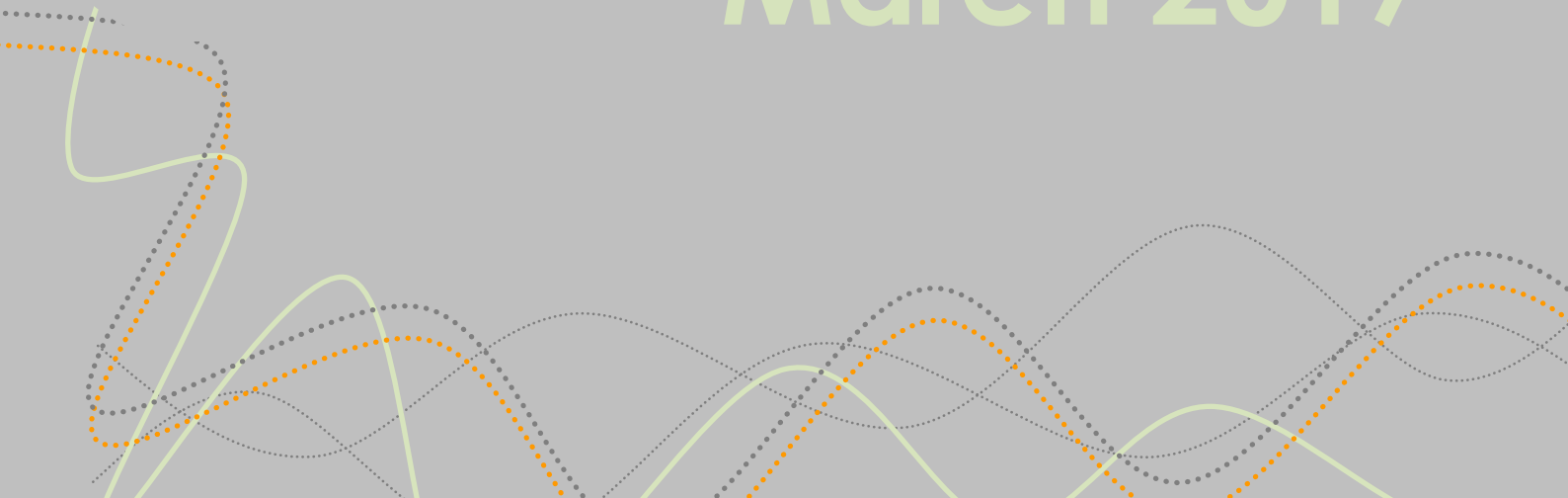
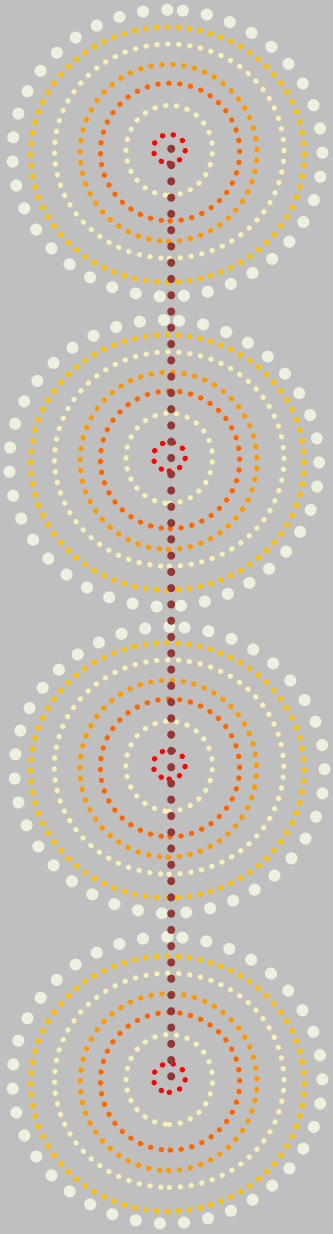


Shire of Goomalling



COUNCIL CONFIRMED MINUTES

March 2017





NYOONGAR ACKNOWLEDGEMENT

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

NOTICE OF MEETING

Meeting No. 2 of 2017 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 15 March 2017 beginning at 1.00pm.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1. Attendance

Chairperson	President of Council	Cr Barry Haywood
	Deputy President of Council	Cr Roland Van Gelderen (1.05pm)
Council	Councillor	Cr Raymond Bowen (1.04 pm)
	Councillor	Cr Julie Chester
	Councillor	Cr Christie Kingston
	Councillor	Cr Kevin Ryan
	Councillor	Cr Rodney Sheen
Administration	Chief Executive Officer	Mr Cornelis (Clem) Kerp
	Finance Manager	Miss Natalie Bird

1.2. Apologies

Cr Geoffrey Romero

Mrs Wendy Williams entered the meeting at 1.03 pm

Suspension of standing orders

Resolution

Moved Cr Ryan, seconded Cr Sheen that the standing orders be now suspended by Council at time 1.03 pm

CARRIED BY ABSOLUTE MAJORITY 5/0

Cr Bowen entered the meeting at 1.04 pm

Cr Van Gelderen entered the meeting at 1.05 pm



QUESTION TIME

Mrs Williams discussed with Council the Slater Homestead and what has been happening out at the Homestead for the past 12 months. She is also willing to continue with the caretaking until 2018. Slater Homestead will open 8 April 2017. Wendy also showed the Councillors a copy of the new signage that will be erected shortly. Wendy also advised that she will be standing down from the Avon Tourism in October 2017 after many years.

Clem Kerp left the meeting at 1.34 pm

Mrs Wendy Williams left the meeting at 1.34 pm

Resumption of standing orders

Resolution

Moved Cr Sheen, seconded Cr Van Gelderen that the standing orders be now resumed by Council at 1.34 pm

CARRIED BY ABSOLUTE MAJORITY 7/0

1.3. Announcements

- Cr Kingston - 22 Feb Wheatbelt Science Trail meeting with Wheatbelt Science Hub, at DAFWA Northam
- Cr Kingston - 23 Feb Meeting with Crs Romero and Bowen re formation of SoG Audit/Risk Management Committee, at council
- Cr Kingston - 27 Feb WALGA training: Planning Practices - Advanced, at Beverley
- Cr Kingston - 28 Feb WALGA training: Sustainable Infrastructure Asset Management, at Beverley
- Cr Kingston - 9 March Youth Plan meeting
- Cr Kingston - 13 March WALGA training: Effective Community Leadership, at Beverley
- Cr Kingston - 13 March Electors meeting
- Cr Kingston - 14 March WALGA training: CEO Performance Appraisals, at Beverley (in Nat's shire car)

Clem Kerp entered the meeting at 1.40 pm

- Cr Bowen – Jennacubbine Progress Association Meeting
- Cr Bowen – 13 March attended Road Inspection
- Cr Van Gelderen – 13 March Electors meeting & Road Inspection
- Cr Ryan – LEMAC meeting
- Cr Ryan – 14 March DOAC meeting in Northam
- Cr Ryan – attended 13 March Electors meeting



- Cr Chester – attended LEMA meeting
- Cr Chester – attended Road Inspection & Electors Meeting
- Cr Sheen – attended Road Inspection & Electors Meeting
- Cr Haywood – attended Youth Meeting
- Cr Haywood – attended Avon Midland Ward Meeting
- Cr Haywood – attended Road Inspection & Electors Meeting

Moved Cr Chester, seconded Cr Sheen that the announcement be received.

CARRIED

2. MINUTES

Resolution

Moved Cr Ryan, seconded Cr Sheen that the Minutes of the Goomalling Shire Council ordinary meeting held on Wednesday, 15 February 2017 be confirmed as true and correct record of proceedings.

CARRIED BY ABSOLUTE MAJORITY 7/0

3. DECLARATION OF INTEREST

Councillors must declare to the President any potential conflict of interest they have in a matter before the Shire Council as soon as they become aware of it.

4. MATTERS ARISING

Nil

5. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

6. PETITIONS & MEMORIALS

7. REPORTS & MINUTES OF COMMITTEES

Resolution

Moved Cr Sheen, seconded Cr Van Gelderen that the Finance Report for February 2017 be received.

CARRIED

7.1 Financial Statements for Period ending 28 February 2017

FILE REF	
APPLICANT OR PROPONENT (S)	Shire of Goomalling,
PREPARED BY	Natalie Bird, Finance Manager
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	No

GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 15 MARCH 2017



DISCLOSURE OF INTEREST

Nil

ATTACHMENTS

1. List of accounts paid for 16 February 2017 to 15 March 2017
2. Financial Statements for period ending 28 February 2017
3. Copy Council Corporate Credit Card

Nature of Council's Role in the Matter

Executive
Legislative
Review

Purpose of Report

To endorse payment schedule 16 February 2016 to 15 March 2017 and receive Financial Statements for period ending 28 February 2017 including corporate credit card.

Background

In accordance with Local Government (Financial Management) Regulation 34(1), local governments are required to prepare, each month a statement of financial activity reporting on revenue and expenditure for the month in question.

The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

The statements of financial activity for the period ending 28 February 2017 financial statements and list of accounts paid for the period ending 28 February 2017, are hereby presented for Council's Information.

Comments and details

Identify policy, strategic, financial, social, economic and environmental implications in this section. (if applicable)

Council is requested to accept the monthly statement of financial activity, financial statements and list of payments as presented.

Implications to Consider

Legal and Statutory

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Voting Requirements

Simple Majority

Absolute Majority

No

GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
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RESOLUTION

Moved Cr Sheen, seconded Cr Van Gelderen that **Council:**

- | | |
|------------------------------------|---------------|
| 1. endorse the list of payments | |
| a. EFT1126 to EFT1132 | \$ 10,985.12 |
| b. 12479- 12528 | \$ 204,748.96 |
| c. 12529- 12559 | \$ 76,069.38 |
| d. 5233-5244 | \$ 14,766.00 |
| e. DD9735-DD9789, DD8041 to DD8052 | \$ 41,806.11 |

Totalling \$348,375.57 for the period 16 February 2017 to 15 March 2017

2. receive the financial statements for the period ending 28 February 2017
3. receive the Council Corporate Credit card payment (copy attached)

CARRIED BY ABSOLUTE MAJORITY 7/0

7.2. Finance Committee Meeting

Resolution

Moved Cr Ryan, seconded Cr Bowen that the Finance Committee Meeting minutes for meeting held Wednesday, 15 March 2017 be received.

CARRIED

8. OFFICER REPORTS

8.1 CHIEF EXECUTIVE OFFICER'S REPORT

8.1.1 GOOMALLING GUMNUTS INC REQUEST FOR CONFIRMATION OF COUNCIL COMMITMENT

FILE REF	37-2
APPLICANT OR PROPONENT (S)	Shire of Goomalling
PREPARED BY	Clem Kerp, Chief Executive Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	2003, 2010 & 2015
DISCLOSURE OF INTEREST	NIL

APPENDICES 4. Goomalling Gumnuts letter

Nature of Council's Role in the Matter

Executive – To consider the request as a social and economical development issue for the Shire of Goomalling.

Purpose of Report

Council is requested to consider the request from Goomalling Gumnuts Inc to confirm Council's commitment to the Early Learning Centre to allow the Committee to prepare a 5 Year Business Plan.



Background

Council has always supported the Goomalling Gumnuts since its inception in 2003. Council has provided a peppercorn lease of the Lesser Hall, maintained the building, covered utility costs and payment of insurances.

In the past, Council has twice also provided a Staff Member to assist with the Administration of the Centre.

Comments and details

It is my opinion that Council commit to continuing their support to the Centre as it is an important service to the Shire of Goomalling.

Implications to Consider

Consultative

Not required as it is considered as a part of the general function of a local government to provide for the good government of persons in the district as described in Section 3.1.(1) of the Local Government Act 1995.

Strategic

Under Council's 2013 Strategic Community Plan at Section S.2.8 "Partner with Community Groups for the provision of childcare facilities", must be continued as this service is essential for the benefit of our community as a social and economic development criteria for all concerned.

Policy Related

Not affected by any Council Policy.

Financial

Council's current financial commitment will continue for at least five (5) years to 30th June 2022.

Legal and Statutory

Local Government Act 1995 as per Section 3.1(1) to provide good government of persons in the district.

Risk related

Financial expenditure to retain childcare facilities in Goomalling.

Voting Requirements

Absolute Majority

Mrs Chloe Watson entered the meeting 2.13 pm

Council discussed with Chloe the fees for childcare at the Goomalling Gumnuts

Mrs Chloe Watson left the meeting 2.18 pm

8.1.1 RESOLUTION

Moved Cr Van Gelderen, seconded Cr Kingston that Council confirm to Goomalling Gumnuts it's continued commitment to the Early Learning Centre for the next 5 years to 30th June 2022 by providing:

- **Peppercorn Lease of the Lessor Hall;**
- **Maintenance of the building & surrounds;**
- **Payment of utilities; and**
- **Payment of insurances.**

CARRIED BY ABSOLUTE MAJORITY 7/0



8.1.2 SALE OF LOT 207 HENNESSEY PLACE, GOOMALLING

FILE REF	97-8
APPLICANT OR PROPONENT (S)	Shire of Goomalling
PREPARED BY	Clem Kerp, Chief Executive Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	Council Forum (CEO Report) 15 February 2017
DISCLOSURE OF INTEREST	NIL

Nature of Council's Role in the Matter

Legislative

To comply with Section 3.58 of the Local Government Act 1995

Purpose of Report

To approve the sale of Lot 207 Hennessey Place, Goomalling to Fabian & Maya Houbrechts for \$55,000 is carried out under the requirements of Section 3.58 of the Local Government Act 1995 which have been fulfilled to the stage of Council resolving its decision.

