the relevant provisions of the Building Codes of Australia;

- All drains and plumbing are completed and the site cleared of debris including any broken wall cladding;
- Landscaping being planted to Council's satisfaction; and
- Any other conditions on the planning approval having been addressed.

5.2 Return of Bond

The time for completion of all work is six (6) months from the relocation of the building. The external paintwork or appearance of the building in addition to the necessary works required to make the building habitable are to be completed to the satisfaction of the Shire Planner and Building Surveyor prior to occupation of the building if this occurs within the six (6) month period.

5.3 Forfeiture of Bond

Failure to comply with all or any conditions placed by Council on the planning approval will result in forfeiture of the bond in total or in part and removal of the building unless otherwise determined by Council.

5.4 Bond Agreement

By payment of the bond to Council, the applicant has confirmed that they agree to the conditions of return of the bond and accept Council's reservation to withhold return payment of the bond until it is satisfied that all conditions of planning approval have been fully met.

6. APPLICATION AND INSPECTION FEES

The following fees are payable at the time of application:

- Planning Application Fee – in accordance with Council's current Town Planning Fees Policy.
- Building Inspection Fee (prior to relocation) – in accordance with the current Schedule of Fees and Charges.
- Building Permit Fee in accordance with current Building fees and charges, including BCITF Levy (if payable).

MANAGEMENT PROCEDURES

| | |
|-------------------------------|---|
| Title: | 4.1 Administration Building and Council Chambers |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide direction on the use of Council Chambers.

Procedure:

The Shire President and CEO may authorise the use of the Council Chambers by community or Government organisations for the purpose of conducting meetings during office hours.

The Council Chambers may be made available to community organisations that have a Councillor or Shire Administration staff member as a Council delegate on the committee.

Keys to the Administration Centre are only available to Administration Staff and shall not be passed on to other committee members.

| | |
|-------------------------------|---|
| Title: | 4.2 Citizenship Ceremonies |
| | |
| File No: | |
| | |
| Statutory Environment: | <i>Australian Citizenship Ceremonies Code</i> |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To provide direction on the conduct of Citizenship Ceremonies.

Procedure:

The Shire President shall conduct citizenship ceremonies. The CEO shall arrange formalities for the ceremony. The CEO is authorised to purchase refreshments for the ceremony and a suitable gift is to be presented to the recipient.

| | |
|-------------------------------|--|
| Title: | 4.3 Administration Centre Flag Pole |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide direction on the use of the Australian Flag at the Administration Office.

Procedure:

The flagpole located at the Administration Centre is reserved for the flying of the Australian flag. The Australian flag is to be flown each day during office hours, except on Council Meeting days where the Goomalling Shire Council Flag shall be flown.

Flag protocol will be in accordance with the Australian Government "It's an Honour" guidelines.

Flying of the Flag at half mast

Shire President is to authorise the Chief Executive Officer to fly the flag at half mast as a mark of respect for the passing of residents, ex-residents or any other as authorised by the Shire President.

| | |
|-------------------------------|---|
| Title: | 4.4 Budget Preparation |
| | |
| File No: | |
| | |
| Statutory Environment: | Local Government Act 1995 s. 6.2 |
| | |
| Minute No: | 1 092015.SM |
| | |
| Date: | September 2015 |
| | |
| Review Date: | September 2015 |

Objective:

To provide direction on the formulation of the budget.

Procedure:

Where practical the annual budget should be completed and adopted prior to July 31, and if not practical, by August 31 in accordance with the provisions of the Local Government Act.

| | |
|-------------------------------|--|
| Title: | 4.5 Hire of Memorial Hall and Sports Pavilion Equipment |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Date: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To provide direction on the use of furniture and Equipment.

Procedure:

It is the policy of Council that furniture and equipment purchased for the Goomalling Memorial Hall and Sports Pavilion is available for private or party hire.

Large round tables are only available for hire in Council owned facilities and is to be authorised by the Chief Executive Officer.

| | |
|-------------------------------|----------------------------------|
| Title: | 4.6 Drummuster Inspectors |
| File No: | |
| Statutory Environment: | <i>Not applicable</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To ensure equity and consistency for community groups involved in fundraising through the Drummuster.

Procedure:

Drummuster Inspectors are to be nominated by Council and all inspectors must have attended the accredited AgSafe Training.

| | |
|-------------------------------|--------------------------------------|
| Title: | 4.7 Gravel Pit Rehabilitation |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To rehabilitate private property and shire reserves where the shire has completed extraction of gravel.

Procedure:

Unused pits - the sites shall be spread and levelled as much as possible. The site shall be deep ripped at 3 metre intervals where necessary.

New pits - topsoil shall be stock piled. Following annual excavation the topsoil shall be pushed over the excavation.

Timbered pits located in grazing paddocks shall be fenced until revegetated by planted native trees.

| | |
|-------------------------------|----------------------------------|
| Title: | 4.8 Corporate Uniform |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To establish guidelines for the wearing of and reimbursement for corporate uniforms.

Procedure:

1. Members of staff are to wear a corporate uniform.
2. A corporate uniform will be standardised across the organisation and may be reviewed and updated from time to time.

| | | |
|----|-----------------------|-------------------------|
| 3. | Initial Start-up Pack | Annual Maintenance Pack |
| | \$450 | \$200 |

4. Staff will receive an initial start-up pack once only, on entering the corporate uniform programme.
5. Payments will be made directly to the uniform supplier and any orders placed above the allowance are at the employee expense.
6. Deductions from payroll can be arranged to facilitate payment of uniform costs above the pack allowance.
7. All staff receiving uniform packages will be required to wear a corporate uniform.

| | |
|-------------------------------|-------------------------|
| Title: | 4.9 Annual Leave |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To guide the CEO when taking periods of Annual Leave.

Procedure:

Staff are required to take their annual leave within twelve months of it being due. The Chief Executive Officer (CEO) shall authorise such leave.

Notwithstanding the above, Council may permit the accumulation of three (3) years service to any employee under the Local Government Officers Award. However Council will allow the accumulation of two (2) years service for all employees if requested as a compromise.

The Chief Executive Officer may take annual leave in consultation with the Shire President.

Councillors will be notified when the Chief Executive Officer intends to take annual leave.

The appointment of an Acting Chief Executive Officer when the Chief Executive Officer is on leave for periods of more than one week will be resolved by Council at that time.

| | |
|-------------------------------|---|
| Title: | 4.10 Staff Housing and Housing Subsidy |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To ensure that eligible Council employees are provided with suitable housing of a good standard and that housing is managed appropriately.

Policy:

In order to attract qualified personnel to the Shire of Goomalling selected staff may be offered subsidised housing by Council, together with a water subsidy. The employee may salary sacrifice their rental payments.

Procedure:

Eligibility

The Chief Executive Officer shall determine which employees are eligible for a Council provided house and associated allowances as part of their employment package/contract. The Chief Executive Officer will confirm that the position attracts housing and associated benefits prior to the position being advertised.

As a guide, positions that require skills that would not normally be available within the district will be provided with a rental subsidy.

Housing subsidy

Council will subsidise rent for eligible employees. The employee will pay rent through fortnightly payroll deductions in advance.

