



Shire of Meekatharra ***Policy Manual*** **2023**

Version 3.1

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SHIRE OF MEEKATHARRA

POLICY MANUAL 2023

Introduction

The Shire of Meekatharra Policy Manual is designed to serve as a tool for Council, staff and any other person in their dealings with the Shire and is a record of policies adopted by Council to guide elected members, staff and where appropriate, contractors, consultants, external organisations, volunteers, residents and electors of the Shire. Policies are intended to facilitate a more efficient and effective use of the Shire's resources and enable Council to make decisions based on an equitable and consistent approach.

Purpose, Structure and Definition

In accordance with section 2.7 of the WA Local Government Act 1995, policy is the role of the Council whereby the Council;

- (1)(a) governs the local government's affairs;
- (1)(b) is responsible for the performance of the local government's functions; and
- (2) without limiting subsection (1), the council is to (a) oversee the allocation of the local government's finances and resources; and (b) determine the local government's policies.

While the Local Government Act 1995 does not define policy, an accepted "definition" within the Western Australian Local Government industry is:

"A general rule, adopted by Council, which provides a key influence in the Shire's decision making, rendering direction for the day to day management of the subject functions within the Shire's operations."

In this regard local government policies can and should reflect the organisations operational categories as well as its strategic planning process. The structure of the Policy Manual will therefore include categories that align to the Councils operational sections with the acronyms highlighted in brackets as follows:

- **Section 01 – Elected Members (EM)**
- **Section 02 – Administration (AD)**
- **Section 03 – Staff/Employees (SE)**
- **Section 04 – Finance (FA)**
- **Section 05 – Engineering/Works (EW)**
- **Section 06 – Building and Town Planning (BTP)**
- **Section 07 – Health and the Environment (HE)**
- **Section 08 – Airport (APT)**
- **Section 09 – Recreation & Community Services (RECS)**
- **Section 10 – Information Technology (IT)**

Objectives and Development of the Shire's Policy Manual

The Shire considers the development of policies (and procedures), and their ongoing review

and adjustment as necessary as an important element complementary to the Register of Delegations, Code of Conduct, Authorizations and Appointments. In this regard the Policy Manual should be reviewed (at a minimum) every two years as soon as practical following the Council election cycle.

The objectives of the Policy Manual are to:

- Provide the Shire with a record of policy decisions;
- Provide employees with guidelines and boundaries within which to act;
- Enable employees to act promptly and confidently without continual reference to Council;
- Alleviate the need for Council to deliberate on matters which are often of a minor and repetitive nature;
- Enable elected members to respond to enquiries without the need to referring to staff or bringing matters embodied in policies, to Council;
- Enable the Shire to maintain a structured review of policies and to ensure they are in keeping with statutory requirements, community needs, current trends and circumstances;
- Enable residents, electors and other external stakeholders to access prompt guidance on matters embodied in policies.

A policy response will be considered where there is either complexity or a need for clarity in one; or in a combination of any of the following circumstances:

- Legislative and/ or regulatory requirement;
- Industry standards; organisational standards;
- Strategic objectives;
- Community needs or expectations.

A comprehensive and current Policy Manual will guide employees in dealing with matters to ensure a consistency of approach and certainty in outcomes, within the parameters of transparency and accountability.

Making and Amending Policies

A policy will only be made or amended where it can be demonstrated that the policy will deliver:

- Clarity and consistency in decision making;
- Improved efficiency and effectiveness;
- Improved customer and/or community outcomes

A new policy or policy amendment may be initiated by either a Council resolution, or by a report to Council outlining the circumstances which warrant the new policy or the proposed policy amendment.

Where a new policy or a substantial amendment of an existing policy is proposed, the following key elements shall be considered:

- Statutory compliance obligations;

- Industry standards, codes of practice, guidelines;
- Risk implications;
- Customer/stakeholder needs and expectations;
- Integration with the operations of the Shire;
- External stakeholder consultation, where considered appropriate;
- Internal stakeholder consultation (elected members, employees and others);
- Resourcing implications (human, financial, budget)

Policy Manual Review

The Policy Manual will be reviewed as required and new and amended policies will be included in a composite document along with existing and unchanged policies every second year in January.