Market Valuation was assessed 22nd December 2016 by Licensed Valuer.

Background

Fabian & Maya Houbrechts originally made an offer to Council to purchase Lot 207 Hennessey Place, Goomalling for \$46,500 which was discussed by Council at its December 2016 Council Meeting.

As Council had received a Market Valuation of the property for \$55,000, Fabian & Maya was advised and therefore increased their offer to \$55,000 which was accepted by Council at its 15 February 2017 Council Meeting.

The Notice of Intention to Sell Property, Lot 207 Hennessey Place, Goomalling was advertised in the West Australian Newspaper on Thursday 23rd February 2017 with written submissions invited in regard to the proposed sale closing 10.00am on Friday 10th March 2017.

By the close of submissions, no submissions have been received.

Comments and details

It is my recommendation that Council approve the sale of Lot 207 Hennessey Place, Goomalling to Fabian & Maya Houbrechts for the Market Valuation of \$55,000 on an as is basis.

Implications to Consider

Consultative

As required by Section 3.58 of the Local Government Act 1995, the Public were invited to make a submission on the proposal. No submissions were received by the close.

Strategic

To provide suitable vacant land for sale not only to reduce Council's vacant land stock and maintenance expenditure, but to increase rate revenue collection from outside source.

Policy Related

Not affected by any Council Policy.

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Financial

Not only will the sale of property increase Council revenue and its proceeds will assist Council to reduce its loan debt, but will also add another family to the area.

Legal and Statutory

Local Government Act 1995

Risk

Nil

Voting Requirements

Absolute Majority YES

8.1.2 RESOLUTION

Moved Cr Ryan, seconded Cr Kingston in accordance with Section 3.58 of the Local Government Act 1995, the Shire of Goomalling approve and authorise the sale of Land situated at Lot 207 Hennessey Place, Goomalling to the intended purchasers Fabian & Maya Houbrechts for the Market Value of \$55,000.

CARRIED BY ABSOLUTE MAJORITY 7/0



8.1.3 LOCAL PLANNING SCHEME NO. 3

FILE REF	176-2
APPLICANT OR PROPONENT (S)	Shire of Goomalling
PREPARED BY	Clem Kerp, Chief Executive Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	NIL
DISCLOSURE OF INTEREST	NIL
APPENDIXES	5. Local Planning Scheme No. 3 Tracked Changes 6. Resolution & Amendment Report 7. Report Text to Initiate Basic Scheme Amendment

Nature of Council's Role in the Matter

Legislative

Purpose of Report

Through the gazettal of the Planning and Development (Local Planning Schemes) Regulations 2015 that came into effect on 19th October 2015, Local Governments who have Town Planning Schemes are required to amend their Local Planning Schemes by removing relevant clauses which are made redundant.

Background

The Regulations include deemed provisions that apply automatically to all Schemes. Where there is inconsistency between a scheme provision and the deemed provisions, the deemed provisions prevail over existing clauses in the Scheme, such that inconsistent provisions have no effect. The deemed provisions relate to structure plans, exempt development, information to be submitted with an application, matters to be considered when assessing an application and the form for determining an application. As parts of our Scheme have been overtaken by the deemed provisions, Council need to consider removing redundant clauses and inconsistent provisions. This is achievable through a basic amendment that does not require advertising but still required referral to the EPA.

Comments and details

Ms Rowena O'Brien, Senior Planning Officer of the Department of Planning has attached a track changed and notated copy of the Scheme with the changes reflecting an inconsistency or overlap with a deemed provision. The deemed provisions (as Schedule 2, Clause 6) include matters for which development approval is not required. In accordance with the Regulations a new schedule (Schedule A) is added to the Scheme to include "supplemental provisions".

The supplementary provisions reflect additional exemptions from development approval that a continued in the Goomalling Town Planning Scheme No. 3 and are in addition to those contained in the deemed provisions i.e. they expand on but do not contradict the Clause 61 Provisions.

Also Ms O'Brien has attached a draft Council resolution and report template that may assist Council to consider the basis amendment to convert Council's Town Planning Scheme No. 3.

Implications to Consider

Consultative

As mentioned, the basic amendment does not require advertising but will still require referral to the EPA. This item of the CEO Report will also be available on Council's website as part of the Agenda to Council.

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Strategic

To amend Council's Town Planning Scheme No. 3 to remove clauses made redundant through the gazettal of the Planning and Development (Local Planning Scheme) Regulations 2015 that came into effect on 19 October 2015.

Policy Related

To Town Planning Scheme No. 3

Financial

Administrative costs only.

Legal and Statutory

*Local Government Act 1995
Planning and Development Act and Regulations*

Risk

Nil

Voting Requirements

Absolute Majority YES

**8.1.3 RESOLUTION**

Moved Cr Kingston, seconded Cr Chester that Council:

1. In pursuance of Section 75 of the Planning and Development Act 2005, resolve to amend the above Shire of Goomalling Town Planning Scheme No. 3 by:

1.1. Inserting reference to the deemed provisions and supplemental provisions in Part 1.4 by inserting new sub-clauses (b) and (c) and renumbering the sub-clauses accordingly:

- 1.4(b) the deemed provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2;**
- 1.4(c) the supplemental provisions contained in Schedule A; and**
- 1.4(d) the Scheme Maps.**

1.2. Deleting reference to Part VI Planning Approval and Part VII Administration in Clause 1.5.

1.3. Deleting reference to the following terms and replacing them with the corresponding term throughout the Scheme:

- 'planning approval' and 'planning consent' with 'development approval'**
- 'council' with 'local government'**
- 'Town Planning Act' with 'Planning and Development Act'**
- 'Residential Planning Codes' with 'Residential Design Codes'**
- 'Town Planning Scheme' with 'Local Planning Scheme' and 'TPS' with 'LPS'**
- 'Subdivisional guide map' with 'structure plan'.**

1.4. Deleting all the text under the Clause 2.2 heading and replacing it with "Where an Application for Development Approval is made with respect to land within a Local Reserve Part 9 of the deemed provisions shall apply."

1.5. Deleting all text under 3.5.7(f) and replacing it with "Structure planning. Applications for zoning to Rural Residential may require the preparation of a structure plan in accordance with Part 4 of the deemed provisions;"

1.6. Amending clause 5.5.1 to read "For the purpose of this Scheme, 'Residential Design Codes' means the 'State Planning Policy 3.1 Residential Design Codes' together with any amendments thereto".

1.7. Deleting the text following "definition of the Act" in clause 5.16.1(i) and replacing it with "and requires the development approval of the local government in accordance with the provisions of Part 7 of the deemed provisions, unless it is an exempted advertisement as listed in Schedule 5 and Schedule A.

1.8. Deleting the following clauses from the Scheme Text, as they have been superseded by the deemed provisions set out in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2; or are dealt with under the Planning and Development Act 2005; or have been inserted into Schedule ! – Supplemental Provisions:

- Parts: VI, VII**
- Clauses: 2.4, 5.1, 5.16.3 - 5.16.7, 5.16.9**
- Appendices: 1(a), 1(b), 1(c), 1(d), and 2**



1.9. Modifying the zoning table to update the following use class names to correspond with the appropriate definition within the Schedule 1 Part 6 of the Model Provisions for Local Planning Schemes:

- 'Caretaker's House' to 'Caretaker's Dwelling'
- 'Industry - Rural' to 'Industry - Primary Production'
- 'Rural Pursuit' to 'Rural Pursuit/Hobby Farm'

1.10. Modifying the Zoning Table to make 'Ancillary Accommodation a 'P' use in the 'Residential zone'.

1.11. Amending the following definitions within Schedule 1 of the Scheme to be consistent with Clause 38, Schedule 1 Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- Industry-Rural to Industry Primary production
- Restaurant to Restaurant/café
- Rural pursuit to Rural pursuit /hobby farm
- Service station
- Warehouse to Warehouse/storage

**1.12. Amending the definition for Plot Ratio within Schedule 1 of the Scheme as follows:
Plot Ratio: - Has the same meaning as in Appendix 1 – Definitions, State Planning Policy 3.1 Residential Design Codes.**

1.13. Amending the land use 'Machinery Sales & Demonstration' in Schedule 1 to Machinery Display & Demonstration' to be consistent with the use class in the zoning table.

1.14. Deleting the following definitions from Schedule 1, as they have been superseded by the definitions in the deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2; or they are already covered in the *Planning and Development Act 2005*; or they are not referred to anywhere else in the Scheme.

- Act
- Advertisement
- Owner
- Zone
- Development
- Land
- Lot
- Public authority
- Amusement facility
- Building line
- Cattery
- Effective frontage
- Family care centre
- Industry - hazardous
- Museum



- Private-recreation
- Professional office
- Radio and T.V. Installation
- Reception centre
- Restoration
- Salvage Yard
- Sawmill
- Wayside stall

1.15. Inserting Schedule A and the following provisions into Schedule A – Supplemental Provisions:

Clause 61(1):

(k) the erection or installation of a sign or advertisement of a class specified in Schedule 5 of this Scheme that applies in respect of the sign unless the sign is to be erected or installed -

(i) on a place included on a heritage list prepared in accordance with this Scheme; or

(ii) on land located within an area designated under this Scheme as a heritage area.

(l) the erection or extension of a single house on a lot if a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

(i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990 Part 6*; or

(iii) included on a heritage list prepared in accordance with this Scheme; or

(iv) within an area designated under the Scheme as a heritage area; or

(v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(m) the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

(i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or

(ii) the subject of an order under the *Heritage of Western Australia Act 1990 Part 6*; or

(iii) included on a heritage list prepared in accordance with this Scheme; or

(iv) within an area designated under the Scheme as a heritage area; or

(v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29;

(n) the erection of a boundary fence except as otherwise required by the Scheme.

(o) the development of a use defined as Rural Pursuit in Rural Zones 2 and 3.

(p) the carrying out of any works on, in, over or under a street or road by a public authority acting pursuant to the provisions of any Act.

(q) the carrying out of works urgently necessary in the public safety or for the safety or security of plant or equipment or for the maintenance of essential services.

1.16. Amending the following clauses by removing the cross reference to the clause deleted by the amendment and replacing them with cross reference to the deemed



provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:

- Clause 3.2.2, 'SA': Clause 64 of the deemed provisions
- Clause 3.2.5(b): Clause 64 of the deemed provisions
- Clause 5.16.1(ii): Clause 62 of the deemed provisions

1.17. Updating the reference in the 'Text Amendments' table at the front of the Scheme for Amendment No 2 from 'clause 5.11.5 and renumbering existing clauses...' to 'clause 5.10.5 and renumbering subsequent clauses'.

1.18. Amending the headings within Schedule II, Schedule III and Schedule IV to be consistent with the model provisions in Schedule 1 of the Regulations. 1.19. Renumbering the scheme provisions and schedules sequentially and updating any cross referencing to the new clause numbers and deemed provisions as required and updating the Table of Contents.

2. Resolve, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 5 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;

3. Authorise Council officers to prepare the scheme amendment documentation.

4. Authorise the affixing of the common seal to and endorse the signing of the amendment documentation.

5. Pursuant to Section 81 of the Planning and Development Act 2005, refers Amendment 5 to the Environmental Protection Authority;

6. Pursuant to r.58 of the Regulations, provides Amendment 5 to the Western Australian Planning Commission

CARRIED BY ABSOLUTE MAJORITY 7/0



8.1.4 LIGHTHOUSE PROJECT –STAGE 2

FILE REF	54/132
APPLICANT OR PROPONENT (S)	Shire of Goomalling, Corporate Supremacy, Harlequin Consultants, Inclusive World, LGMA, Localise and people with a disability
PREPARED BY	Tahnee Bird, Community Development Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	NIL
DISCLOSURE OF INTEREST	IMPARTIAL – BARRY HAYWOOD
APPENDIX NO.	8. Stage 2 - Report 9. Policies to be amended: <ul style="list-style-type: none">1.12 Staff Selection - Senior Employees1.13 CEO Performance and Salary Review1.14 Conferences - CEO and Finance Manager2.11 Complaints Handling4.10 Staff Housing and Housing Subsidy4.11 Employee Training and Development4.35 Risk Management 10. New Policies <ul style="list-style-type: none">4.38 Alcohol and Other Drugs4.39 Disability Participation4.40 Formal Discipline and Dismissal4.41 Reasonable Adjustment4.42 Workplace Behaviour4.43 Employee Equal Opportunity Policy4.44 Recruitment and Selection Policy4.45 Employee Induction4.46 Performance Management

Nature of Council's Role in the Matter

Executive

Purpose of Report

To seek Council's resolution to approve amendments and creation of new Council policies to reflect an inclusive employer ethos.

Background

The Government of Western Australia, Local Government Managers Australia WA, the Disability Services Commission and Localise have developed the Lighthouse Project to increase employment of people with disability, particularly with the Local Government sector.