The housing subsidy will be paid as a cash allowance if a house is not available to an eligible employee or if the employee has private accommodation.

Rent reviews will use maximum State Housing and current market rents as a guide.

Water subsidy

Council will subsidise water usage costs of employees who occupy shire owned residences. A subsidy is provided on the condition that the surrounds and gardens of such residences are kept to a satisfactory standard.

Tenancy Agreement

Employees provided with housing are required to sign a Tenancy Agreement. All clauses of the Tenancy Agreement must be complied with or housing may be revoked.

Inspections

Regular inspections of all council owned property will be carried out by a representative of Council.

Council's houses shall be inspected as outlined below:

1. Initial inspection upon occupation by the tenant.
2. Inspection three months thereafter.
3. If the three month inspection reveals that the house is being well maintained, then the next inspection will be the annual inspection in February for maintenance purposes.
4. If the three month inspection reveals that the house is not being well maintained, then the next inspection will be in another three months.
5. Final inspection on termination of employment.

An inspection report shall be completed during the inspection and is to be signed by both the tenant and the Council representative carrying out the inspection.

| | |
|-------------------------------|--|
| Title: | 4.11 Employee Training and Development |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Occupational Safety and Health Act 1984, and 2005 amendments Occupational Safety and Health Regulations 1996, and 2005 amendments</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

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

Procedure:

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

- You have a major role in determining your specific training and development needs
- Your line Manager has a primary responsibility for ensuring your training is directly linked to the Shire of Goomalling business objectives and plans.
- There will be 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 Professional/Vocational Qualifications).

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 Goomalling, 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 Goomalling is committed to creating a “learning culture”. The Shire of Goomalling 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.

Professional/Vocational Qualifications:

The Shire of Goomalling recognises that there are many professional skills required to ensure that the Shire of Goomalling is successful.

Subject to prior agreement with your Manager, the fees for relevant professional education will be met or subsidised by the Shire of Goomalling on demonstrated successful completion of the enrolled course.

Proviso:

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

Study Leave:

It is the Policy of the Shire of Goomalling 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 Goomalling. Approval for such absence must be obtained from the Chief Executive Officer.

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 the CEO.

| | |
|-------------------------------|-------------------------------------|
| Title: | 4.12 Use of Council Vehicles |
| Previous No: | |
| File No: | |
| Statutory Environment: | n/a |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The objective is to provide clear guidelines for the private use of Shire vehicles by employees.

The primary purpose of the acquisition of motor vehicles by the Shire of Goomalling is to meet the Shire's transportation requirements associated with business needs. A secondary and subservient purpose is to acknowledge the current market place environment and to make vehicles available for private and commuting purposes for Shire employees as part of an employee's overall salary package.

This Policy applies to any Shire employee who gains benefit from the use of Shire owned motor vehicles by either private use or commuter use of such vehicles.

Procedure:

1. Vehicle Purchases

Chief Executive Officer:

The type of vehicle and therefore the maximum vehicle value will be set as part of the approved contract of employment.

Finance Manager, Principal Works Supervisor:

Vehicle purchases for these employees will be in accordance with best overall value to the Shire, giving due consideration to environmental impact and occupants' safety.

Operational Staff vehicles:

These vehicles are selected on best overall value to the Shire based on the operational requirements of that vehicle, giving due consideration to environmental impact and occupants' safety.

These vehicles may on occasion be allocated to employees for Commuter Use or Restricted Private Use.

2. Vehicle Changeover

The calculation of vehicle changeover will depend on many variables. In general terms, passenger vehicles are to be changed at a time calculated to minimise whole-of-life costs while the vehicle is still under warranty.

The Chief Executive Officer may vary passenger vehicle types and models from time to time to obtain the best benefit to Council, having regard to private use requirements of the employee.

3. Vehicles included in Staff Contracts

A number of staff have private vehicle use included in remuneration packages. New contracts will contain the category and conditions of vehicle usage in accordance with clause 5 of this policy.

Staff are to be consulted prior to any significant change in vehicles provided under contractual or salary packaging arrangements.

Vehicles supplied under these provisions are to be kept in a clean and tidy condition and routine maintenance checks, as recommended in the manufacturer's handbook, are to be conducted regularly (e.g. fluid levels and tyre pressures). If a vehicle requires major detailing at the time of trade-in, due to lack of appropriate cleaning, the driver responsible for its use may be required to pay for this service.

4. Maintenance

- (a) All repairs, maintenance and replacements are to be at the Shire's cost.
- (b) Insurance and licensing of vehicles is arranged by the Shire for both Shire and private use.
- (c) The authorised employee is to ensure that the vehicle is serviced in accordance with the manufacturer's recommended service schedules.
- (d) Vehicle faults which occur between services are to have repairs arranged immediately.

5. Categories of Private Use

The category of private use will be negotiated with employees as part of their salary package determination. The values associated with the category of private use will be the values issued by WALGA and current at the time of engagement and salary package review. Where a change of vehicle category occurs, the package value will be changed at the next review.

6. Relieving Entitlements

Employees acting or relieving for an employee on leave do not automatically assume the motor vehicle entitlements of that employee.

7. Chief Executive Officer – Authority

The Chief Executive Officer has the following authority:

- The allocation of the use of a vehicle for specific after hours use.
- The authority to negotiate remuneration packages with employees including any private use of the vehicle.
- Approval for any travel outside Western Australia.
- Discretion to define what constitutes commercial activity or private gain.

8. Responsibilities of all Drivers

All drivers of Shire vehicles are responsible to ensure that they:

- Are the holders of a current Western Australian drivers licence appropriate for the vehicle. A photocopy must be provided to the Payroll Officer who will place it on their personnel file.
- Drive the vehicle responsibly and legally, observing all rules and regulations.
- Lock the vehicle at all times when it is unattended.
- Take full responsibility for all traffic, parking and any other infringements incurred whilst in control of the vehicle.
- Ensure the vehicle is maintained in a clean condition.
- Report any defects immediately.
- Immediately report all accidents or damage to the vehicle including the completion of the necessary accident incident form, insurance report and claim forms and report same to the Police Department.
- Leave no valuables unattended in the vehicle.
- Carry a basic first aid kit.
- Park the vehicle off the street, in a carport or garage, outside business hours, wherever possible.
- Conduct regular vehicle inspections to identify and report any damage to the vehicle.
- Fill in the vehicle log book when required with the driver's name clearly identified in the log.
- Enforce the no-smoking rule for drivers and passengers using the vehicle.

All drivers of Shire vehicles are to be provided with and be familiar with all the issues relating to this vehicle policy.

This policy shall not have a detrimental effect on staff contracts or conditions of employment which are current at the date of its adoption.

| | |
|-------------------------------|---|
| Title: | 4.13 Investment Policy |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Financial Management) Amendment Regulations 2012, Trustees Act 1962 and Australian Accounting Standards</i> |
| Minute No: | 10.1.2 022016.OM |
| Policy adopted: | September 2015 |
| Policy amended: | February 2016 |
| Next review date: | September 2019 |

Objective:

This policy's objective is to manage the Council's investment portfolio in order to maximise return within agreed risk parameters.