Acronyms Used:

CEO - Chief Executive Officer

DCEO - Deputy Chief Executive Officer

CDSM - Community Development & Services Manager

WSM - Works & Services Manager

EHO - Environmental Health Officer

WALGA - WA Local Government Association

ALGA - Australian Local Government Association

EEO - Equal Employment Opportunity

OHS – Occupational Health & Safety

Section 01 – Elected Members

01.01 - The Policy Manual

Section: Council/ Members

History:

- Adopted 21 May 2005
 - Reviewed & Amended 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

The objectives of the Council's Policy Manual are:

1. to provide Council with a formal written record of all policy decisions;
2. to provide the staff with precise guidelines in which to act in accordance with Council's wishes;
3. to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
4. to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
5. to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; to enable ratepayers to obtain immediate advice on matters of Council Policy

POLICY:

It is the policy of the Meekatharra Shire Council to maintain a manual recording of the various policies of the Council.

Policies are to relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff. The manual remains the property of the Shire.

Changes to Council Policy shall be made only on:

1. Notice of motion,
Or
2. An agenda item clearly setting out details of the amended policy.

Policy Additions, deletions or amendments to Council Policy shall only be affected by a specific Council resolution stating the proposed policy and that the manual be updated.

01.02 - Meetings Schedule

Section: Council/ Members

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To set suitable dates, times and location for Council and Committee meetings.

POLICY:

It is the Policy of the Shire of Meekatharra to hold its Ordinary Meeting of Council on the third (3rd) Saturday of each calendar month commencing at 9:30am unless advertised otherwise. The December Council Meeting being the permanent exception to be held on the third (3rd) Friday to accommodate for the Christmas/New Year period.

Every scheduled Council Ordinary Meeting shall be preceded by the Health, Building and Town Planning Standing Committee meeting commencing at 8.30am.

01.03 - Declarations of Financial Interest and Impartiality Interest

Section: Council/Members

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide clear direction on the process for declaring Financial, Proximity and/or Impartiality interest to the Council that applies to elected members and employees alike.

POLICY:

The provisions of Part 5, Division 6, subdivision 1 of the Local Government Act 1995 apply to the declaration of financial interest, proximity interest and indirect financial interests.

01.04 - Mobile Phones and Electronic Media in Meetings

Section: Council/Members

History: Former Policy: Mobile Phones in Meetings

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To define the use of mobile phone and electronic devices at meetings.

POLICY:

Persons are not permitted to record (visual or audio) informal briefings, Council or Committee meetings without the express permission of the meeting.

All requests to record the meeting should be directed to the CEO.

01.05 – Elected Members Meeting Fees and Reimbursement of Expenses

Section: Council/Members

History: Former Policies 1.7 & 1.8 (Combination of the two)

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Amended: 30 May 2011
 - Reviewed & Amended 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To define the prescribed allowances and reimbursements allowed to elected members.

POLICY:

1. Meeting Fees

The President and Councillors respectively receive meeting attendance fees, within the range determined by the *Salaries & Allowances Tribunal* and as provided for in the budget each year. Fees are paid after each meeting.

In addition to annual meeting attendance fees the President and Deputy President respectively receive an annual allowance within the range determined by the *Salaries & Allowances Tribunal* and as provided for in the budget each year. Fees are paid quarterly in arrears.

2. Travelling Expenses

Councillors using private vehicles in accordance with this policy may claim kilometers at rates of hire in accordance with the provisions as prescribed by the *Salaries & Allowances Tribunal*; applicable at the date of travel, but subject to such cost not exceeding the usual full economy class airfare, to and from the particular destination.

Travelling expenses may be claimed by Councillors for the following:

1. Distance travelled to and from Ordinary or Special Council meetings and Committee Meetings;
2. Attending meetings of occasional, management or advisory Committees as an appointed proxy in the absence of the member on that committee;
3. Attending meetings as the appointed delegate of the Council or appointed proxy member in the absence of the member;
4. Attending meetings in the capacity of Councillors at the request of government departments or agencies;
5. Attendance at the Council Office by the President, to execute documents or meet with the Chief Executive Officer and/or senior staff; or meet with community members or business representatives;
6. Attending any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer;
7. Attending officially convened (Council) civic receptions;
8. Attending visits by Ministers of the Crown;
9. Conferences, seminars and training courses approved by Council through a resolution duly passed at a Council meeting;
10. Meetings attended as a consequence of an appointment to a committee, organisation or

board through a nomination by Council, where no travel allowance is paid by that committee, organisation or board;

11. Commemorative ceremony functions (ANZAC service, Australia Day etc.) as a nominated Council representative. The President will be deemed to be the nominated Council representative. The President may request another Member to attend in his/her absence;
12. Private citizenship ceremonies as a nominated Council representative. The President will be deemed to be the nominated Council representative. The President may request another Member to attend in his/her absence.