The collaboration has seen training session across the local government sector in Western Australia to identify employment barriers, baseline employment data, improve Outcome 7 strategies in local government Disability Access and Inclusion Plans and create more inclusive organisational culture.

Shire of Goomalling completed a self- assessment audit of the workplace and updated Outcome 7 in consultation with Essential Personnel in Northam and received no public comment during the period of review. This was on the website and advertised in the Endeavour. An application for \$10,000 was submitted to update relevant policies and carry out an inclusive training program to increase awareness in Council staff to shift organisation cultural around the barriers of employing people with disability.

Corporate Supremacy, Harlequin Consultant and Inclusive World were contracted to deliver the Include Program, a customised program for the Shire of Goomalling.

Comments and details



Generally, only minor adjustments to wording was required in majority of Councils policies.

Implications to Consider

Consultative

Through the project process staff and the local disability employment service provider Essential Personnel to ensure policies were tangible for our workplace.

Strategic

S2.4 Facilitate the provision of services for aged persons and people with disability

E3.8 Develop a strategy to attract and retain skilled people in the local area

C1.5 Develop a policy framework to guide Council's decision making

C1.7 Develop successful and collaborative partnerships

C2.4 Recruit, retain and develop suitably qualified, experienced and skilled staff

C2.5 Provide flexible and attractive work conditions in a supportive work environment

Policy Related

1.12 Staff Selection - Senior Employees

1.13 CEO Performance and Salary Review

1.14 Conferences - CEO and Finance Manager

2.11 Complaints Handling

4.10 Staff Housing and Housing Subsidy

4.11 Employee Training and Development

4.35 Risk Management

4.38 Alcohol and Other Drugs

4.39 Disability Participation

4.40 Formal Discipline and Dismissal

4.41 Reasonable Adjustment

4.42 Workplace Behaviour

4.43 Employee Equal Opportunity Policy

4.44 Recruitment and Selection Policy

4.45 Employee Induction

4.46 Performance Management

Financial

\$10,000 (Ex GST), fully funded by LGMA Lighthouse Project Grant Program

Legal and Statutory

Disability Services Act 1993 (amended 2004)

Disability Discrimination Act 1992

Equal Opportunity Act 1984

Risk related

Nil

Voting Requirements

Absolute Majority



8.1.4 RESOLUTION

Moved Cr Chester, seconded Cr Bowen that Council:

Adopt the new and amended policies presented by Corporate Supremacy, Harlequin Consultants and Inclusive World as part of the Lighthouse Project

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:	March 2017
Review Date:	September 2019

Objective:

To assist the CEO with the selection of senior employees.

Policy:

The following positions are designated Senior Employees under Section 5.37(1) of the Local Government Act 1995:

- (a) Finance Manager; and
- (b) Principal Works Supervisor.

Procedure:

For both positions, the CEO shall prepare a short list of candidates, conduct the interviews and appoint the successful candidate.

The CEO shall also be responsible for appointing the interview panel members.

The CEO shall also ensure that the recruitment and selection process is fair and open to competition without patronage, favoritism, **discrimination** or nepotism.

The process should be designed to maximise the probability of successfully employing a highly motivated and appropriately skilled staff member.

The CEO shall be provided with the necessary support and information (including specialist advice regarding a candidate) to give effect to this policy.

Relevant information should be provided to all parties in their preferred format.



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:	March 2017
Review Date:	September 2019

Objective:

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

Policy:

The CEO performance and salary package review shall be conducted annually in June prior to the budget meeting in accordance with section 5.38 of the Local Government Act 1995.

The Shire President and Councillors shall have the power to amend the CEO's salary package.

Procedure:

This shall be conducted by the Shire President and Councillors.

Relevant information should be provided to all parties in their preferred format.

Title:	1.14 Conferences – CEO & Finance Manager
Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
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.

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.

For approved conference attendance for either position the Council shall pay registration fees, accommodation and meals, if required, in accordance with the Officer's negotiated salary package.

Council shall also meet the costs of any "additional supports" that may be required.

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:	March 2017
Review Date:	September 2019

Objective:

To provide guidance and clarity concerning the receipt and management of complaints.

Policy:

This Policy covers both general complaints and vexatious and habitual complaints and identifies situations where a complainant, either individually or as part of a group, or a group of complainants.

It assists in identifying and managing situations where the complainants seek to be disruptive to the Shire through pursuing an unreasonable course of conduct might be considered to be "habitual or vexatious" and ways of responding to these situations.

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.

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) Complainants, particularly those living with a disability, have the right to use an advocate of their choice or an advocate suggested by the Shire in the resolution of their complaint.
- (4) The Shire may seek advice from a third party regarding a person's disability such as a disability service provider in the resolution of a complaint.
- (5) 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.
- (6) 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.
- (7) Where complaints become habitual or vexatious Schedule A –Criteria for Determining Habitual or Vexatious Complaints and Schedule B Options for Dealing with Habitual or Vexatious Complaints Procedures will be implemented

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-



Further advocacy or advice may be sourced from 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/>

For Disability Related Complaints: People with Disabilities WA www.pwdwa.org.au

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:

- (a) Persist in pursuing a complaint where the Shire's complaints process has been fully and properly implemented and exhausted.
- (b) 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).
- (c) 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.
- (d) Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Shire to help them specify their concerns, and/or where the concerns identified are not within the remit of the Shire to investigate.
- (e) 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 recognised that determining what a trivial matter is can be subjective and careful judgment will be used in applying this criteria.
- (f) 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 Shire 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 Shire is to be made.
- (g) Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Shire – 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.
- (h) Have harassed or been verbally abusive on more than one occasion towards employees dealing with the complaint. Employees recognise 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.*
- (i) Are known to have recorded meetings or face-to-face/telephone conversations without the prior knowledge and consent of other parties involved.
- (j) Make unreasonable demands on the Shire 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 Shire's complaints procedure or normal recognised practice.

- (k) Make unreasonable complaints which impose a significant burden on the human resources of the Shire and where the complaint:
 - (i) Clearly does not have any serious purpose or value;
 - (ii) Is designed to cause disruption or annoyance;
 - (iii) Has the effect of harassing the public authority;
 - (iv) Can otherwise fairly be characterised as obsessive or manifestly unreasonable.
- (l) Make repetitive complaints and allegations which ignore the replies which Officers have supplied in previous correspondence.

Habitual or vexatious complaints can be a problem for employees and elected 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 Shire priorities. Whilst the Shire endeavors 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.

Schedule B –Dealing with Habitual or Vexatious Complainants

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”.

The Shire adopts the following definition for a habitual or vexatious complainant:

“The repeated and/or obsessive pursuit of:

- (a) *Unreasonable complaints and/or unrealistic outcomes; and/or*
 - (b) *Reasonable complaints in an unreasonable manner.”*
- (1) Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out 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 following options are available for dealing with habitual or vexatious complaints. These options can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.
- (a) A letter to the complainant (and/or their advocate) setting out responsibilities for the parties involved if the Shire is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other actions as indicated below.
 - (b) Decline contact with the complainant in an accessible form, 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.
 - (c) Notify the complainant, in writing, that the Shire 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 Shire does not intend to engage in further correspondence dealing with the complaint.
 - (d) Inform the complainant (and/or their advocate) that in extreme circumstances the Shire will seek legal advice on habitual or vexatious complaints.

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- (e) 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.
- (2) The CEO will notify complainants (and/or their advocate), 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 Elected Members that a constituent has been designated as a habitual or vexatious complainant.*
- (3) 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.

Title:	4.10 Staff Housing and Housing Subsidy
Previous No:	
File No:	
Statutory Environment:	
Minute No:	1092015.SM
Last Updated:	March 2017
Review Date:	September 2019

Objective:

To ensure that eligible Shire employees are provided with suitable and accessible housing of a good standard and that housing is managed appropriately in accordance this policy and the Residential Tenancies Act 1987 (WA) and associated regulations.

Policy:

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

Procedure:

Eligibility

The CEO shall determine which employees are eligible for a Shire provided house and associated allowances as part of their employment package/contract. The CEO 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

The Shire 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. **This shall also apply in the instance where an employee requires an accessible which may not be available from the Shire.**

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

Water subsidy

The Shire 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 Shire owned property will be carried out by a representative of the Shire.

Houses shall be inspected as outlined below:

- (a) Initial inspection upon occupation by the tenant;
- (b) Inspection three months thereafter;
- (c) 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;
- (d) If the three month inspection reveals that the house is not being well maintained, then the next inspection will be in another three months; and
- (e) 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 Shire representative carrying out the inspection.

Title:	4.11 Employee Training and Development
Previous No:	
File No:	
Statutory Environment:	
Minute No:	1 092015.SM
Last Updated:	March 2017
Review Date:	September 2019



Objective

The objective of this policy and procedure is to invest in the training and development of employees to ensure the continuing success of the business.

Policy

- (1) The Shire is committed to creating a “learning culture”.
- (2) The Shire recognises that the business environment is constantly changing and that they need to acquire knowledge and expertise is necessary to keep them ahead of the game.
- (3) This policy is founded on the following principles:
 - (a) Employees have a major role in determining specific training and development needs;
 - (b) Managers/Supervisors have a primary responsibility for ensuring staff training is directly linked to the Shire business objectives and plans; and
 - (c) Encouraging employees to become professionally qualified, there is appropriate financial assistance and study leave (see section on Professional/Vocational Qualifications).
- (4) Employees are encouraged to undertake external courses of study relevant to their vocation. The CEO shall decide on applications for unpaid study leave.
- (5) If it is necessary for employees 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. Normally employees 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.
- (6) Having regard to changing Government policy on student contribution towards the cost of study, the Shire will keep its policy on reimbursement of educational expenses under review.

Professional/Vocational Qualifications

- (1) The Shire recognises that there are many professional skills required to ensure that the Shire of is successful.
- (2) Subject to prior agreement with the relevant Manager/Supervisor, the fees for relevant professional education will be met or subsidised by the Shire on demonstrated successful completion of the enrolled course.

Employee Training

- (1) The Shire shall appoint a Training Co-coordinator to oversee training activities and to ensure implementation of training plans and maintain training records.
- (2) A performance management process operates to ensure training and development needs are discussed annually to ensure employee’s skills are kept up to date.
- (3) A comprehensive training system operates, which is reviewed annually using internal and external trainers

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:	March 2017
Review Date:	September 2019

Objective:

The Shire is committed to managing and mitigating risks that may impact its strategies, goals or objectives.

The Shire's risk management objectives:

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

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.

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.

Procedure:

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: The Shire will maintain a systematic application of management policies, procedures and practices to the activities of communication, consulting, establishing the context, and identifying, analysing evaluating, treating, monitoring and reviewing risk.

Risk Management will form part of the strategic, operational, project and line management responsibilities and where practicable, 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 recognised 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.

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.

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

Disability must not automatically be deemed to present a risk issue.

Where concerns of risk occur due to disability these concerns must be investigated with the employee involved. The employee, at the commencement or during this process may request that an advocate be involved to assist them in responding to the concerns.

In the event of an identified risk, reasonable adjustments shall be considered and if required on going management shall be applied.

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

Responsibility:

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

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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		Neil & Trudi	
Damage 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 Reinstallation (hardware replacement & data back up solution)		Jan-15		Natalie	
Failure to fulfil statutory, regulatory or compliance requirements		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Review compliance framework		Trudi			
Providing inaccurate advice / information		Risk	Control		
		Low	Effective		
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		Tahnee/CEO	
Update records management Process		Jan-15		Tahnee	
Inadequate Project / Change Management		Risk	Control		
		#N/A	Not Rated		
Current Issues / Actions / Treatments	Due Date	Responsibility			
No current actions required					
Inadequate engagement with Community / Stakeholders / Elected Members		Risk	Control		
		Moderate	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Issue complete biennial survey 2014		Dec-15		CDO	
Inadequate Asset Sustainability Practices		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Planned Building Maintenance		Dec-14		Linton/Chris	
Inadequate Supplier / Contract Management		Risk	Control		
		Low	Effective		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Develop a Contract Management Register		Jun-15		EHO/CED	
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 Landfill Waste Management Plan		Jun-15		Linton	
Ineffective Management of Facilities / Venues / Events		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Write up procedures in place		Jun-15		Neil & Trudi	
Prepare Booking Application		Nov-14		Reiner/Chris	
Develop a Community Facilities Plan		Jun-15		Jo	
Business Disruption		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Develop a Business Continuity Program		Dec-15		Neil & Trudi	
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	
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 Reinstallation (hardware replacement & data back up solution)		Jan-15		Natalie	
Failure to fulfil statutory, regulatory or compliance requirements		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Review compliance framework		Trudi			
Providing inaccurate advice / information		Risk	Control		
		Low	Effective		
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		Tahnee/CEO	
Update records management Process		Jan-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 Stock Management		Risk	Control		
		Low	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
No current actions required					
Ineffective People Management / Employment Practices		Risk	Control		
		Moderate	Adequate		
Current Issues / Actions / Treatments	Due Date	Responsibility			
Review Training Needs Analysis & Training Register		Jun-15		Neil & 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		Reiner/Chris	
Develop Youth Strategy		Ongoing		Tahnee	
Developing Biennial Customer Satisfaction Survey		Dec-15		CDO	

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.