In achieving this, the following must be maintained:

- a) adequate level of diversification to spread risk;
- b) ready access to funds for day to day requirements;
- c) high level of security by using recognised assessment criteria;
- d) adherence to the requirements of Section 6.14 of the Local Government Act 1995 and Section 18(1) of the Trustees Act 1962 (as amended) (the "Prudent Person" rule).
- e) adhere to regulations section 19, 19c, 28 and 49 of the Local Government (Financial Management) Regulations 1996.
- f) investment in financial institutions that are not directly or indirectly funding fossil fuel companies.

Procedure:

Risk Profile

When exercising the power of investment the following are to be given consideration:

- a) the purpose of the investment and the needs and circumstances;
- b) the nature of and risk associated with existing investments;
- c) the likely income return and the timing of such income return;
- d) the desirability of diversifying investments;
- e) the risk of capital or income loss or depreciation;
- f) the costs (including commissions, fees and charges) of making the proposed investment;
- g) the length of the proposed investment; and
- h) investment in financial institutions that are not directly or indirectly funding fossil fuel companies

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*. The Chief Executive Officer may in turn delegate the day-to-day management of the Shire of Goomalling's investment to the Finance Manager.

Prudent Person Standard

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

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of the Shire of Goomalling's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

Fossil Free Investments

"Fossil Free Investments" are authorised investment products made in authorised institutions that respect the environment by not investing in fossil fuel industries.

When investing Council funds, a deliberate preference will be made in favour of authorised institutions that respect the environment by not investing in fossil fuel industries. This preference **will however** only be exercised after the foremost investment consideration of credit rating and risk diversification are fully satisfied.

The Shire of Goomalling considers the climate crisis a serious threat locally, nationally and internationally. In Paris in 2015, over 190 countries agreed that carbon emissions release should be significantly limited to support world efforts to limit global average temperature increase to 1.5°C above pre-industrial levels. The Carbon Tracker Initiative found that fossil fuel companies possess proven fossil fuel reserves that would release approximately 2,795 gigatons of CO₂ if they are burned, which is five times the amount that can be released without exceeding 2°C of warming. A CSIRO and BOM publication in January 2015 stated that the South West of Western Australia has already warmed by 1.1°C since 1910. The Shire of Goomalling is objectively working towards carbon neutrality, to this end seeks to ensure its financial investments consider the reduction of emissions from burning fossil fuels and to this end the Shire of Goomalling will not invest in financial institutions which directly and/or indirectly support fossil fuel companies.

Approved Investments

Funds may be placed in authorised deposit taking institutions (ADIs), being licensed banks as defined under the Banking Act 1995, which comply with this policy

Prohibited Investments

In accordance with regulation 20 of the *Local Government (Financial Management) Regulations 1996* the Shire of Goomalling will not do any of the following:

- Deposit with an institution except an authorised institution (as defined in section 5 of the *Bank Act 1959*);
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based investments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Authorised Counterparties and Exposure Limits

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

If any of the Shire of Goomalling's investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

| Overall Portfolio Term to Maturity Limits | |
|--|-------------------|
| Portfolio % < 1 year | 100% Max; 40% Min |
| Portfolio % > 1 year | 60% |
| Individual Investment Maturity Limits | |
| ADI | 3 years |

Investment Advisor

If the Shire of Goomalling appoints an investment advisor they must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

The investment return for the portfolio is to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

Performance benchmarks need to be established.

| Investment | Performance Benchmark |
|-----------------------------|---|
| Cash | Cash Rate |
| Enhanced/Direct Investments | UBSWA Bank Bill |
| Diversified Funds | CPI + appropriate margin over rolling 3 year periods (depending upon composition of fund) |

Reporting

A monthly report will be provided to Council in support of the month statement of financial activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

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

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

| | |
|-------------------------------|--|
| Title: | 4.14 Telephone Charges - Residences |
| Previous No: | |
| File No: | |
| Statutory Environment: | None |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The objective of this is to detail the telephone costs Council will cover in relation to line rentals.

Procedure:

Council shall pay telephone line rental charges for the CEO, Finance Manager and Works Supervisor.

| | |
|-------------------------------|-------------------------------------|
| Title: | 4.15 Council Purchase Orders |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

The objective of this is to detail employees who are authorised to sign purchase orders.

Procedure:

The following Shire Staff are authorised to sign official Council Purchase Orders on behalf of the Council, in their areas of responsibility, within budget allocation and in accordance with Council's Purchasing Policy 2.11:

Chief Executive Officer
Finance Manager
Principal Works Supervisor

| | |
|-------------------------------|---|
| Title: | 4.16 Contiguous Rating – Shire Boundary Properties |
| Previous No: | |
| File No: | |
| Statutory Environment: | Local Government Act 1995, Part 6, Division 6, Section 6.47. – Concessions |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To recognise parcels of land located on the Shire’s boundary adjoining other parcels of land in neighbouring shires as contiguous for the purposes of assessing rates.

Procedure:

It is Council Policy to support the contiguous rating of land zoned “Farmland” only where the land is situated in a contiguous position to all other land and the land is in the same ownership, including when the property crosses a shire boundary.

The Shire of Goomalling relies on the Land Gate to determine whether parcels of land that are within the Shire’s boundary should be contiguously valued as one holding. The Land Gate uses set valuation principles and court precedent as the basis for determining the validity of claims relating to contiguously valued properties.

For example: a farming property comprising a number of lots/locations all in common ownership and being used as one large holding will normally receive a single value.

The Shire of Goomalling recognises that there may be parcels of land located on the Shire’s boundary that adjoin other parcels of land in neighbouring shires that are not considered by the Land Gate because they are separated by shire boundaries. Council considers that the owners of properties that would otherwise be assessed as being contiguous in nature, if they happened to be contained within the one shire, should be given the opportunity to apply for a concession on their rates within the Shire of Goomalling.

The owners of properties that fit the below criteria must apply for a concession from Council each and every year that that they wish to have their properties assessed. A detailed application form will be provided for this purpose, on the request of the property owner.

The property owner must be able to prove that all relevant parcels of land meet all of the following requirements:

- Contiguous (touching) with contiguously rated properties in neighbouring shire(s);
- All properties are held in the same ownership; and
- All properties are used for the same purpose.
- The property in the Goomalling Shire must be rated at the minimum rate.

The property owner must provide the following documentation for assessment:

- Completed Shire of Goomalling Rates Concession Application Form;
- Copy of relevant Shire of Goomalling rates notice(s) (current year); and
- Copy of relevant adjoining shire rates notice(s) (current year).

The property owner will be required to pay the whole of the current year rates relating to the relevant Goomalling property prior to a concession being awarded.

The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were contiguously rated by the relevant neighbouring shire from the amount that has been assessed/paid in the current year with the Shire of Goomalling.

All other regular claims for contiguously valued properties held within the Goomalling Shire boundary should be directly with the Shire of Goomalling and will be assessed with the assistance of the Land Gate.

| | |
|-------------------------------|--|
| Title: | 4.17 Bank Signatories |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 Section 6.10 Local Government (Financial Management) Regulations 1996 Regulations 11 and 12</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To determine those persons that may be an authorised signatory to enable the effective and efficient payment of accounts on behalf of the Shire of Goomalling.