Reimbursement of travel expenses will not be paid where Councillors attend:

1. Social engagements (other Councils' annual dinners, sporting clubs, community groups and other organisations' functions);
2. Meetings, functions etc. where they are not the 'nominated Council representative'; and
3. Road/ward inspections that have not been convened by a resolution of Council.

Where acting as a Council representative requires travel outside of the Shire; and travel by motor vehicle is appropriate, travel should be undertaken in a Shire vehicle where available and appropriate, otherwise private vehicle use is allowed.

Reimbursement of travel expenses is to be paid only on receipt of a formal claim from a Councillor and is to be calculated on the number of kilometers between the Member's principal place of residence or work within the Shire to the venue and return.

Where appropriate, travel will be provided by air and will be at economy rates.

3. Accommodation

Those elected members required to travel from their place of residence outside of the Meekatharra townsite (ie pastoral stations) for the purpose of attending authorized meetings, seminars, training courses and functions shall have accommodation provided by Council. Furthermore, Council will provide an allowance per night to elected members when, on Council Business, the elected member should be required to provide for their own accommodation and meals.

4. Reimbursement of Other Expenses

Costs of taxi fares, parking and meals which are reasonable and incurred in attending authorized conferences, seminars, training courses, meetings and functions, will be reimbursed by the Council on production of receipts. *Costs incurred in the purchase of alcohol are not claimable.*

A suitable claim form will be provided by the staff upon request.

Requests from Councillors for the reimbursement of expenses, other than those contained within this policy and approved expenses incurred in attending training courses, conferences, seminars, meetings and functions are subject to formal consideration by Council.

The Chief Executive Officer shall be responsible for administering the allowance payment in conjunction with normal approvals for the conduct of Council business at locations where the allowance may be applicable.

01.06 – Elected Members Training Course, Conference Attendance Registration and Expenses

Section: Council/Members

History: Former Policies 1.9 & 1.10 (Combination of the two)

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed without amendment: 20 November 2021
 - Reviewed no amendment 18 May 2023
-

INTRODUCTION:

It is important that Elected Members, as part of their roles and responsibilities, participate in professional development by attending conferences, training courses, seminars and development programs.

The intention of this policy is to ensure that Elected Members are given the opportunity to participate in professional development without being financially disadvantaged.

Budgetary provision will be made each year to cover the costs of sending Elected Members to approved conferences, training courses, seminars and development programs and where practicable, to have training courses delivered in Meekatharra.

OBJECTIVE:

To provide the opportunity for Elected Members to participate in ongoing professional development in areas directly related with the provision of local government services.

POLICY:

1. Authority is delegated to the Chief Executive Officer to register Elected Members for conferences, seminars and training courses, and to prepay registration fees, accommodation and meals, subject to available budget provision;
2. Authority be delegated to the Chief Executive Officer to register and prepay for an Elected Member's partner for participation in the "Partners Program" including the conference dinner if part of the conference or seminar program, and covered by an appropriate budget provision.
3. If the proposed attendance at a conference, seminar or training course is not covered by an appropriate budget provision the express approval of the Council must be sought by the Councillor to attend, including authorization of expenses such as a dinner for the attendee, and, if applicable the Elected Member's partner.

Note the above point 3 only applies to prepaid registrations. If a Councillor attends an event and seeks a reimbursement, that attendance must be authorized prior to the event, in accordance with Section 5.98 of the Local Government Act (1995) and Local Government (Administration) Regulation 32.

The conferences to which this policy applies shall generally be confined to:

1. Western Australian Local Government Association (WALGA), Australian Local Government Association (ALGA) and Murchison Zone of the Local Government Association;
2. Special 'one off' conferences called or sponsored by or for WALGA and/or Murchison Zone on
3. important issues;

4. Annual conferences of the major Local Government professional bodies;
5. Conferences, seminars or training courses which advance the development Elected Members in their role as Elected Members;
6. Any meetings or conferences of organisations or bodies on which a Councillor may be elected, or appointed to be a delegate or member of the Council or WALGA.

Attendance by a Councillor at any conference, seminar, congress, forum, workshop, course, meeting, deputation, information or training session, event, etc. related to the industry of local government which is held interstate or overseas, must be authorized prior to departure by specific resolution of the Council and such resolution shall specify and detail the conditions of attendance.

Training:

Mandatory training

The Local Government Act 1995 prescribes that each council member must complete training in accordance with regulations. Regulation 35 of the Local Government (Administration) Regulations 1996 prescribes Elected Members must complete Council Member Essentials that comprises the following modules unless a prescribed exemption applies:

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures and Debating
- Understanding Financial Reports and Budgets

Training must be completed within 12 months from the day on which the council member is elected.