Title:	4.38 Alcohol and Other Drugs
Previous No:	
File No:	
Statutory Environment:	



Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective

The objectives of this policy are to ensure:

- (a) That a pre-employment medical examination is carried out appropriate to the employment duties;
- (b) That previous injuries or **current impairments** do not jeopardise prospective employment unless:
 - (i) An applicant would be unable to do the job;
 - (ii) If doing the job constitutes a substantial risk to themselves or others;
 - (iii) Any additional needs of the applicant cannot reasonably or practicably be met.

Policy

- (1) **The Shire is committed to achieving a healthy and safe working environment for our employees.**
- (2) **We recognise that alcohol, drugs and other substance abuse by employees can have serious adverse effects on their own health and safety of other others.**
- (3) **As such, all employees must not:**
 - (a) Consume alcohol or be under the influence of alcohol while working;
 - (b) Use or possess illegal drugs at any time in any workplace; or
 - (c) Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances.
- (4) **Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to their Manager.**
- (5) The CEO, may allow the responsible consumption of alcohol after work hours on Shire premises.
- (6) The policy shall apply to all Shire staff, contractors and volunteers working in the Shire's premises or representing the Shire.

Procedure

Pre-Employment Medical

- (1) **Some positions may require a medical examination before an offer of employment can be made.**
- (2) **These positions are as follows:**
 - (a) All childcare and crèche workers;
 - (b) All parks and works operators and supervisors; and
 - (c) All waste section employees.
- (3) **The Shire will only offer employment to a person once the required medical has been completed and sighted by the manager/supervisor.**
- (4) **The applicant is also required to accurately represent their physical condition and additional needs.**
- (5) **A person with a disability may not be subjected to additional medical tests unless they have other medical conditions.**



- (6) Information from the Shire and applicant will then ensure that the medical examiner is fully informed and in a position to assess an applicant's suitability for tasks within a given job.
- (7) The range of assessments for the medical examiner to apply will not necessarily preclude applicants from employment if they are not totally fit medically.
- (8) The medical examiner is to report and assess within a range of classifications and to comment on special requirements or additional needs.
- (9) The classifications are:
 - (a) Suitable for employment;
 - (b) Suitable for employment but with a minor problem which will not affect their work but which may need protection, or modification of task or workplace;
 - (c) Suitable for employment in position proposed; may be unsuitable for other positions;
 - (d) Not suitable for employment in the position or a substantial worker's compensation insurance risk-would place themselves or others at risk if required to perform tasks stated; and
 - (e) Where the condition is not necessarily medical an organisation specific to the person's particular circumstance may be sought for advice on any additional needs.

Medical information collected by the Shire under this policy and procedure will only be used for the purposes of assessing suitability for employment as per the Privacy and Personal Information Act 1998 and Health Records and Information Privacy Act 2002.

The Medical Examination

- (1) The examination will be conducted at the Shire's expense by an approved medical practitioner.
- (2) The examination will form a part of the selection process.
- (3) A proper medical examination will afford the Shire accurate guidance as to the physical capability of a prospective employee to perform the job for which they have applied.
- (4) The Shire will provide a standard form for the assessing medical examiner to complete and return to the Shire.

Existing Staff, Volunteers and Contractors

- (1) If a co-worker suspects another to be affected by drugs or alcohol, he/she must inform the Chief Executive Officer immediately.
- (2) All employees may at any time during a work day be subjected to either a urine or saliva test if suspected to be affected by drugs or alcohol.
- (3) A breach of this policy may initiate appropriate action including the termination of employment or subcontractor agreement.
- (4) The employee may be offered counselling, if available, through Local Government Insurance Services who are the Shire's insurers.

Responsibility

Responsibility for implementation of this policy lies with the CEO who shall ensure all issues pertaining to these matters are kept strictly confidential.

Title:	4.39 Disability Participation



Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objectives:

- (1) The objectives of this policy are to:
 - (a) Ensure the Shire is recognised within industry and the community as a disability confident employer;
 - (b) Create an inclusive environment that ensures that equal employment and career opportunities are available to all employees, including those with a disability;
 - (c) Provide employees who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
 - (d) Encourage people with a disability to apply for positions for which they are qualified and to actively facilitate their employment;
 - (e) Ensure that employees with a disability are treated equitably during all stages of employment, including recruitment, selection, induction, retention, promotion, training, and termination;
 - (f) Ensure all documentation and information is designed and disseminated in an accessible form, negating the need for someone to request it;
 - (g) Ensure that the needs of employees with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
 - (h) Provide for employees with a disability to have access to additional needs and supports and also understand that they may choose not to involve their supports in their employment matters;
 - (i) Ensure that employees with a disability have the means to contribute to and participate in the work environment;
 - (j) Make reasonable adjustments to the job role, time and location and plant and equipment to accommodate employees with a disability, where practicable;
 - (k) Provide on-going training, for relevant employees, to ensure full involvement and enthusiasm for an inclusive workforce, plus development of skills to recruit and work with those with a disability; and
 - (l) Establish reporting mechanisms that show the benefits involved when employing someone with a disability (e.g. frequently showing superior work performance, reliability and retention rates and ethics/community responsibility).

- (2) While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated in the HR policies and procedures.

Policy Statement:

The Shire is an equal opportunity employer and recognises and values diversity amongst its employees.

The Shire wishes to promote itself as an employer that provides a supportive and inclusive workplace for people with disability and implementing recruitment, selection, induction, and retention and management strategies to attract applicants with disability.

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The Shire is committed to providing support and visibility for disability initiatives within the organisation, facilitate awareness for managers/supervisors and employees, and ensure the needs of employees with disability are taken into account in organisational planning, design and delivery.

Responsibility:

The CEO is accountable for compliance and promotion of this policy and all Managers/Supervisors and employees will take an active role in ensuring their colleagues are made to feel part of the team.

Title:	4.40 Formal Discipline and Dismissal
Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

OBJECTIVE(S)

The objective of this policy and procedure is to outline how the Shire will manage employee discipline and dismissal.

Policy

The Shire aims to ensure that any issue or concern regarding unacceptable performance or behaviour and any consequential disciplinary action, will be handled fairly and consistently. The Shire expects all employees to undertake their work duties and behave in accordance with the town's organisational standards.

This Policy provides guidelines for the formal disciplinary process or dismissal in order to ensure fair and equitable management of employees in accordance with employer obligations.

“**Behaviour**” is unacceptable where an employee:

- Breaches policies or regulations;
- Contravenes the Shire's Workplace Behaviour Policy;
- Ignores or fails to comply with occupational safety and health policies and procedures;
- Is absent without entitlement or appropriate explanation or whose punctuality in attending work is poor;
- Harasses or discriminates against or bullying other employees, contractors or other persons; and
- Does not meet required personal presentation standards.

“**Disciplinary action**” includes:

- Counselling or coaching
- Provision of a formal written warning
- Termination of employment
- Summary dismissal

“**Performance**” includes:



- the conduct, output and outcomes of an employee's duties
- not performing or inadequately performing the tasks required in their role
- not following established or instructed procedures or not acting in accordance with Town policies or delegations

“Serious Misconduct” includes;

- wilful or deliberate behaviour inconsistent with a continuation of employment
- conduct causing serious and imminent risk to the health and safety of a person
- theft or fraud
- assault or bullying
- under the influence of alcohol or non prescribed drugs at work

(1) The primary aims of disciplinary action are:

- (a) to improve the work performance of the staff member to the desired standard; and
- (b) To ensure that the staff member conforms to important organisational rules and policies.

(2) Disciplinary action will generally only be used as a last resort. It is preferable that the desired behaviour is achieved through counselling or training (or retraining), however, it is recognised that this will not always be possible and in some cases disciplinary action will be necessary.

(3) Where an employee in question has a disability or other additional needs their needs and supports must be taken into consideration in all stages of the disciplinary process.

(4) Should circumstances require the application of employee discipline the relevant industrial agreements applicable to the employee's employment should be consulted and the guidelines adhered to.

(5) The employee should be advised that the Grievance Procedure may be followed if the employee is dissatisfied with either the process or the outcome.

PROCEDURE

Should circumstances require the application of employee discipline the relevant industrial agreements applicable to the employee's employment should be consulted and the guidelines adhered to.

Initial Investigation

(1) Regardless of whether the problem is poor performance or an allegation of a breach of policy or procedures, some investigation will be required before the individual is interviewed.

(2) The Manager or CEO is to be fully briefed on the nature of the problem, the outcome of the investigation and provided with copies of all relevant documentation.

(3) If the situation is one of repeated performance problems the individual responsible for conducting the investigation should:

- (a) Provide examples of poor performance;
- (b) Establish that the poor performance has continued over a period of time without improvement; and
- (c) Prove that counselling and/or training has failed to remedy the problem.

(4) In situations where allegations are made concerning a breach of policy or procedure or serious misconduct, it is vital that the facts are established before an interview takes place rather than action being taken based on generalisations or unsubstantiated rumours.

The Interview

(1) If there is a possibility that disciplinary action may result from the process, the staff member is to be advised, prior to the interview that they have a right to have a representative of their choice present during the interview if they wish.



- (2) The staff member should be given reasonable notice of the interview to enable them to organise for a representative to be present.
- (3) The Manager or CEO must be consulted **prior** to any disciplinary interviews or discussions.
- (4) Information concerning the allegation/s or poor performance may be relayed verbally or in writing, however, in either case care should be taken to ensure that the staff member is given sufficient information for them to be able to respond. In some cases, it may be appropriate to provide the staff member with the information prior to the interview to allow them sufficient time to prepare their response.
- (5) The interview should be conducted in a private setting which is free from interruptions.
- (6) The purpose of the interview is to:
 - (a) Provide the staff member with full details of the allegation/s or poor performance specifying clearly and precisely the unacceptable behaviour or poor performance and if necessary explaining why it is unacceptable;
 - (b) Attempt to find out the reasons for the behaviour or unsatisfactory performance by talking through the situation with the staff member;
 - (c) Ensure the staff member has an opportunity to respond to any allegations or concerns about performance;
 - (d) Discuss and prepare an action plan (if applicable) to improve performance (including performance criteria, if appropriate) and nominate a review date; and
 - (e) Explain the procedural consequences if performance does not improve to an acceptable level during the review period.

Disciplinary Action

- (1) If after conducting the disciplinary interview it is concluded that disciplinary action is warranted, then consideration should be given to the appropriate action to be taken.
- (2) In effecting disciplinary action any of the following courses of action may be taken:
 - (a) Issuing a verbal warning;
 - (b) Issuing a first written warning;
 - (c) Issuing a second written warning;
 - (d) Issuing a third and final written warning; and
 - (e) Instant dismissal.

Verbal Warnings

- (1) Verbal warnings are considered appropriate in relation to less serious matters e.g. in relation to punctuality or in more serious cases where it is the first warning in relation to a matter. Verbal warnings should be given in a private meeting, free from any interruptions. It is also preferable that the warning be given with a third person present.
- (2) When a verbal warning is issued a written record of the warning should be completed and signed by the Manager/Supervisor and the staff member. A copy should be given to the staff member and the original should be forwarded to the CEO for retention on the staff member's personal file. If the staff member declines to sign, the Manager/Supervisor should make note to this effect on the record. The staff member may attach a statement to the warning.
- (3) The staff member should be advised that the Shire's Grievance procedure may be followed if the staff member is dissatisfied with either the process or the outcome.



Written Warning

- (1) In cases of more serious performance problems, breaches of policy or unacceptable conduct, a written warning may be issued.
- (2) A written warning may be issued even if a verbal warning has not been given previously. A written warning is also appropriate where a verbal warning/s does not result in performance improvement or the desired change in behaviour. Written warnings are to be issued only after consultation with the relevant Manager.
- (3) If at the conclusion of the disciplinary interview it is decided to issue a written warning, the written warning should be recorded in a warning letter. The warning letter should clearly outline the reason/s for the warning, the improvement expected and the time frame in which the improvement is expected. The warning should also indicate the staff member's failure to respond to previous warning(s) where appropriate.
- (4) Both the first and second warnings must clearly state that termination of employment could result if the desired improvement does not occur within the timeframes agreed to.
- (5) The original written warning should be given to the staff member personally. The warning must be handed to the person in front of the CEO or Manager (where practicable). The signed copy should then be forwarded to the CEO for retention on the staff member's personal file.
- (6) The staff member should be advised that the Grievance Procedure may be followed if the staff member is dissatisfied with either the process or the outcome.

Third and Final Warning

- (1) In cases where previous warnings have not resulted in improved performance or the desired adherence to policies or procedures, a final warning letter may be issued.
- (2) Final warnings may also be issued in cases of serious misconduct even though no previous warnings have been issued.
- (3) A final warning letter should be signed by the Chief Executive Officer and should contain:
 - (a) reason/s for the final warning;
 - (b) a record of previous warnings, if any;
 - (c) an outline of the improvement expected and time frame for improvement (if appropriate);
 - (d) A statement to the effect that termination of employment has been effected because the desired improvement has not occurred and/or been sustained.

Termination

- (1) Termination should only be effected where the procedures outlined above have been followed and other appropriate options have been considered (e.g. a transfer).
- (2) Terminations are only to be effected after consultation with the Chief Executive Officer and the Manager

Natural Justice

In carrying out disciplinary action all individuals involved should ensure that the principles of natural justice are applied (i.e. that the staff member concerned is given adequate opportunity to explain his/her actions and put forward his/her side of the situation).