Procedure:

That the following persons are authorised signatories for the purpose of making payment on behalf of the Shire of Goomalling:

1. The Municipal Fund requires two signatories on a cheque, these are to be: any two of the Chief Executive Officer, Finance Manager, Finance Officer and Executive Support; or the Chief Executive Officer or Finance Manager or Executive Support and Administration Officer plus either the Shire President, Deputy Shire President or other nominated Members of Council.
2. Electronic authorities for the Municipal account shall be two of any of the following officers, Chief Executive Officer, Finance Manager or Executive Support and Administration Officer.
3. Electronic authorities for the Trust account shall be two of any of the following officers: Chief Executive Officer, Finance Manager or Executive Support and Administration Officer.

| | |
|-------------------------------|---|
| Title: | 4.18 Rates Exemption |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Section 6.26 (2) of the Local Government Act 1995</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To set specific criteria that must be met by those entities that are not covered under Section 6.26 (2) who are seeking a general rate exemption.

Procedure:

The following criteria must be met before consideration is given to the eligibility for an exemption from general rates and sewerage charges:

1. A Rate Exemption Application Form must be completed in full.
2. The applicant must be an incorporated Not for Profit organisation.
3. The applicant must own or have the vesting of the property on which rates are levied.
4. The applicant must not operate any commercial activities from the property.
5. The Goomalling Multifunctional Family Centre is exempt from condition 4.
6. The applicant must not hold a liquor licence for the provision of alcohol for sale to the general public for profit.
7. All approved applications will remain in force for a maximum period of three (3) years unless otherwise advised, and then the applicant must reapply.
8. Applications shall be determined within 14 days of receipt of the original application and or any additional information requested, whichever is the later.
9. A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.
10. Exemptions will be treated as a donation from the Shire to the exempt community group.

The Chief Executive Officer has delegated authority to approve applications that meet all of the eligibility criteria.

APPLICATION FOR RATE EXEMPTION

Applicant Name

Address of Business

Telephone

Facsimile

Contact Name

Mobile

ABN

| | YES | NO |
|---|-----|----|
| 1. Is the organisation an incorporated body? (see 1 below) | | |
| 2. Is the organisation not-for-profit? | | |
| 3. Is the organisation a Public Benevolent Institution for taxation purposes? (see 2 below) | | |
| 4. Does the organisation own or lease the rateable land? | | |
| (if leased, is the lessee responsible for rates under the lease agreement?) (see 3 below) | | |
| 5. Is the organisation exempt from payment of rates under Legislation? | | |
| (Other than the Local Government Act) (see 4 below) | | |
| 6. Does the organisation run any commercial activities? (see 5 below) | | |

- (1) If yes: please provide certificate of incorporation.
- (2) If yes: please provide relevant taxation information.
- (3) If yes: please provide certificate of lease.
- (4) If yes: please provide details of Legislation.
- (5) If yes: please provide further information as outlined below.

Please attach copies of the organisation's constitution and evidence of other exemptions being received by the organisation.

Organisations are required to provide financial information, including:

- Profit & Loss Statement (2 years)
- Balance Sheet (2 years)
- Sources of income, i.e. donations, business income, grants etc.
- Rents received if housing organisation.

Such information should be accompanied by the attached Statutory Declaration signed by two authorized persons or office bearers of the organisation verifying the accuracy of the information.

Organisations are required to outline the nature of their operation, providing information such as:

- Client group for service provision
- Type of service provided, e.g. food, accommodation, shelter etc.
- Frequency of service provision, i.e. on a full time basis or daily, weekly, monthly etc.
- Whether payment is received for service.

Organisations are required to provide a full list of land or lease holdings that are owned or occupied and attach a description of the purpose applied to each holding.

Such information should be accompanied by the attached Statutory Declaration signed by two authorized persons or office bearers of the organisation verifying the accuracy of the information.

Applicants are advised that in order to illustrate full eligibility to claim a rate exemption and to facilitate Local Government decision making, as much information as possible about the nature of their operation should be provided.

STATUTORY DECLARATION
Statutory Declarations Act 1959

We, _____ [insert name of office bearer #1]
and _____ [insert name of office bearer #2]
of _____ [insert name of organisation]
in the State of Western Australia hereby solemnly and sincerely declare as follows:

1. The financial information as provided presents fairly in accordance with relevant legislation, applicable accounting standards and other professional mandatory reporting requirements, the financial position, the results of operations and cash flows.
2. The nature and extent of non-charitable activities has been fully disclosed.
3. The description and purpose of each land or lease holding has been fully disclosed.

AND WE MAKE this solemn declaration by virtue of the *Statutory Declarations Act 1959* and, subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

Declared at _____
[Insert name of location]

This [] day of [] month 20

Signature of office bearer #1

Print name and Position of office bearer #1

Signature of office bearer #2

Print name and Position of office bearer #2

| | |
|-------------------------------|--|
| Title: | 4.19 Common Seal |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 s. 9.49A and s. 9.49B</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To satisfy the legal requirements regarding the validation of documents and contracts, resulting from amendments to the *Local Government Act 1995*.

Procedure:

1. The Shire President and Chief Executive Officer are authorised to sign and/or affix the common seal to the following documents, where such documents result from the following transactions:
 - 1.1 Where land is disposed of pursuant to s. 3.58 of the Local Government Act 1995 9as amended).
 - 1.2 Where land is acquired pursuant to s. 3.55 and s. 3.59 of the Local Government Act 1995 (as amended).
 - 1.3 In respect of leases of land and licence to occupy municipal property where approved by Council.
 - 1.4 In respect of leases for the purchase of plant and equipment approved by Council.
 - 1.5 In respect of borrowings approved by Council.
 - 1.6 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
 - 1.7 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that Council's interests have been satisfied.
 - 1.8 In respect of contracts of employment approved by Council.
 - 1.9 In respect of documents of a ceremonial nature, where the affixing of the common seal is for prosperity and not a legal requirement.
 - 1.10 In respect of agreements required for funding of Council works and services considered with the resolution of Council or requiring renewal of the agreement for funding currently provided.
 - 1.11 In respect of the adoption of local laws.
 - 1.12 Any document stating that the common seal of the Shire is to be affixed.

2. In relation to 1. above, in the absence of the Shire President and/or Chief Executive Officer, as the case may be, the Deputy Shire President and the Acting Chief Executive Officer are authorised to affix the common seal.
3. The procedure to be adopted for the use of the common seal is as follows:
 - 3.1 The Chief Executive Officer is responsible for the security and proper use of the common seal.
 - 3.2 The common seal is not to be affixed to any documents except as authorised by Council.
 - 3.3 The common seal is to be affixed to a document in the presence of:
 - The Shire President, or in his absence, the Deputy Shire President; and
 - The Chief Executive Officer or Acting Chief Executive Officer;Each of whom is to sign the document to attest that the common seal was so affixed.
 - 3.4 Details of all transactions where the common seal has been affixed must be recorded in a register kept by the Chief Executive Officer.