Council's preferred provider is WALGA (WA Local Government Association). All associated costs associated with this training will be paid for by the Shire. The training is valid for 5 years.

Council's preference is for Elected Members to undertake this training via eLearning which is the most cost effective method but acknowledge that a Member may choose to receive face-to-face training which is being delivered in the region or in the metropolitan area.

Other training

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials are to be assessed as follows:

- Events for the Shire President must be approved by either the Council or the Deputy Shire President, in conjunction with the CEO; and
- Events for Elected Members must be approved by either the Council or the Shire President, in conjunction with the CEO.

Publish on website

The Shire will publish on the Shire's website training undertaken by all Elected Members within one month after the end of the financial year pursuant to the Local Government Act 1995.

Expenses

The following shall apply for Elected Members authorized and/or appointed as delegates under this policy to attend conferences or registered to attend training courses, seminars or development programs:

1. Registration

The Council will pay all normal registration costs for Elected Members/delegates, which are charged

by organizers, including those relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Shire.

2. Accommodation

The Shire will pay reasonable accommodation costs and breakfast, lunch and dinner costs only for Elected Members, including the night before and/or after the conference where this is necessary because of because of travel and/or conference timetables.

Costs incurred in the purchase of alcohol will not be covered.

When an Elected Member is attending an approved conference or training program requiring overnight accommodation and elects to stay with relatives or friends in private accommodation, Council will pay an allowance (provided for in each year's budget) to offset meals and other expenses in accordance with the current policy governing this matter.

3. Travel

All reasonable travel costs for Elected Members/delegates to and from the location and venue will be met by the Council in accordance with Council policy 1.7. Where appropriate, travel will be provided by air and will be at economy rates.

4. Other Expenses

Costs of taxi fares and parking and meals which are reasonably required and incurred in attending authorized conferences, seminars, training courses, meetings and functions, will be reimbursed by the Council on production of receipts.

Costs incurred in the purchase of alcohol are not claimable. Note: This Policy relates to Elected Members only.

01.07 – Elected Member Retirement - Recognition

Section: Council/Members

History:

- Adopted: 13 April 2019
 - Reviewed & amended: 18 May 2023
-

OBJECTIVE:

To provide guidelines and procedures for the recognition and appreciation of the service and contribution provided to the Council and the community by Elected Members of the Shire of Meekatharra.

POLICY:

The following policy applies to recognize the service of Elected Members who have retired, resigned or who have not been re-elected.

Length of continuous service between one term (4 years) and two terms (8 years):

A Council sponsored sundowner (Elected Members, contractors, staff and partners) comprising a light buffet, wine, beer and soft drinks. A presentation to be made of a small mounted plaque detailing the Elected Members length of service and a gift to the value agreed to by Council.

Length of continuous service exceeding 8 years

A Council reception with meal and drinks (Elected Members, contractors, staff and partners). A presentation of a mounted plaque detailing the Elected Members length of service, a gift to the value provided for in annual budget determinations; and recognition to be publicized by way of local and regional media.

The Elected Member will be nominated by Council for recognition by the WA Local Government Association (WALGA) in the applicable WALGA continuous service category.

In the event that a Councillor has also served as President, an additional presentation may be made as considered appropriate by Council.

The value of the gift to be provided to the retiring elected member is to be determined in accordance with section 5.100A of the Local Government Act 1995 and regulation 34AC of the Local Government (Administration) Regulations 1996.

01.08 – Elected Members Requests

Section: Council/Members

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidance on the process for requesting minor works or repairs by elected members.

POLICY:

Requests for minor works, maintenance, repairs, queries, etc. from Elected Members, shall in all instances, be directed to the CEO. In the absence of the CEO, Elected Members are to direct their requests/enquiries to the Acting CEO or the DCEO.

Elected Members are to submit their requests/enquiries in writing using the Shire of Meekatharra 'Works Request Form' as appended, and the CEO will provide an appropriate response on action taken, in writing.

01.09 – Citizenship & Meekatharra Community Awards Ceremonies

Section: Council/Members

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidelines and procedures for the awarding of Meekatharra Citizen of the Year categories to successful recipients and for conferral of Australian citizenship.