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- (1) In some instances, cases of unsatisfactory service may follow a pattern of a verbal warning/s, followed by a written warning/s, followed by a final warning, then dismissal.
- (2) However, disciplinary action does not necessarily have to follow all of these steps. For example, in some cases the initial conduct may be sufficiently serious to warrant an immediate written warning in lieu of a verbal warning. In extreme cases e.g. in cases of serious misconduct, the behaviour may be sufficient to warrant summary dismissal. In both these cases the Chief Executive Officer and the Manager must be consulted prior to taking any action.
- (3) The decision as to which disciplinary measure is the most appropriate should be made with regard to the seriousness of the offence and whether previous warnings have been issued.

Title:	4.41 Reasonable Adjustments for People with Disability
Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective

The objectives of this policy and procedure are to:

- (a) Ensure that the Shire of Goomalling is inclusive of people with disability in its employment practises;
- (b) Enable appropriately skilled people with disabilities to perform the inherent requirements of their positions;
- (c) Provide an opportunity for employees who acquire a temporary or permanent disability to continue their employment at the Shire, where possible;
- (d) Create an inclusive environment that ensures that equal employment opportunities are available to all staff, including those with a disability;
- (e) Provide staff who have a disability with the opportunity to participate in a safe, equitable, discrimination and harassment free working environment;
- (f) Actively facilitate the employment of people with a disability in all suitable areas of employment;
- (g) Ensure that people with a disability are treated equitably during all stages of employment, including recruitment, selection, promotion, training, and termination;
- (h) Ensure that the needs of people with a disability, such as effective interaction, management and supervision, are recognised in the performance management process;
- (i) Understand that some people with a disability may choose not to involve their supports in their employment matters;
- (j) Ensure that people with a disability have the means to contribute to and participate in the work environment; and
- (k) Make reasonable adjustments to the work area to accommodate staff with a disability.

Policy



- (1) The Shire is committed to ensuring an accessible and inclusive work environment to enable people with disability to participate fully in all aspects of employment in keeping with the requirements of the *Disability Discrimination Act (1992)*.
- (2) The Shire seeks to apply the principle of reasonable adjustment to remove barriers to participation in work by people with disability. Reasonable adjustments will be made to enable appropriately skilled people with disabilities to perform the inherent requirements of their positions.
- (3) This policy applies to, but is not limited to, the following areas:
 - (a) Recruitment, selection, and appointment;
 - (b) Induction and orientation;
 - (c) Participation in projects and committees;
 - (d) Training and career development;
 - (e) Performance management;
 - (f) Opportunities to enjoy all Shire supported social or recreational activities;
 - (g) Promotion, transfer, or any other employment benefit.
- (4) The rights of people with disability are safeguarded by the Disability Discrimination Act (1992) by which the Shire must abide.
- (5) While this policy provides overall guidance on handling staff with disability, more detailed information is incorporated throughout the policies and procedures of the Shire.
- (6) People with disability are obliged to abide by all other policies of the Shire including those relating to bullying and harassment, staff conduct and discrimination. Where exceptions or other considerations apply, detailed information is incorporated throughout other policies and procedures of the Shire.
- (7) This policy also applies to those involved in the recruitment and management of staff.

Procedure

Definitions

Additional Needs – supports and services a person with disability may require in order to perform their duties. This may include, but is not limited to, assistive technology, an advocate, Disability Employment Service (DES) and physical modifications to the workplace.

Advocate – in the disability context, an advocate is an individual or agency who speaks on behalf of or provides moral support for the person with a disability. A friend or family member can also serve as an advocate.

Disability - this policy adopts the broad definition of disability used in the Disability Discrimination Act (1992), which, in the context of employment, can be summed up as a condition either caused by accident, trauma, injury genetics or disease that may restrict a person's mental, sensory or mobility functions to undertake or perform a job in the same way as a person who does not have disability. This includes physical, sensory, intellectual, mental health, neurological and learning disabilities, as well as physical disfigurement and serious illnesses. Disability may be temporary or permanent, total or partial, lifelong or acquired.

Disclosure - refers to a personal decision to tell a person or institution about one's disability. There is no legal obligation for a job applicant or employee to disclose their disability, unless it is likely to affect their performance to meet the inherent requirements of the job (including ensuring the safety of themselves and others).

Discrimination - the Disability Discrimination Act (1992) identifies two types of discrimination in relation to people with disability. Direct Discrimination is when someone with disability receives less favourable treatment than a person without disability in the same circumstances. Indirect Discrimination is when a policy, practice or requirement is applied equally but has a discriminatory effect on people with disability.



Inherent Requirements are the essential activities and tasks that must be carried out in order to get a job done. Inherent requirements relate to results, or what must be accomplished, rather than means, or how it is accomplished.

Merit Principle means the selection and advancement of employees according to their relative abilities, knowledge, and skills under fair and open competition.

Reasonable Adjustment refers to the administrative, environmental, or procedural alterations required to enable a person with disability to work effectively and enjoy equal opportunity with others. By law, employers are required to provide reasonable adjustments whenever it is necessary, reasonable, and possible to do so (i.e., when a reasonable adjustment does not constitute an unjustifiable hardship for the employer). Reasonable adjustments may include:

- (a) Provision of appropriate equipment or assistance to ensure there is no barrier in the selection process;
- (b) Job redesign;
- (c) Training or retraining;
- (d) Providing essential information in suitable formats;
- (e) Modifications to equipment or the supply of specialised equipment, furniture or work related aids;
- (f) Flexible work arrangements; or
- (g) Alterations to premises or work areas.

Unjustifiable Hardship - employers are obligated to provide reasonable adjustments unless such an adjustment would result in unjustifiable hardship to the employer. It is difficult to define unjustifiable hardship because each circumstance and organisation is unique and is determined on a case-by-case basis. However, unjustifiable hardship is generally determined by considering:

- (a) The cost of the adjustment required in light of the organisation's financial situation; and
- (b) The extent to which the adjustment will result in substantial benefits or detriments to other employees, including those who do not have disability.

Reasonable - is defined by whether or not the adjustment would create "unjustifiable hardship" to the whole organisation; it is never defined by a particular manager's opinion of what is reasonable.

Communicating the Availability of Reasonable Adjustments

The Shire shall notify applicants or employees that it abides by a Reasonable Adjustment Policy. Suggestions how this can be done include:

- (a) Including in position Advertisements / applications and interview correspondence a paragraph that reads:
"It is the policy of the Shire of Goomalling to provide reasonable adjustments for qualified persons with disabilities who are employees or applicants for employment."
- (b) Provide contact details of a Shire staff member for people with disability who may require assistance or adjustments to fully participate in the application/interview process; and
- (c) Where interviews are scheduled by telephone, all applicants must be informed about the availability of reasonable adjustments in the interview process. The scheduler should ask: *Do you require any special arrangements to enable you to equitably participate in the interview?*

Request

- (1) Applicants will make requests for adjustments to the contact person for the advertised position. If, upon being approached by an applicant, the contact person can easily and informally meet the request to the satisfaction of both parties, he/she will do so and the procedure will end. If not, the contact person will endeavour to assist the applicant to meet the request or obtain information for further deliberation.



- (2) Employees will make requests for reasonable adjustments to their manager directly. If a manager thinks a reasonable adjustment might be appropriate for an employee under his/her supervision, she/he will either approach the employee to discuss the matter (if comfortable doing so) or confer with the CEO. If the CEO is supervising the employee with disability, he/she may confer with the counsellors with the knowledge and consent of the person in question.
- (3) Requests for reasonable adjustments can be made verbally or in writing. Those requests that are not able to be fulfilled informally or easily - due to cost, time etc. – must be submitted to the manager or supervisor in writing. The applicant or employee will be informed of the process of and timeframe for processing their request.
- (4) The Shire will open a confidential workplace adjustment file to record the request and any information collected throughout the process of addressing it. The workplace adjustment file will be kept separate from the employee's personal records and will only be accessible to the applicant or employee and the parties involved in the adjustment process.

Assessing and Reaching a Decision

- (1) In consultation with the applicant or the employee and his/her advocate (if any) the Shire will evaluate the request and determine what, if any, adjustment is appropriate.
- (2) For a job applicant, the Shire is responsible for:
 - (a) Determining the recruitment-relevant limitation(s) created by the applicant's disability (Depending on their disability and the nature of the adjustment requested, the applicant may be required to provide documentary evidence about their disability and the functional limitations it involves. This evidence may be obtained from a medical practitioner, psychologist or other relevant professional);
 - (b) Identifying possible adjustments and assessing the effectiveness of each one in enabling the applicant to equitably participate in the recruitment process (e.g., an interview or assessment test);
 - (c) Recommending the adjustment(s) that is most appropriate for both the applicant and the Shire. Though the applicant's preference will be considered, the Shire is free to choose among equally effective options; and
 - (d) Considering whether the recommended adjustment constitutes an unjustifiable hardship for the Shire; and
 - (e) On the basis of the above, the Shire shall make a decision as to whether or not it will supply the recommended adjustment.
- (3) If the request is not approved, the Shire will inform the applicant of the decision and the reason for denial of the requested adjustment within 10 business days of the request (Note: If the request is denied on the basis that it constitutes an unjustifiable hardship for the Shire, the Shire will seek a review of the decision from a designated authority before notifying the applicant.
- (4) For a current employee (or an applicant who has received a job offer), the relevant steps taken by the Shire will be:
 - (a) Establishing whether the employee has disability. Here the employee may be required to provide documentary evidence about their disability and the functional limitations it involves. This evidence may be obtained from a medical practitioner, psychologist or other relevant professional.
 - (b) Accessing information about the inherent requirements of the particular job involved.
 - (c) Determining any job-relevant limitation(s) created by the employee's disability. Identifying possible adjustments and assessing the effectiveness of each one in enabling the employee to perform the inherent requirements of the job.
 - (d) Recommending the adjustment that is most appropriate for both the employee and the Shire. Though the employee's preference will be considered, the Shire is free to choose among equally effective options.



- (e) Considering whether the recommended adjustment constitutes an unjustifiable hardship for the Shire; and
- (f) On the basis of the above, making a decision as to whether the Shire will supply the recommended adjustment.

If the request is not approved, the Shire will inform the employee of the decision and the reason for denial of the requested adjustment within ten (10) business days of the request (Note: If the request is denied on the basis that it constitutes an unjustifiable hardship for the Shire, the Shire will seek a review of the decision from a designated authority before notifying the employee.)

Consultation with Experts

Where further evaluation is required to reach an informed decision about the adjustment request of an applicant or employee, the Shire will obtain additional information from, and/or liaise with, the following (as appropriate, and with the consent of the applicant or employee):

- (a) The employee's supervisor;
- (b) A Designated Health and Safety Representative;
- (c) A medical practitioner;
- (d) An occupational therapist or other allied health provider;
- (e) Disability service provider; and
- (f) IT Specialists.

Implementing Adjustments

- (1) Within 10 business days of an applicant or employee's submission of a request for a reasonable adjustment, the Shire will either grant or deny the request in writing. Where an adjustment will be provided, the Shire will arrange the provision or implementation of the adjustment.
- (2) Once a decision to implement a reasonable adjustment for an employee has been made, the Shire will discuss the implementation of the adjustment with the employee and the employee's manager before arranging for implementation of the adjustment.
- (3) Where the provision or implementation of a reasonable adjustment will take longer than 10 business days, the steps taken to order, secure or carry out the adjustment will be documented and discussed with the applicant or employee.
- (4) Where further supporting documentation is sought from the applicant or employee, the grant or denial of a request for reasonable adjustment will be rendered within 10 business days from the receipt of the appropriate documentation.
- (5) Application, interview and assessment due dates and timeframes will be extended to accommodate for delays due to the processing and implementation of requests for reasonable adjustments.
- (6) Where the adjustment involves rehabilitation due to an extended absence from work, the Shire, in conjunction with the manager, will design an appropriate return to work plan, which will be administered under normal case management guidelines.
- (7) Where alterations are required to buildings or facilities, the Shire will negotiate with relevant personnel to carry out the alterations. A record of alterations or plans in progress should be forwarded to the Shire to be held in the Workplace Adjustment File.

Monitoring Adjustments

- (1) The Shire will check with the employee and manager/supervisor to assess the appropriateness and effectiveness of the implemented adjustment approximately four weeks from the date the adjustment process was concluded.
- (2) The results of this action should be documented in the workplace adjustment file.

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- (3) If no further follow-up or monitoring is required, the workplace adjustment file will be closed. Otherwise the situation will be monitored according to an appropriate schedule. The Shire has responsibility for evaluating, monitoring and reporting on the reasonable adjustment process.

Title:	4.42 Workplace Behaviour
Previous No:	
File No:	
Statutory Environment:	Occupational Health & Safety Act 1984 Equal Opportunity Act 1984
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective

The purpose of this policy and procedure is to outline how the Shire will manage incidences of unacceptable workplace behaviour.