The register is to record:

 - The date on which the common seal was affixed;
 - The nature of the document; and
 - The parties to any agreement to which the common seal was affixed.
4. The wording to accompany the application of the common seal to be as follows:
 - 4.1 “The common seal of the Shire of Goomalling was hereto affixed by the Authority of Council.”; or
 - 4.2 “The common seal of the Shire of Goomalling was affixed by authority of a resolution of Council in the presence of the Shire President and the Chief Executive Officer.”
5. Authority is provided to the Chief Executive Officer or the person acting in the position of Chief Executive Officer to sign documents that do not require the affixing of the common seal.

| | |
|-------------------------------|---|
| Title: | 4.20 Concessions on Commercial & Farming Properties occupied by Pensioners |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | <i>Pensioners Rates & Deferments Act 1992</i> |
| | |
| Minute No: | 1 092015.SM |
| | |
| Date: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To ensure pensioner and seniors concessions are allowed on farming and agricultural properties in an equitable way and that the concession relates to the residential portion of the property.

Procedure:

In cases where an eligible pensioner or senior owns or occupies a rural/agricultural property that is used, or is available for use, for other than residential purposes, that a proportionate rebate, by applying the arbitrary curtilage of 2 hectares in respect to the residential component of the rated property, is to be applied.

This policy specifically excludes commercial properties within the town boundary.

| | |
|-------------------------------|-----------------------|
| Title: | 4.21 Hall Hire |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>n/a</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide the framework for the management of Council's Memorial Hall and Pavilion hire program. This aims to ensure that a range of user groups have fair and equitable access to Council's community facilities.

1. Bond and hire fees:

- The hirer must pay the bond and hire fees at the time of making the booking. A booking is only confirmed once payment in full has been made.
- Hire fees are charged on a scale as detailed in the Shire's Fees and Charges Schedule.
- The bond will be returned to the hirer when staff have inspected the venue after the function.
- If damages occur or extensive cleaning is required, these costs will be deducted from the bond. If the cost exceeds the bond paid, the hirer will be invoiced for the additional sum.

2. Furniture or equipment must not be dragged over the floor surfaces: trolleys are provided for the movement of chairs, tables and other furnishings.

3. Alcohol consumption - Council venues are unlicensed facilities. It is the responsibility of the Hirer to:

- obtain written permission from the Shire CEO to allow alcohol to be consumed at the venue;
- obtain an Occasional Liquor Licence from the Department of Racing, Gaming and Liquor;
- provide a copy of the Occasional Liquor Licence to the CEO;
- display the Occasional Liquor Licence prominently during the hire period;
- ensure that the requirements of the Liquor Licence are fulfilled;
- ensure that minors are not permitted in the bar or licenced area;
- organise and oversee staffing of the bar with personnel sufficiently trained in the responsible service of alcohol;

4. Cleaning supplies are available in each venue. It is a condition of hire that:
 - all food scraps are removed from the premises before the end of the hire period;
 - all indoor bins are emptied into the outdoor bins before the end of the hire period;
 - kitchen facilities, crockery and cutlery are left in a clean state with all equipment in working order;
 - shire staff are notified of all breakages;
 - all tables are cleared, wiped and stacked on the trolley;
 - the hirer informs shire staff of any spills/damage as soon as possible.

5. Decorations:
 - permission to decorate must be sought at the time of booking;
 - the following items must not be used without consulting shire staff: candles, confetti, blue tac, sticky tape, nails, pins, screws or anything that could deface the surfaces such as chemicals, paint etc.
 - all decorations must be completely removed after the function.

6. Compliance with Acts and Regulations:
 - the hirer will comply with the provisions of the Health Act, Liquor Act and any other act, regulation or local law in force at the hiring time and which is applicable to the hiring and use of the venue;
 - the shire CEO, health inspectors, liquor licensing officers and police have the right to enter any function for the purpose of making an inspection or enforcing any of the conditions;
 - the shire CEO, health inspectors, liquor licensing officers and police have the right to close down a function and remove all patrons from the building if regulations are not being met.

7. Other conditions:
 - Council reserves the right to amend these conditions at any time to ensure best management practices are met;
 - Council venues are a smoke free environment. Please do not smoke inside the building or within ten metres from the entrance;
 - Council's piano can only be moved under the supervision of shire staff. Please contact staff regarding piano use.
 - the hirer is responsible for any disorderly behaviour, unsuitable dress, obscene or insulting language in any part of the venue.
 - the shire CEO and/or the hirer have the right to refuse admission to any person.

8. Insurance:
 - Individuals hiring a shire venue are covered under the shire's Casual Hirers Liability Insurance.

| | |
|-------------------------------|------------------------------|
| Title: | 4.22 Asset Management |
| Previous No: | |
| File No: | |
| Statutory Environment: | n/a |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective

To provide clear direction in the provision and management of all Council's assets to ensure sustainable outcomes and appropriate levels of service for present and future stakeholders.

Procedure:

The Shire will undertake to provide the appropriate service levels for its assets, in a whole-of-life and economically, environmentally and socially sustainable manner. In providing and managing assets, the Shire will take into account an appropriate balance between service delivery, risk, reliability, safety and cost.

Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost effective manner.

Scope

This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$1,000, which require management by the Shire.

Physical assets are:

- Land;
- Buildings;
- Infrastructure;
- Plant & equipment; and
- Cultural collections.

The Asset Life Cycle (Whole of Life)

Lifecycle asset management involves the decisions made at each stage of an asset's life, from planning to disposal. The decisions made at one stage will affect the asset's performance in others.



| | |
|-------------------------------|--|
| Title: | 4.23 Goomalling Caravan Park Permanent Residents |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Residential Parks (Long-stay Tenants) Act 2006 Caravan Parks and Camping Grounds Regulations 1997</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Definition:

Permanent Resident in relation to the Goomalling Caravan Park, means any person who:

- considers that their primary place of residence is the Goomalling Caravan Park; and
- has been continuously residing in the Goomalling Caravan Park for three or more months; or
- intends to continuously reside in the Goomalling Caravan Park for three or more months.

Objective:

This policy aims to ensure that the Goomalling Caravan Park has at all times the capacity to accommodate travellers and short term workers, by limiting the number of sites for permanent residents to four (4).

Procedure:

Council at all times limits to four (4) the number of sites for permanent residents at the Goomalling Caravan Park.

Applications for permanent residency over this limit shall be referred to Council for approval.

| | |
|-------------------------------|---------------------------------|
| Title: | 4.24 Hiring of Equipment |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide direction to staff when receiving requests for furniture & equipment hire.

Procedure:

It is Council's policy that no equipment (*other than furniture and equipment from the Memorial Hall and the WB Eva Pavilion subject to authorisation by the CEO*) is hired out to the public.

| | |
|-------------------------------|--|
| Title: | 4.25 Private Property Access and Crossovers |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To provide direction to staff when receiving requests for access to private property.

Procedure:

ACCESS TO PROPERTY ON LAND OUTSIDE OF THE TOWNSITE BOUNDARY:

Council will provide culvert access or other appropriate access to property within the Shire and outside of the townsite boundary, where it is considered necessary, appropriate or practicable, subject to:

- Access to provide owner with access from a Council owned road or property to the owner's property.
- Only one access per location will be provided.
- Any additional access required on a location or on locations that are contiguous to a location where Council has provided access, to be at the owner's expense.

ACCESS TO PROPERTY ON LAND WITHIN THE TOWN BOUNDARY:

Council will provide culvert access or other appropriate access to property within the townsite, where it is considered necessary, appropriate or practicable to do so, subject to:

- Access to provide owner with access from a Council owned road or property to the owner's property.
- One access per lot will be provided subject to an approved building being constructed on the lot or planning approval and building license issued for the construction of an approved building on the lot
- Any additional access or access to vacant land to be at the owner's expense.

TOWNSITE LOT CROSSOVERS:

On application by the owner of land adjoining a Council road/street/way Council will contribute 50 % toward the construction of standard crossover, subject to the following:

- A standard crossover is deemed to be constructed to a maximum width of 6m to a hot mix seal standard or equivalent. Crossover to be constructed from the edge, or as near as practicable to the edge of a sealed road or the anticipated edge in the event the road is unsealed, to the owner's property boundary.
- Any extra width required on the crossover to be at the owner's expense.
- Additional cost for crossovers being constructed in brick paving, concrete or other similar material to be at the cost of the owner.
- Only one crossover per lot will be contributed to where there is an approved building on it. Crossovers on vacant land to be at the owner's expense.
- Additional crossovers to be at the owner's expense.

| | |
|-------------------------------|--|
| Title: | 4.26 Road Reserve Weed Control |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Environmental Protection Act 1996; Native Vegetation Act 1991; Environmental Protection (Clearing of Native Vegetation) Regulations 2004; Agriculture and Related Resources Protection Act 1976</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objectives

- To eradicate weed populations along local Road Reserves
- Encourage Shire Works employees and landholders to adhere to industry guidelines and standards as specified in relevant codes of practice and other documents for weed control on roadside verges.
- Encourage Local Landholders to conduct appropriate management plans
- To reduce the risk of fire in the road reserves.
- Reduce the inconvenience of vermin such as rabbits and foxes.
- To comply with government legislation including the Environmental Protection Act 1986.

Definitions

Weed

A weed is a plant that represents a threat to the conservation values of natural ecosystems. Weeds invade native plant communities and out-compete them causing a reduction in plant diversity and resulting in a loss of habitat for native animals.

Road Reserve

The road reserve includes the road, remnant vegetation up to an adjacent properties fence line.

Landholders

The holder or proprietor of land.

Environmentally sensitive area

There are a number of areas around Western Australia of environmental significance within which the exemptions in the Clearing Regulations do not apply. These areas are referred to as environmentally sensitive areas (ESAs), and are declared under section 51B of the EP Act and described in the Environmental Protection (Environmentally Sensitive Areas) Notice 2005.

1. Areas of application for this policy

This policy applies to Roadside Reserves within the Shire of Goomalling.

5. Additional policy measures

5.1 General weed management for Council Employees

5.1.1 Herbicide spraying

Off-target spraying may kill native understory and create an altered environment for weeds to invade. Risk can be minimised by:

- restricting spraying to the road shoulder and around road furniture,
- not spraying on wet or windy days,
- not using residual herbicides along watercourses, and
- not using non-selective herbicides near susceptible plants.

5.1.2 Alternative weed control strategies

Weeds can be managed using many different methods. The most effective management of weeds is usually achieved by a combination of methods with follow-up over a number of years. The stage that a weed has reached in the invasion process determines the best approach for its control.

The three main approaches to weed management are:

- Prevention of establishment,
- Early detection and eradication, and
- Management of existing populations.

i. Prevention

This is the most effective means of control. Establishing workable prevention mechanisms is much more cost-effective than controlling established populations.

Prevention mechanisms include:

- Cleaning machinery between jobs,
- Only using clean, weed-free fill materials, including stockpiles,
- Marking turn-around points for maintenance works to prevent longitudinal spread through mowing or grading,
- Revegetation of disturbed areas, and
- Minimising or avoiding disturbance in areas of native vegetation.

ii. Early Detection and Eradication

The second most cost-effective means of weed control is early detection and eradication. Eradication of newly established populations is possible only if detection mechanisms are in place to identify them.

iii. Management of Existing Populations

Managing existing weed infestations can involve eradication, control or containment depending upon the extent and severity of infestations, and the resources available to manage the program. Mulching, burning, cultivation, introduction of competition, grazing, biological control and chemicals are all management tools that can be used where appropriate.

iv. Grazing and Stock Movement

Grazing of domestic livestock is defined as vegetation clearance under the Native Vegetation Act, 1991. Movement of stock along road reserves can aid the spread of weeds, compact the soil, exacerbate soil erosion problems and hinder native plant regeneration. Whilst it is necessary to allow the moving of stock along road reserves to move them between paddocks, stock movement should be avoided where there is Declared Rare Flora or native vegetation that is classified in an Environmentally Sensitive Area (ESA). Landholders must find alternative routes for the movement of stock through negotiation with adjacent landholders.

v. Fencing

Item 11 of regulation 5 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 provides an exemption for clearing between private property and Crown land (e.g. a road reserve), provided that the clearing on the Crown land is no more than 1.5 metres from the fence and provided that the clearing, combined with other limited exempt clearing on the property, does not exceed 1 hectare in the financial year in which the clearing takes place. This exemption applies to the owner of the land on which the clearing is to take place, therefore the written approval of the owner of that Crown land (e.g. the Local Government in the case of a road reserve) must be obtained prior to undertaking the clearing. This exemption does not apply in environmentally sensitive areas.

vi. Removal of Plant Material

Dead timber on roadsides can provide valuable habitat for small mammals, reptiles and most importantly invertebrates. Allowing it to decompose through natural processes also maintains integrity of the nutrient cycling that underpins stable ecosystems. Removal of dead timber destroys these habitats and processes. Another aspect of the stability of roadside ecosystems is the maintenance of the ability to regenerate. Excessive removal of seed from native vegetation diminishes the amount of seed available in the soil for new plants to grow from. Ultimately, this can lead to lower densities of some species and alteration of the vegetation structure.

vii. Summer Weed control

Summer weed control is an imperative component of roadside weed control and must be undertaken when weed burdens are posing significant threat to the native roadside vegetation and surrounding agricultural land. Summer weed control involves accounting for the same policy measures as discussed for general weed control. Summer weed control also needs to account for the risk fire plays when weeds are left uncontrolled.

Before implementing a summer weed control program, it is important to consider the high persistency of summer weeds and difficulty in containing their spread. Species such as Caltrop (*Tribulus terrestris*), Afghan Thistle (*Solanum hoplopetalum*) and Prickly Saltwart (*Salsola Kali*) are examples of summer weeds with highly adapted systems that make them very difficult to control. In these cases control methods should take into consideration:

- Growth stages of the plant
- Seed development stages and timeframes
- Herbicide tolerance and susceptibility
- Areas of high population densities of the specific weed and potential distribution zones.

viii. Declared plants

Plants may be 'declared' by the Agriculture Protection Board under the Agriculture and Related Resources Protection Act 1976. If a plant is declared, Council employees are obliged to control that plant on roadside reserves where they are present. Declaration specifies a category, or categories, for each plant according to the control strategies or objectives which are considered to be appropriate in a particular place.