Policy

- (1) The Shire is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community.
- (2) The Shire believes that in providing such a workforce they will enable all employees to feel safe, secure and free from intimidation when they are at work.
- (3) The Shire prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to the Manager/ Supervisor or CEO. Managers and supervisors must ensure employees who make complaints or witnesses are not victimised or bullied.
- (4) The Shire 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.
- (5) Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

Procedure

- (1) This policy applies to any person involved in the Shire, including all employees, potential employees, contractors, volunteers and visitors.
- (2) All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire HR Policies and Guidelines and builds on a positive workplace culture.
- (3) All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.



- (4) They will report the details according to the guidelines and procedures set out in the Managing Issues and Grievances Procedure.
- (5) This policy applies to all activities during the course of work within the Shire including:
 - (a) In the workplace, including work outside normal working hours;
 - (b) During work activities, including dealing with members of the public; and
 - (c) At work related events, including conferences and social functions outside work premises.
- (6) Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand the HR Policy and associated policies and procedures. They must also take all reasonable steps to ensure that our workplace is free from unacceptable behaviour.
- (7) The contact person for bullying at this workplace is the Finance Manager.

Definitions

Discrimination - is treating a person less favorably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

Direct discrimination - occurs when a person is treated less favorably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

Indirect discrimination - occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

Unacceptable grounds or attributes of discrimination

- (1) Discrimination based on any of the following grounds or attributes is unacceptable:
 - (a) Age;
 - (b) Family responsibility;
 - (c) Family status;
 - (d) Gender;
 - (e) Gender history;
 - (f) Sexual harassment;
 - (g) Sexual orientation;
 - (h) Spent conviction;
 - (i) **Disability or impairment;**
 - (j) Marital status;
 - (k) Political conviction;
 - (l) Pregnancy;
 - (m) Race;
 - (n) Racial harassment; and
 - (o) Religious conviction.

In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds.

Examples of discriminatory behaviour

Discrimination may involve:

- (a) Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like;
- (b) Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory;
- (c) Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'



- (d) Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance;
- (e) Using stereotypes or assumptions when making decisions about a person's career.

Exceptions

- (1) In some situations, the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible.
- (2) For example, while it is unacceptable to discriminate against a person with a disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

Responsibilities

Liability of people involved in unlawful acts - A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the Act shall be considered to have done the act themselves.

Vicarious liability - When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act.

Refer to the Equal Opportunity Act 1984 for more information

Sexual harassment

- (1) A person sexually harasses another person if they:
 - (a) Make an "unwelcome sexual advance";
 - (b) Make an "unwelcome request for sexual favours"; and
 - (c) Engage in other "unwelcome conduct of a sexual nature".
- (2) The behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.
- (3) Conduct of a sexual nature can take many forms including, but not limited to:
 - (a) Unwelcome physical touching, hugging or kissing;
 - (b) Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person;
 - (c) Making any gesture, action or comment of a sexual nature;
 - (d) Staring or leering at someone, or at parts of their body;
 - (e) Suggestive comments or jokes;
 - (f) Insults or taunts based on sex;
 - (g) Sexually explicit pictures, e-mails or text messages; and
 - (h) Intrusive questions about an employee's private life or body.
- (4) The motivation or intention is irrelevant.
- (5) Sexual harassment is unwelcome, uninvited behaviour which is offensive **from the viewpoint of the person being harassed**. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

Examples of sexual harassment

- (1) Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including both one-off incidents and a series of incidents. It also includes workplace behaviour or



behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours.

- (2) Depending on the circumstances, other examples of sexual harassment include:
- (a) Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desk;
 - (b) Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts;
 - (c) Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing;
 - (d) Leering or staring at a person's body;
 - (e) Inappropriate 'humour' such as smutty or sexist jokes or comments;
 - (f) Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance;
 - (g) Repeatedly asking someone out, especially after prior refusal;
 - (h) Intrusive inquiries into a person's private life or in reference to a person's sexuality.

Behaviour can breach this policy even if it is not unlawful

- (1) The Shire may decide that behaviour breaches this policy even if a complaint has not been raised.
- (2) For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender.
- (3) This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

Alcohol and functions

- (1) Everyone who works for the Shire is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences.
- (2) Alcohol is no excuse for unacceptable behaviour.

Bullying

- (1) The Shire considers workplace bullying unacceptable and will not tolerate it under any circumstances.
- (2) Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.
- (3) Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.
- (4) Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety.
- (5) Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so.
- (6) Bullying breaches this policy and also the Shire occupational health and safety policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

Examples of bullying

GOOMALLING
MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 15 MARCH 2017



- (1) Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.
- (2) There are two main types of bullying behaviour, overt and covert.
- (3) Examples of **overt** bullying include:
 - (a) Abusive, insulting or offensive language;
 - (b) Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming;
 - (c) Inappropriate comments about a person's appearance, lifestyle, or their family;
 - (d) Interfering with a person's personal effects or work equipment;
 - (e) Harmful or offensive initiation practices;
 - (f) Isolation of workers from others; and
 - (g) Physical assault or threats.
- (4) **Covert** behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:
 - (a) Overloading a person with work or not providing enough work;
 - (b) Setting timelines that are difficult to achieve or constantly changing deadlines;
 - (c) Constantly setting tasks that are below or beyond a person's skill level
 - (d) Ignoring or isolating a person;
 - (e) Deliberately denying access to information, consultation or resources; and
 - (f) Unfair treatment in relation to accessing workplace entitlements such as leave or training.

What bullying does not include

Bullying does not include:

- (a) Genuine and reasonable disciplinary procedures;
- (b) Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behavior;
- (c) For example, objective comments which indicate observable performance deficiencies; and
- (d) Directing and controlling how work is done (a fundamental right of all employers).

Victimisation

- (1) Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue.
- (2) The complaint need not actually have been made; it is sufficient that the original issue could have been raised as a discrimination, harassment or bullying complaint, or that an individual:
 - (a) Intends to make a complaint;
 - (b) Makes a complaint;
 - (c) Intends to provide information as a witness;
 - (d) Provides information as a witness;
 - (e) Supports an individual who intends to make a complaint;
 - (f) Supports an individual who has made a complaint;
 - (g) Is believed to have done any of the above; and
 - (h) Victimisation also applies to anyone giving evidence about a complaint.

What is a detriment?

- (1) A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.



- (2) The Shire does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

If someone raises a complaint with an employee about their behaviour

- (1) If a person raises a complaint directly with an employee about their behaviour, they should appreciate that others find their behaviour unacceptable.
- (2) They are giving the person an opportunity to change their behaviour, and possibly prevent a formal complaint from being made against them.
- (3) If someone does raise a complaint to another employee about their behaviour, they should be encouraged to consider monitoring and changing the behaviour, without victimising the person making the complaint.
- (4) Concerns regarding a complaint raised from either party are encouraged to discuss this with the CEO or the Human Resources Advisor

Title:	4.43 Equal Employment Opportunity
Previous No:	
File No:	
Statutory Environment:	Equal Opportunity Act 1984
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objectives

The objectives of this policy are to:

- (a) Ensure that in the application of all Human Resources policies, practices and procedures, no discrimination takes place and that all employees enjoy equal access to opportunities within the Shire;
- (b) Ensure that decisions relating to employment, promotion and training are equitable and based upon merit;
- (c) Ensure that all employees are able to work in a non-threatening, harassment-free environment.
- (d) To promote EEO throughout the Shire to ensure that every employee (at every level) is aware of, and understands, his/her rights and responsibilities in relation to EEO, and promotes the social and cultural diversity of the organisation and community in general;
- (e) Enable the Shire to uphold its obligation to ensure the absence of all forms of discrimination by promoting workplace rules, policies, practices and behaviours that are fair; and
- (f) Ensure that employees are treated with, and treat each other with respect and dignity.

Policy:

In accordance with the WA Equal Employment Opportunity (EEO) Act (1984), the Shire is committed to ensuring that all employees enjoy equal employment opportunities regardless of gender, race, religious or political convictions, impairments or ages. This means that:



- (a) Employees are treated fairly and equally when employment decisions are made;
- (b) Each employee enjoys a harassment-free work environment; and
- (c) Unlawful discrimination does not take place.

Employees, whether at work, on the Shire's premises, or at a function of the Shire, or handling information related to the Shire, are expected to abide by the equal employment/ anti-discrimination guidelines and the State and Federal laws.

Where these standards are breached, counselling and disciplinary action will occur, and acts of serious misconduct may result in termination of employment.

This policy applies to all staff, volunteers and contractors working for and at the Shire of Goomalling.

Procedure

Achieving Employment Decisions Based on Merit

- (1) It is unlawful for a person to subject or threaten to subject another person to any detriment where that person has made a complaint or proposes to make a complaint under the Act.
- (2) All employment decisions in the Shire of Goomalling are to be based on merit. To achieve this, the following principles need to be strictly adhered to:
 - (a) Recruiting of new employees is based on the best qualified person for the job;
 - (b) Awarding all jobs and promotions based on merit;
 - (c) Basing judgments about people in the workplace on their relative ability to carry out the duties of the position;
 - (d) The requirements of the job are the primary focus and irrelevant criteria are excluded; and
 - (e) If a recruitment agency is used, the agency should also follow anti-discrimination and EEO legislation.

Achieving Equality of Opportunity

- (1) Equality of opportunity means everyone is able to compete on the same terms in relation to employment and its opportunities. This involves maintaining a diverse workforce.
- (2) This key principle focuses particularly on the following groups:
 - (a) People with a disability;
 - (b) Women (under Affirmative Action legislation);
 - (c) People from a non-English speaking background; and
 - (d) Aboriginal and Torres Strait Islander people.

Anti-discrimination Legislation

The Shire is bound by state and federal anti-discrimination legislation, which makes discrimination, on specific grounds, unlawful. Refer to Policy 7.14 - Workplace Behaviour.

Managers and Supervisors

It is the responsibility of managers and supervisors to promote the principles of EEO in their workplaces. This can be achieved by:

- (a) Providing employees with a positive role model;
- (b) Ensuring employees are aware of and comply with policies;
- (c) Reviewing all workplace practices and employment conditions to comply with anti-discrimination legislation;
- (d) Acknowledging that diversity makes good business sense;



- (e) Dealing with complaints about discrimination quickly, confidentially and effectively;
- (f) Monitoring issues and resolutions;
- (g) Seeking advice where appropriate; and
- (h) Assisting with access to counselling or an advocate where appropriate.

Employee Responsibility

Employees are responsible for:

- (a) Their own behaviour and actions at all times;
- (b) Adhering to the Shire's policy regarding EEO (and all policies);
- (c) Seeking the appropriate advice regarding the acceptability of an action prior to undertaking it;
- (d) Treating fellow employees and customers fairly and equitably;
- (e) Being aware of their individual responsibilities under anti-discrimination legislation; and
- (f) Advising their manager/supervisor if they believe they have been discriminated against or if they believe there has been discrimination against a colleague.

Lodging Complaints and Dealing with Breaches

- (1) Any employee who feels that a decision has not been based on merit or they are being discriminated against has the right to make a complaint. In this instance the employee should talk to their manager/supervisor who intern advise them of their options he/she will tell you what your options are.
- (2) While it is preferred that matters are resolved satisfactorily internally, employees have the right to lodge a complaint with the relevant body.

Confidential Records

Regardless of the action taken, a confidential record of any incident should be kept that includes:

- (a) Dates and times;
- (b) Places;
- (c) Witnesses; and
- (d) Details of what happened.

All documentation should be dated and signed and filed on the relevant personnel file.

Any forms or documents used for this purpose shall be in an accessible form.

Breech of Standards

- (a) The Shire does not tolerate any form of unlawful discrimination, harassment, bullying or victimisation.
- (b) Anyone who engages in unacceptable conduct in breach of this policy will face disciplinary action which may include a verbal or written warning and in serious cases, or cases of repeated behaviour, termination of employment or engagement.

Title:	4.44 Recruitment and Selection
Previous No:	
File No:	
Statutory Environment:	



Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective:

The objectives of the policy and procedure are to:

- (a.) Provide the Shire with the flexibilities to appoint high performing staff using a competitive process underpinned by the principles of merit, **equity, accessibility and** transparency;
- (b.) Ensure the Shire practices ethical, fair and impartial staff selection procedures, free from conflict of interest, **pre-conceived notions of a person's abilities and** characterised by confidentiality and respect for the privacy of an applicant's personal information.
- (c.) Ensures the Shire meets all legislative obligations and is committed to the development of well-managed operations, a performance **and inclusive culture** and a workplace mix and profile appropriate to its operational needs and strategic goals.

Policy:

The Shire aims to attract and retain high performing staff to achieve its strategic goals and who are aligned to its values and ethos.

Procedure:

The employment of any new personnel, replacement personnel, transferred or reclassified existing personnel or changes to employment conditions require the prior approval of the CEO.

Position Description and Job Analysis

This procedure outlines the process to conduct a job analysis, from which a position description can be created. This process should be followed prior to recruiting staff into new or vacant positions to ensure the appropriate skills, knowledge and experience are identified.

The development of a job (position) prior to the recruitment and selection process can often have a significant influence on the success of the position.

After a decision has been made that a job is to be created, there are a number of steps to be taken to fill this position with an appropriately skilled and qualified person.

STEP 1

- (1) Job vacancy occurs;
- (2) Evaluate the position is it still necessary?
- (3) Review and document the tasks and the functions of the position; and
- (4) Design the job.