Among the factors considered in categorising declared plants are:

- The impact of the plant on individuals, agricultural production and the community in general,
- Whether it is already established in the area, and
- Feasibility and cost of possible control measures.

Collecting plant samples for identification

Identification of plants is important to establish a record of the distribution or to confirm if a plant new to the area is declared. Specimens collected can be sent to any office of the Department of Agriculture and Food where it can be identified or sent on to the State Herbarium if identification cannot be made. Preparing plant samples to ensure that the key identifying components are included is essential to assist in this process. A publication by the CRC for weed management gives a very comprehensive methodology for collecting and preserving plant collections. This document is available from their website: www.weedscrc.org.au.

5.2 General weed management for adjacent landholders

Roadside Reserve weed control management must be undertaken with close consultation with Shire Environmental Staff to ensure that adjacent landholders adhere to minimum disturbance guidelines when controlling weed populations in roadsides.

Adjacent landholders are encouraged to maintain effective weed management strategies along fence lines adjacent to a road reserve to suppress weed populations from entering the road reserve from their properties and from entering their properties from the road reserve.

In road reserves where native vegetation (trees, shrubs, grasses and other ground covers) may be impacted you should seek advice from the Department of Environment and Conservation Native Vegetation Conservation Branch ((08) 9219 8744) as a clearing permit may be required under Part V of the Environmental Protection Act 1986.

NOTE: This includes farmers spraying weeds in road reserves and in fact if a landholder inadvertently kills native vegetation they could be liable under the Environmental Protection Act 1986.

The following weed management practices can be implemented to ensure suppression of weed populations:

5.2.1 Herbicide spraying

Selective and Non- Selective herbicides may be used to manage weed infestations up to 1.5m from the existing fence line on the side of the road reserve.

The use of Selective and Non- Selective herbicides may be necessary to manage weed populations up to 5m away from the internal fence line of a landholder's property.

It is important that landholders obtain expert advice on suitable herbicides to use for different weeds present on road reserves and take into consideration the presence of waterways, livestock and native species present before undertaking herbicide applications.

5.2.2 Cultivation

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

5.2.3 Burning

Burning is an effective weed management strategy to use to again, control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property.

5.3 Role of Council in Assisting Landholders with Roadside Weed Control strategies

5.3.1 Herbicide spraying

Permission must be obtained from Council prior to any herbicide applications sprayed on Goomalling Road Reserves.

A list of declared weeds and common weeds can be sourced from the Shire of Goomalling NRM Officer. The NRM Officer can also give assistance with suitable

herbicides to use where native species are present to minimise any adverse effects on these species.

Careful consideration of weather conditions is imperative for herbicide applications to be successful. Rainfall events and wind speeds directly influence the success of a spraying program i.e. due to rain washing herbicide off plants and stopping uptake and wind causing herbicide drift.

Consultation with local agronomists and the Shire of Goomalling NRM Officer is important to determine suitable weed management strategies according to seasonal conditions.

5.3.2 Cultivation

Cultivation is an effective weed management strategy to use to control the 5m buffer area from the internal fence line of a landholder's property. This will also effectively establish fire break zones between the road reserve and a property. No Council approval is required for cultivation of fire breaks.

5.3.3 Burning

Permission must be obtained from Council prior to any burning program being conducted on any Shire of Goomalling road reserves.

| | |
|-------------------------------|---|
| Title: | 4.27 Use of Council Equipment and Machinery for Bushfire Control |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To guide the use of council equipment when fighting bushfires.

Procedure:

All Council equipment and machinery is available for usage in controlling bushfires within or bordering the district. Equipment and machinery is to be utilised only by regular operators of such equipment or machinery.

Application of this policy is at the discretion of the Shire President, CEO or Works Supervisor.

| | |
|-------------------------------|--|
| Title: | 4.28 Staff Performance and Salary Reviews |
| Previous No: | |
| File No: | |
| Statutory Environment: | <i>Local Government Act 1995 – s. 5.38</i> |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To detail the procedure and timing of Staff performance reviews.

Policy:

The CEO shall ensure that performance and salary package reviews are conducted for all staff and has the power to amend salary packages. Reviews to be conducted annually in June prior to the budget meeting.

| | |
|-------------------------------|----------------------------------|
| Title: | 4.29 Employee Study Leave |
| Previous No: | |
| File No: | Employee individual files |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To guide the CEO and staff when considering staff study leave.

Policy:

The CEO shall decide applications for unpaid study leave.

| | |
|-------------------------------|---------------------------------|
| Title: | 4.30 Conferences - Staff |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To guide the CEO when considering conference attendance.

Policy:

The CEO shall determine staff attendance at conferences having regard to allowances in staff salary packages and the performance of individual officers.

| | |
|-------------------------------|--------------------------|
| Title: | 4.31 Social Media |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

1. Principle and context

These guidelines are intended to provide clarity to employees on how to conduct themselves in social media, both for official Shire of Goomalling business and/or for any personal use.

The Shire of Goomalling embraces the use of social media as a council communications and community-building tool. All employees need to use good judgment about what material appears online, and in what context.

Social media can increase community engagement and collaboration in policy development and service provision, leading to more open and democratic government processes. It can also contribute to early identification of public issues or concerns, leading to more effective, responsive risk management and stakeholder engagement.

This policy is designed to help us build capability and capacity to engage through social media in a deliberate and considered way.

2. Objective

The aim of these guidelines is to encourage employees to find a voice in social media, but at the same time protect the interests of the Shire of Goomalling. It also informs employees of their responsibilities when using social media.

Policy:

This policy applies:

- to all Shire of Goomalling employees, contractors and councillors, and
- for all online social media tools (eg, facebook, twitter, Flickr, YouTube, wikis, LinkedIn, etc).

Personal use guidelines

What you publish online in social media:

- is not private (even if you have set strict privacy settings),
- will be visible and recorded for a long time (even if you delete something),
- belongs to the social media provider (eg, what you type on facebook belongs to facebook).

You are free to chat about whatever you like offline. However, when writing online, it's not a private conversation, it's visible for a long time, and you may be seen as representing the shire, so please:

- Don't:
 - write as if you're speaking for the shire (or in a way that may be seen as doing so),
 - write anything you couldn't justify to your manager (eg, something that breaches shire policies),
 - assume people know you work for the shire.
- Do:
 - protect your privacy,
 - consider the 'grandma rule' (don't post anything you wouldn't show your grandma).

Work use rules

- Do
 - identify yourself with your name in the post or comment,
 - use your common sense,
 - remember you are representing the shire,
 - apply the guidelines of our normal Shire policies and the local, state and federal laws they refer to,
 - protect the privacy of individuals and groups,
 - apply good customer service,
 - be accurate,
 - be the first person to correct any mistakes you make,
 - consider copyright/Creative Commons,
 - have a positive tone,
 - respond positively and in a timely manner to negative posts (which may include commenting "Thanks *[their name]*. I will ask *[name of appropriate staff member, position title]* to give you a call about this. Could you please private message me your contact details?")
 - carefully consider if social media is the appropriate communication channel and avoid posting any statement on social media if it is not intended for wide public distribution,
 - check with your supervisor before commenting on controversial, sensitive, confidential or political matters,
 - be apolitical, impartial and professional,
 - check with people before using images or videos of them,
 - check with people before using images or videos created by them, and then give credit to them,

- proofread for spelling and grammar before you post (type into Word, spell check, then copy and paste into the social media).
- Don't
 - discuss complex Shire related issues without prior approval of the CEO,
 - compromise the privacy of any person,
 - be flippant or sarcastic (a reader might not get it),
 - post confidential information about any individual or group,
 - post inaccurate or inappropriate information,
 - don't make promises or give statements regarding the Shire's operations which aren't true or which you haven't been authorised to make or give,
 - alter previous posts without indicating that you have done so,
 - speak for other people or areas in the Shire, let them speak for themselves.