STEP 2

- (1) Job analysis;
- (2) Job analysis is the process of describing and recording the basic elements of a job. The general aims of job design and analysis are to:

- (a) Define duties and responsibilities for current and prospective employees and their managers;



- (b) Ensure that departmental objectives are reflected in the tasks being carried out. These need to be linked to the Strategic Plan as well as forming the basis for the key performance indicators;
- (c) Ensure that all hazards and risks are identified and adequate resources, training and PPE is applied;
- (d) Ensure that all work related competencies, skills, certification and licence requirements are identified and recorded;
- (e) Allow comparison of jobs for remuneration; and
- (f) Ensure that all personal competencies are identified.

(3) Collect the following data

- (a) What is the overall purpose of the job?
- (b) What are the key duties?
- (c) What are the key tasks?
- (d) Why are the functions/tasks carried out?
- (e) Are they still necessary?
- (f) What equipment is used to perform tasks?
- (g) Could any of the functions be done more appropriately as part of another job?
- (h) What are the required skills and qualifications?
- (i) How can performance be measured?
- (j) Where does the job sit in relation to other jobs?
- (k) Does the position have a career path?
- (l) Ask employees who know the job -current incumbent, co-workers, and supervisors?
- (m) Managers - how the job fits in the overall structure.
- (n) Relevant Unions -any industrial complications?
- (o) Review previous position descriptions.
- (p) Skills or training analysis.
- (q) Training manuals.
- (r) Qualifications or experience required. (Licences)
- (s) Performance appraisals.
- (t) Other documents might be relevant (such as accident reports).

(4) Use the following as an example:

Duties	Key Tasks	Task Analysis	Skills/Competencies
Knowledge and application of OSH systems and processes	Safety and Health	Report all accidents, incidents and hazards. Conduct risk assessments and complete job safety analysis prior to commencement of tasks. Eliminate and control hazards in the workplace using the hierarchy of controls	Knowledge of OSH Act and Regulations OSH Training - OSH Awareness, Accident reporting & investigation, Fire and Emergency, Workers Compensation

STEP 3

Following the analysis, document the position description. This includes a written outline of the main duties and responsibilities and the expected outputs of the job. These should be aligned to the department objectives.

The position description is a fundamental human resource management tool, which establishes the requirements and parameters of the job for both the employee and the manager.

The position description is essential in the following Human Resource management processes:

- (a) Organisational development - structures, reporting relationships.
- (b) Job classification - grading of the job, remuneration scales.
- (c) Recruitment - advertisements, information for applicants and the appointee.
- (d) Induction - what does the new employee need to know initially?



- (e) Performance appraisal - what is expected of the position?
- (f) Training and development - skills required, is the incumbent ready for promotion?

Position descriptions should contain the following contents:

- (a) The position title.
- (b) The salary level for the position.
- (c) The objective(s) of the position included in a short statement, both within the relevant Department/Division and within the Local Government as a whole.
- (d) The requirements of the position, including skills, knowledge, experience and qualifications/training.
- (e) The key duties and responsibilities of the position, usually listed in descending order of importance.
- (f) Knowledge and application of OSH systems & processes
- (g) The organisation relationships of the position such as who the position reports to, which position(s) it is responsible for, details of internal and external liaison.
- (h) The extent of authority the position has.
- (i) Essential and desirable selection criteria.
- (j) Last review date of the position description.

Following these guidelines will produce a document that clearly outlines the requirements of a job and will clarify the job functions for both existing and potential employees.

A technique used to encourage employees to consider in detail all aspects of their job is to allocate a percentage of time that is spent, over an appropriate period, on each task. Usually the initial sum of percentages will far exceed 100% and the process of adjusting the parts back to a total of 100% will require further thought about the position and the workloads.

There is a need to ensure that the best qualified person in terms of skills, qualifications and relevant experience is selected for the job. Where relevant, be specific about tasks involved, such as ability to lift, use heavy equipment, so that people with disabilities are not misled regarding essential job requirements.

1. Advertising

Vacancies, where practicable, will be advertised internally via email, intranet and notice board displays. Internal advertising will generally precede external recruitment, however the process may occur concurrently based on operational requirements or individual position requirements.

All advertisements should be in accessible formats.

It is the responsibility of the CEO to ensure all recruitment advertising conforms to legislative requirements and standardised organisational approach and ensures that such advertising and any documentation is accessible.

2. Receiving Applications

All applications received by the Shire for advertised vacancies will be acknowledged formally.

Within the letter the applicant will be advised:

- (a) The period of time for the selection and interview process to be completed;
- (b) That they have been unsuccessful if they have not received further notification via telephone or mail; and
- (c) Thanked for their efforts in considering the Shire as a potential employer.

The Shire aims to complete all selection processes within a 2 – 4-week period from the closing date.

3. Selection Procedures

3.1 Selection Criteria

The selection criteria for the job should comprise the skills, knowledge, experience, and qualifications required to do the job.



The selection criteria must cover the skills, knowledge and experiences, relevant competencies and career pathway and be written in clear, concise language that is inclusive and non-discriminatory language, focusing on what is to be achieved in the job.

The selection criteria, forms the basis for the decision to choose one applicant over another. The selection criteria should also identify the essential criteria as well as the desirable criteria.

All employees involved in the recruitment and selection process are expected to practice the Shire's principles of equal opportunity and anti-discrimination

Applicants will generally be short listed under three categories:

- (a) Those most appropriately meeting the selection criteria/position requirements;
- (b) Those meeting the selection criteria/position requirements; and
- (c) Those not appropriately meeting the selection criteria/position requirements.

The applicants most appropriately meeting the selection criteria/position requirements will be considered as the final short list.

Where a decision is made to advertise the position internally and the internal applicant was not successful in obtaining an interview or was unsuccessful in obtaining the position after an interview the applicant must be debriefed on the reasons why they were not successful by the Manager/Supervisor who short-listed the applicants.

Every effort will be made to ensure that unsuccessful internal applicants will be notified prior to the vacant position being externally advertised.

Generally, no more than four candidates will be short listed and interviewed. A minimum of two interviewers will conduct the interview, one of whom will always be the person to whom the position reports.

Disclosure of disability during the application and selection process may not be grounds for elimination unless it is clearly demonstrated that the person's disability does not allow them to perform the tasks specified. In this instance the Shire shall consider alternative means of performing the tasks as proposed by the applicant where the traditional means cannot be accommodated.

Interviews requiring adjustments to allow for the full participation of the applicant shall be accommodated by the Town as requested.

3.2 Equal Employment Opportunities

All recruitment and selection processes must be conducted in accordance with the Shire's EEO strategies and the requirements of the Local Government Act 1995.

Equal Employment Opportunity (EEO) promotes fair and equal access for all employees and potential employees to employment opportunities and benefits, regardless of their personal characteristics. The Equal Opportunity Act 1984 aims to ensure everyone gets a "fair go" by making discrimination unlawful in certain areas of public life such as employment.

The Act sets out the grounds of discrimination which are unlawful. They are:

- Age;
- Family responsibility;
- Family status;
- Gender history;
- Disability or Impairment;
- Marital status;
- Political conviction;
- Spent conviction;
- Pregnancy;
- Race;
- Racial harassment;
- Religious conviction;
- Sex;
- Sexual orientation; and
- Sexual harassment.



The Equal Employment Opportunities Act prohibits discrimination in employment on the grounds of impairment, except where the impairment prevents the person from being able to perform the functional competencies required in the position.

The Shire is committed to the principles of equal opportunity, privacy, occupational health, safety and objectivity and will ensure these principles are applied in regard to pre-employment medical questionnaires or examination.

The CEO will develop relationships with recruitment agencies (including Disability Employment Service providers) aimed at ensuring a diverse recruitment pool of potential applicants.

Recruitment and selection processes may also be extended to encompass:

- (a) The development of disability action plans which include accountability mechanisms; and
- (b) Mandating diversity on selection panels.

3.3 Fitness for Work: Pre Employment

The Shire is committed to providing a safe work environment for all its employees. This includes ensuring that all of its employees are fit, healthy and able to satisfactorily perform the inherent job requirements of the position without putting themselves, their colleagues or the Shire at any physical or commercial risk.

In order to achieve this objective, the Shire will require all applicants to complete a "Fitness for Work Questionnaire" at interview stage to enable an assessment to be undertaken by the Safety Coordinator of the capacity of the applicant to undertake the duties of the position.

Applicants may be asked to attend a full pre-employment medical prior to appointment should the Safety Coordinator deem appropriate. Medicals are to be conducted by an approved provider of the Shire's choice.

The Shire is committed to the principles of equal opportunity, privacy, occupational health, safety and objectivity and will ensure these principles are applied in regard to pre-employment medical questionnaires or examination.

3.4 Pre-Employment Requirements

Prior to employment, applicants may be requested to supply or complete any of the following:

- (a) National Police Clearance;
- (b) Working with Children Check;
- (c) First Aid Qualifications;
- (d) Academic or educational qualifications; and
- (e) Drivers licence. Drivers licence or demonstrable access to transport (Note: a requirement that the position holder must have a driver's licence, when alternative transport could be used, may discriminate against a person with a disability.)

3.5 Probationary Periods

A three-month probationary period applies to all positions within the Shire unless otherwise negotiated. Applicants attending interviews must be informed of the length of the probationary period and review process that follows.

3.6 Casual Employment

The nature of casual employment is on day-to-day basis and does not form a regular and systemic working pattern (hours or days). This fact must be drawn to the attention of every casual employee when the employee is first introduced to the organisation. Clear indication of period of notice requirements should be made.



All casual employees will be required to complete a Fitness for Work Questionnaire in accordance with 5. Prior to any offer of employment being made. The Fitness for Work Questionnaire must have the approval of the CEO if the applicant has answered 'Yes' to any of the questions.

No employee is permitted to commence employment prior to the acceptance of the terms and conditions of employment via an employment contract.

3.7 Reference Checks

On completion of ALL interviews the selection panel will determine the applicant most appropriately demonstrating their ability to meet the requirements of the position.

The applicant selected after the interviews will have their referees reference checked. Reference checks are to be carried out by one of the members of the selection panel.

3.8 Making the Offer

All formal offers of employment, including salary benefits must be first approved by the CEO in conjunction with relevant Manager/Supervisor. The successful applicant will be notified by telephone of the offer of employment.

Upon acceptance of the offer, a contract of employment will be developed and signed by the CEO.

No new employees should commence employment without having read, understood and signed their employment contract.

3.9 Notification of Unsuccessful Applicants

Applicants who are unsuccessful at interview stage will be provided written notification of the result as soon as the preferred applicant has accepted an offer of employment.

Managers/Supervisors and/or the CEO should ensure all internal applicants are given the opportunity to discuss their application and provided with constructive feedback and strategies for improving their career development prospects

Title:	4.45 Employee Induction
Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective

The objective of this procedure is to ensure:

- (a) All new employees receive a thorough introduction to the operation and direction of the Shire to assist



them to adjust to their new responsibilities and work environment, and integrate them into the Shire's value, culture and benefits;

- (b) That all employees are provided with information regarding policies and procedures, compliance issues and legislation associated with their employment; and
- (c) That information and training provided in the inductions and refresher sessions are delivered in a manner or format suitable to an employee with additional needs including the employee's additional supports (e.g. Auslan interpreter).

Policy

All new employees (including contractors and volunteers) will be required to participate in an Induction program which will include onsite occupational safety and health and any specific training for their job before commencing work.

Procedure

- (1) A record will be maintained by the Human Resources of all induction training, including on line training and stored in the employee's training records.
- (2) Human Resources (in liaison with the Manager/Supervisor) shall consult with the new employee prior to their commencement, to ascertain any additional needs or supports to assist in the induction program and ongoing employment.
- (3) A person who is employed in a managerial or supervisory role where they have people with additional needs reporting to them may be provided with additional training during their induction, such as disability awareness, to assist them to understand those needs.
- (4) Human Resources will ensure that all new employees are systematically introduced to their jobs, co-workers, and the organisation and provided with the information required to succeed and develop in their new role.
- (5) The Manager/Supervisor will ensure that this is achieved by welcoming new employees and familiarising them with the Shire's Mission, Goals, strategic direction, significant policies and procedures, relevant staff and the employees new work location.
- (6) The Induction Process comprises of two stages - Corporate Induction and Job specific Induction
- (7) All new employees will participate in both stages.
- (8) Refreshment of mandatory compliance training may be required annually or as a result of a change in their employment position or circumstances.

Corporate Induction

- (1) Human Resources is responsible for conducting the Corporate Induction and will complete all required documentation in conjunction with the employee.
- (2) The Corporate Induction will include the following areas:
 - (a) The contents of the Induction Package;
 - (b) Inform new employees of their responsibility to have read the contents of the package;
 - (c) Ensure that all forms are returned including Employment Contract, Bank details, TFN declaration, LGSP Application, LGSP nomination of beneficiaries, Staff Profile, Agreement of Confidentiality;
 - (d) Provide information about Stage 2 of the Induction Process.
 - (e) Terms and conditions - employees will be advised of their terms of employment. Hours of work, leave entitlements, travel arrangements, etc.
 - (f) Travel and Accommodation details - employees required to travel during their employment with the will be advised of the process and accommodation requirements. Costs incurred for



accommodation charges, meal costs and other 'reasonable' expenses, once approved, will be refunded on completion of the 'Expense Reimbursement Form.