Public use of Shire of Goomalling's social media

Make the rules for public use clear in the social media.

For example, below is text from the 'About' section in our Shire of Goomalling facebook page, that clearly lays out the rules of using that page and what will happen if they're breached.

Follow Shire of Goomalling policies when using social media

It is mandatory that we understand and adhere to all Shire of Goomalling policies and the underlying laws when using online social media.

Employee conduct

Use of and access to social media channels, whether in a official capacity or in an unofficial- professional or private capacity, is governed by the APS Code of Conduct, this policy and other departmental policies and instructions that apply to employee conduct.

Shire employees are expected to maintain the high standards of conduct and behaviour online as would be expected elsewhere.

Shire employees need to ensure that they fully understand the APS Values and Code of Conduct and how they apply to official or unofficial online communications.

For more information, you should view the APSC social media guidance⁴. Staff should be aware that in some instances these policies will apply to both official departmental use and their unofficial use of social media channels.

Staff should use a separate personal profile that differentiates their identity as a citizen and as a Shire employee and ensure that the personal profile cannot be perceived as an official source of departmental information.

Staff are responsible for ensuring the content they post does not constitute defamation or a breach of a privacy, confidentiality, or intellectual property or could be viewed as offensive or discriminatory.

Staff participating in social media who identify a potential legal issue caused by the actions or comments of third parties are required to notify the CEO.

| | |
|-------------------------------|-----------------------------|
| Title: | 4.32 Staff Send-Offs |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To detail the protocol to be followed in acknowledging the services of resigning and/or retiring staff.

Policy:

Staff leaving must have completed minimum of 2 years service before a send-off is approved.

| | |
|-------------------------------|---|
| Title: | 4.33 Harvesting over Christmas/New Year Period |
| Previous No: | |
| File No: | |
| Statutory Environment: | |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2019 |

Objective:

To restrict harvesting over holiday periods.

Policy:

Impose total harvest bans on Gazetted Public Holidays and if Christmas Day, Boxing Day and New Year's Day coincide on a weekend then the public holiday is added and observed on the Monday.

| | |
|-------------------------------|-----------------------------------|
| Title: | 4.34 Councillor's iPad Use |
| | |
| Previous No: | |
| | |
| File No: | |
| | |
| Statutory Environment: | |
| | |
| Minute No: | 1 092015.SM |
| | |
| Last Updated: | September 2015 |
| | |
| Review Date: | September 2019 |

Objective:

To detail the protocol to be followed in using Council iPads.

Policy:

That the use of Council's iPads by Councillor's & Staff are to be solely used for Council business only and any private or leisure use will not be permitted.

| | |
|-------------------------------|--|
| Title: | 4.35 Risk Management |
| Previous No: | |
| File No: | |
| Statutory Environment: | AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines Occupational Health & Safety Act 1984 |
| Minute No: | 1 092015.SM |
| Last Updated: | September 2015 |
| Review Date: | September 2015 |

Purpose:

Document the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy:

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognized as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communication, consulting, establishing the context, and identifying, analyzing evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives:

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organizational resilience.
- Identify and provide for the continuity of critical operations.

Risk Appetite:

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organizational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities and Accountabilities:

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review:

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed biennially.

| Shire of Goomalling Risk Report - September 2014 | | | | | |
|---|----------|------------------------|-----------|--|--|
| Misconduct | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Business Disruption | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Develop a Business Continuity Program | Dec-15 | Nat & Trudi | | | |
| Damages to Physical Assets | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Errors, Omissions & Delays | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Ensure Complaints register is utilised properly | Dec-14 | Natalie, Trudi, Linton | | | |
| External Theft & Fraud (inc. Cyber Crime) | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Failure of IT &/or Communications Systems and Infrastructure | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Windows XP no longer supported, IT contractors are taking into upgrade required | November | Natalie | | | |
| Server Revalidation (hardware replacement & data back up solution) | Jun-15 | Natalie | | | |
| Failure to fulfil statutory, regulatory or compliance requirements | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Review compliance framework | Dec-14 | Trudi | | | |
| Inadequate safety and security practices | | Risk | Control | | |
| | | Moderate | Effective | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Providing inaccurate advice / information | | Risk | Control | | |
| | | Low | Effective | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Inadequate Organisation and Community Emergency Management | | Risk | Control | | |
| | | Moderate | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Inadequate Document Management Processes | | Risk | Control | | |
| | | Moderate | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Creating and cataloguing storage facility | Jun-15 | Yahnee/CEO | | | |
| Update records management Process | Jun-15 | Tahnee | | | |
| Inadequate Project / Change Management | | Risk | Control | | |
| | | #N/A | Not Rated | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Inadequate Procurement, Disposal or Tender Practices | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Review policy on purchasing process | Aug-15 | Natalie & Trudi | | | |
| Inadequate Asset Sustainability Practices | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Planned Building Maintenance | Dec-14 | Linton/Clem | | | |
| Inadequate Stock Management | | Risk | Control | | |
| | | Low | Effective | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| No current actions required | | | | | |
| Inadequate Supplier / Contract Management | | Risk | Control | | |
| | | Low | Effective | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Develop a Contract Management Register | Jun-15 | EHO/CEO | | | |
| Review internal process to capture mis-service issues with Contractors | Jun-15 | CEO | | | |
| Inadequate Environment Management | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Update Local Waste Management Plan | Jun-15 | Linton | | | |
| Ineffective People Management / Employment Practices | | Risk | Control | | |
| | | Moderate | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Review Training Needs Analysis & Training Register | Jun-15 | Nat & Trudi | | | |
| Complete Workforce Plan (Succession Planning Component) | Jun-15 | CEO | | | |
| Review Performance Review Process | Jun-15 | CEO | | | |
| Not meeting Community expectations | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Implementing Complaints register & Process | Dec-14 | Renee/Chloe | | | |
| Develop Youth Strategy | Ongoing | Yahnee | | | |
| Developing Biennial Customer Satisfaction Survey | Dec-15 | CEO | | | |
| Ineffective Management of Facilities / Venues / Events | | Risk | Control | | |
| | | Low | Adequate | | |
| Current Issues / Actions / Treatments | Due Date | Responsibility | | | |
| Write up procedures in place | Jun-15 | Nat & Trudi | | | |
| Prepare Booking Application | Nov-14 | Renee/Chloe | | | |
| Develop a Community Facilities Plan | Jun-15 | Jo | | | |

Note: To add in additional rows, click in the cell and drag it down as shown in the items above. This will bring the hyperlinks into the new cell.