- (3) The new employee will have the opportunity to:
- (a) Ask any questions about the terms and conditions of their employment;
 - (b) Finalise employment related matters such as completion of relevant Payroll forms;
 - (c) Familiarise themselves with the Shire's services, policies and procedures and activities; and
 - (d) Discuss any additional needs and supports they may require in the workplace in order to perform their duties. Undertake consultation prior to commencement of the induction process with the new employee to ascertain any extra induction needs.

Job Specific Induction – Responsibility of Manager/Supervisor

- (1) The Manager/Supervisor is responsible for conducting the job specific induction and will ensure that the employee, new or transferred, will be given a tour of the work location and instructed on specific policies and procedures on commencement of work, that will include:
- (a) Nominate a mentor/buddy to work closely with the new employee for the first two weeks;
 - (b) Introduce the employee to their workstation and setup their computer and network user account where applicable;
 - (c) Explain the emergency evacuation procedure including marshal and muster points, telephone numbers and how to acquire assistance;
 - (d) Explain the building layout and location of facilities;
 - (e) Introduce the new employee to staff members;
 - (f) Explain the relevant departmental policies and procedures;
 - (g) Where applicable, provide an employee with a tour of the Shire;
 - (h) Explain the responsibilities of both the employee and Manager/Supervisor in accordance with legislative requirements and procedures;
 - (i) Provision, location and use of personal protective equipment;
 - (j) Use of vehicles and equipment; and
 - (k) Attendance at safety meetings, or other forms of training and instruction as required and directed.
- (2) **Ensuring employees are aware of and maintain an acceptable level of personal hygiene whilst at work through the wearing of appropriate attire, neat and tidy appearance and correct use of workplace facilities.**
- (3) **Where applicable, specific items not already covered in the induction will be addressed to assist the Manager/Supervisor in establishing the employee's capabilities, under the "duty of care" requirements, to do the work for which they are employed. This may include ensuring the employee is experienced in safely operating plant/equipment, inspecting plant/equipment before use, etc.**

Development Plans

- (1) When the end of employees' probationary period their Manager/Supervisor will conduct the final Progress Review. An important part of the Progress Review is the "Employee Development Plan".
- (2) The purpose of this is to identify areas of training, either to build on the employee's strengths or to cover those elements of the job in which the employee may have limited experience.
- (3) The training needs will be put in writing and will form the basis of their individual training plan for the period until your next review.
- (4) The next review will be the annual Performance Appraisal and it will also contain an "Employee Development Plan" for the next 12 months.

Contractor and Volunteers Induction



Contractors

The relationship with a contractor may be close and similar to an employee/employer relationship. The need for control in managing the contract process and the manner in which the work is performed is necessary to avoid work practices which are unsafe and/or contrary to policy, plans and procedures.

The organisation should always consider the safety, environmental and occupational health standards of a contractor and determine whether these standards are in line with those that the organisation observes. This will ensure that the organisation's employees, as well as contractors, are provided with a safe workplace.

All contractors coming onsite must attend a safety induction specific to the site (see below).

Volunteers

For the purpose of this procedure, volunteers assisting will be required to undergo the induction requirements. It is essential that Manager/Supervisor ensures that volunteers are closely supervised and mentored in the initial stages of their work **and that they are provided with additional supports as required.**

Other competency checks will be performed depending on the task requirements of particular voluntary activity.

Safety Induction

All employees (and volunteers and contractors where applicable) shall be given a Safety Induction on completion of the Corporate and Job Specific Inductions.

The following matters should be included in the induction:

- (a) OSH Policy - covers the role of both management and employees with regard to safety and health matters within the workplace;
- (b) Employee Responsibility - ensuring employees are aware of their responsibilities in all matters pertaining to safety and health;
- (c) Acts and Regulations - outline the pertinent regulations applicable under the Occupational Safety and Health (WA) Act and Regulations;
- (d) Emergency Procedures - details of reporting and action to take in the case of an emergency;
- (e) Accident Reporting - internal procedure for reporting any personal injuries, property damage accidents and near-miss incidents;
- (f) Discipline - the role of individuals at work and unacceptable behaviour, i.e. fighting, breaches of procedures/policies, use of alcohol and/or drugs, etc.;
- (g) General Safety - covering housekeeping, smoking, hazardous substances, personal protective equipment, manual handling, ladders, compressed air, tools, plant & equipment, confined spaces, excavations, fire prevention, isolating procedures etc. A copy of the Occupational Safety and Health Manual should be available for employees;
- (h) Operation - including general conditions, speed limits, road signs, parking etc.
- (i) Drug and Alcohol Policy - covers the Drug and Alcohol Policy;
- (j) Video - "New to the Job" WorkSafe WA;
- (k) Questionnaire - on completion of the safety induction, a questionnaire must be completed by all employees. The inductor must correct and explain any inaccurate answers and submit the form to Human Resources for filing;
- (l) Employee Safety Handbook - will be distributed to all personnel on completion of the induction. Both the inductee and inductor are required to sign the last page and provide a copy to the Human Resource Department for filing; and
- (m) The Safety Induction should be completed within the first week that the work commences.

Title:	4.46 Performance Management



Previous No:	
File No:	
Statutory Environment:	
Minute No:	
Last Updated:	March 2017
Review Date:	September 2019

Objective

This outlines the performance management system that will be used in Shire of Goomalling.

The objectives are to:

- (a) Ensure that all staff have clear direction, receive regular feedback on what standards are expected of them in their job, what they have actually achieved and what they can do to improve their job performance;
- (b) Identify training and development opportunities and facilitate the distribution of rewards based on performance;
- (c) Identify any new or enhanced skills or any additional supports that may be required;
- (d) Clarify tasks and objectives of the job and links key functions such as risk management;
- (e) Involve discussion into any development and expansion anticipated for the employees job role;

In addition to the above, performance management can also play a major role in broader business planning strategies. Correctly structured performance management can reinforce the following points:

- (a) Links individual objectives to strategic/business plans; and
- (b) Ensures all divisions, sections and individuals are working towards the same goal.

It also provides an opportunity to for employees to discuss their aspirations for development and progression, any additional supports they may need and how training and development can assist with current performance and prepare them for future positions.

Policy

The Shire strives to provide an environment where all employees understand the impact of their contribution on the achievements of the Shire's goals and are provided the opportunity for personal recognition, growth and improvement linked to an agreed set of criteria.

In achieving the objectives of this policy the Shire supports flexible measures where practicable such as job sharing and employment location.

Performance Management and Staff Development provide an on-going mechanism to ensure the efficient and effective performance of employees.

Procedure:

- (1) Performance management occurs when the standard of performance of an employee does not meet the

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requirements of the position, **noting that poor performance isn't necessarily a result of a disability.**

- (2) The Manager/Supervisor must consult with the CEO before they undertake any performance management.
- (3) The Manager/supervisor will compile a schedule of:
 - (a.) Where\why\how the employee's performance does not meet the required standard;
 - (b.) What the employee needs to do to correct the sub-standard performance;
 - (c.) What training they will need to do to help them with their skills: and
 - (d.) A time line (no longer than three months) for this correction to occur except in special circumstances.
- (4) The Manager/Supervisor will then arrange a meeting with the employee to discuss the poor performance and solutions. **The employee, if requested may have an advocate represent them or participate in any meetings.**
- (5) **The Manager/Supervisor must inform the employee (and/or their advocate) they are entitled to bring a witness of their choosing to accompany them to the meeting. (The witness does not participate in the meeting at all they are just there to observe the meeting).**
- (6) **The meeting time must allow the employee reasonable time to have the witness of their choice attend the meeting.**
- (7) **Where an employee has additional needs and/or supports those particular needs and supports shall be incorporated into the process.**
- (8) The Manager/Supervisor will counsel the employee as per the notes they made in their schedule, set performance goals and timings, set the time, date, and place for the next meeting (not less than two weeks) and inform the employee of any training they will be required to undertake in the future.
- (9) Consider whether the reason for performance/behaviour or lack thereof is a generic reason or influenced by the person's disability.
- (10) Counselling should be kept to no more than three (3) main points.
- (11) The Manager/Supervisor should conclude the meeting by offering the employee the Shire's Employee Assistance Provider.
- (12) The Manager/Supervisor must take comprehensive notes of the meeting, which are then typed up and signed by both the Manager/Supervisor and employee to indicate the notes are a true and accurate account of the meeting.
- (13) A copy is then placed on the employee's personal file.
- (14) **Documentation used for the performance management process must be made available in an accessible form. Employees who have concerns with regards to the handling of a performance management issue should contact the CEO for assistance.**

Training

All Managers/Supervisors responsible for conducting performance management shall be provided with appropriate training, in an accessible form, extra special equipment (if required) prior to undertaking the review process.



8.1.5 RESIGNATION OF COUNCILLOR DALLAS PHILLIPS

FILE REF	33
APPLICANT OR PROPONENT (S)	Cr Dallas Phillips
PREPARED BY	Clem Kerp, Chief Executive Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	NIL
DISCLOSURE OF INTEREST	NIL
APPENDIXES	11. Local Government Act 1995 Sections 2.32 & 4.17

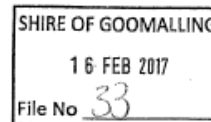
Nature of Council's Role in the Matter

Legislative

Purpose of Report

Council received the following resignation from Cr Dallas Phillips on Council Meeting dated 15th February 2017:

Dallas Phillips
P.O. Box 355
Goomalling
6460 W.A.
14/2/2017



DEAR CLEM AND ALL SHIRE COUNCILLORS

I AM VERY HONOURED TO HAVE BEEN WORKING FOR THE SHIRE OF GOOMALLING, AND HAVE LEARNED MUCH IN THE TIME THAT I HAVE SPENT THERE.

HOWEVER, IT IS WITH MUCH SADNESS TO INFORM YOU ALL THAT THIS IS MY FORMAL RESIGNATION FROM MY POST. MY LAST DAY WILL BE TUESDAY 14/2/2017. THIS DECISION HAS NOT BEEN EASY.

MOST SINCERELY
DALLAS PHILLIPS
Phillips

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Comments and details

It is with regret that my recommendation is that Council formally accept Councillor Dallas Phillips' resignation to take effect from the 14th February 2017.

Voting Requirements

Absolute Majority YES

8.1.5 RESOLUTION

Moved Cr Kingston, seconded Cr Van Gelderen that Council formally accept Cr Dallas Phillips resignation with regret and that under Section 4.17 of the Local Government Act 1995 Council apply to the Electoral Commissioner seeking approval to allow the vacancy to remain unfilled to the October 2017 Elections where Council will be reducing its Council's composition from nine (9) to seven (7) Councillors as approved by the Local Government Advisory Board and the Minister for Local Government.

CARRIED BY ABSOLUTE MAJORITY 7/0



8.2 COMMUNITY DEVELOPMENT OFFICER'S REPORT

8.2.1 AFFIXING COMMON SEAL TO THREE STAFF RECOGNITION CERTIFICATES

FILE REF	160
APPLICANT OR PROPONENT (S)	Shire of Goomalling
PREPARED BY	Tahnee Bird, Chief Executive Officer
APPROVED BY	Clem Kerp, Chief Executive Officer
PREVIOUSLY BEFORE COUNCIL	Nil
DISCLOSURE OF INTEREST	Impartial – Tahnee Bird related to Natalie Bird & Clem Kerp

Nature of Council's Role in the Matter

Executive
Legislative

Purpose of Report

To endorse the affixing of the Common Seal of the Goomalling Shire Council to the three Staff Recognition Certificates for Clem Kerp, Russell Beck & Natalie Bird.

Background

As recognition of loyal service to Local Government and the Shire of Goomalling, certificates have been printed for Clem Kerp for 50 years (28 with the Shire of Goomalling), Russell Beck for 35 years and Natalie Bird for 25 years.

Russell & Natalie are being presented with their Certificates post-dated due to their current service being 37 and 28 years respectively.

Comments and details

It is my recommendation that Council endorse the affixing of the Common Seal to the certificates for Clem Kerp, Russell Beck and Natalie Bird.

Implications to Consider

Policy Related
4.19 Common Seal

Legal and Statutory
Local Government Act 1995

Voting Requirements

Absolute Majority YES

8.2.1 RESOLUTION

Moved Cr Sheen, seconded Cr Bowen that Council endorse the affixing of the Common Seal to the recognition Certificates for Clem Kerp, Russell Beck and Natalie Bird.

CARRIED BY ABSOLUTE MAJORITY 7/0



8.2.3 ADDITIONAL MOTION – CEO PERFORMANCE APPRIASAL

Resolution

Moved Cr Kingston, seconded Cr Van Gelderen that the Shire President to initiate Chief Executive Officer performance review process before the April 2017 Ordinary Council meeting and to complete it by June 2017.

CARRIED BY ABSOLUTE MAJORITY 7/0

9. NOTICE OF MOTIONS FOR NEXT MEETING

10. DATE OF NEXT MEETING

The next meeting of the Goomalling Shire Council ordinary meeting be held in the Council Chamber, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 19 April 2017, commencing 1.00pm.

11. CLOSURE

There being no further business, the Shire President thanked everyone for their attendance and declared the meeting closed at 2.35 pm