POLICY:

- Eligibility is based upon years of service to the community within the Shire of Meekatharra and provides recognition in appreciation of ongoing dedication and commitment to the community.
- Council administration shall advertise nominations in October/November each year for the following year Citizen of the Year nominees.
- Council will consider all nominees received for all categories no later than its ordinary Council meeting scheduled for December each year.
- The presentation of the Citizen of the Year Awards to successful recipients shall occur on Australia Day each year and be awarded by the Shire President or nominated elected member.
- Council will select successful recipient(s) for the relevant categories of the Citizen of the Year Award and embargo the release of the successful recipients until the function arranged for Australia Day. All nominees are to be advised at least two weeks prior to Australia Day that they have been nominated and requested to attend the event.
- Conferral of any Australian citizenship recipients shall occur on Australia Day each year unless separately advised by the Commonwealth Department of Home Affairs.
- Citizenship ceremonies are to be conducted in accordance with the procedures stipulated by the Department of Home Affairs (Immigration & Citizenship).
- Australian citizenship recipients and guests attending Australia Day ceremonies shall adhere to a standard 'Dress Code' that reflects the significance of the event by wearing smart casual attire with traditional and cultural dress also being acceptable. Should the ceremony be held outdoors then recipients and guests will be encouraged to wear a hat and apply sunscreen. The invitation to the ceremony will include additional information regarding the standard of dress required for the ceremony.

01.10 – Elected Members Uniforms

Section: Council/Members

History:

- Adopted:16 July 2011
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure Council projects a professional image.

POLICY:

Elected Members will be provided with logo embroidered, button up shirts, to be worn at official meetings, functions and events.

The Council shall supply Elected Members with button up shirts in accordance with the guidelines set out below.

President:

(Following election as President immediately after each ordinary election) - 3 shirts.

Deputy President:

(Following election as Deputy President immediately after each ordinary election) - 3 shirts.

Elected Members (other than the President and Deputy President):

(Following each ordinary and extraordinary election) -2 shirts.

Additional shirts may be provided to an Elected Member only upon a clear resolution of Council, by simple majority, stating the additional number of shirts to be provided. Such a Council resolution is required for the issue of additional shirts in the event that a new President and/or Deputy is/are elected between ordinary elections.

The color and style of the shirts will be as provided for in Policy 3.11 – Staff Uniforms. All shirts will be full button up and will bear Council’s logo.

Shirts are to be issued as above, every two years, following ordinary Council elections. Elected Members elected at extraordinary elections are to be issued with shirts as specified above.

Elected Members are encouraged to wear the shirts provided at Meekatharra Council Meetings and all other meetings, functions and events where the Elected Member is officially representing the Shire of Meekatharra including:

- Officially convened (Council) Civic receptions;
- Visits by Government Ministers and senior public servants;
- Council authorized meetings with government agencies and other Councils;
- Conferences, seminars and training courses approved by Council, through a resolution duly passed at a Council meeting;
- Meetings attended as a consequence of an appointment to a committee, organization or board, through a nomination by Council;
- Commemorative ceremonious functions (ANZAC Service, Australia Day etc.) as a nominated

Council representative. The President will be deemed to be the 'nominated Council representative', unless the President requests another member to attend in his/her absence; and

- Private citizenship ceremonies as a nominated Council representative.

Elected Members are requested not to wear the uniform shirts:

- At social engagements (sporting clubs, community groups and functions hosted by other organisations);
- At meetings, functions etc. where they are not the 'nominated Council representative';
- At road and other inspections that have not been convened by a resolution of Council, or
- Socially or generally in public.

01.11 - Regional Cooperation

Section: Council/Members

History:

- Adopted: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

This policy serves to articulate Council's guiding principles on the question of regional cooperation as it might apply to the Shire of Meekatharra.

POLICY:

As a guiding principle, Council has adopted the following position on regional cooperation:

The Shire of Meekatharra will encourage, participate in and assist with facilitating any opportunities between Councils that will create efficiencies or improve the circumstances of the Shire of Meekatharra.

Regular communication between CEO's and Presidents will provide a starting point to develop opportunities.

Council encourages and supports sharing of information (reports, agenda items, knowledge etc.) between Elected Members, CEO's and staff.

The Shire of Meekatharra will support the formation of a Voluntary Regional Organisations of Councils (VROC) on condition that any decision from the VROC is subject to confirmation by the Shire of Meekatharra by formal resolution.

01.12 - Civic Receptions – Approval/Rejections of Requests

Section: Council/Members

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 16 March 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define the authority process for civic reception applications.

POLICY:

Any request for a civic reception is to be referred to the Shire President who is empowered to approve or reject the request provided that a specific or general budget authority exists.

Arrangements for civic receptions (format, invitation list, and other detail) may be made by the President and Chief Executive Officer without referral to Council.

01.13 - Structural Reform

Section: Council/Members

History:

- Adopted: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

This policy serves to articulate Council's guiding principles on the question of structural reform as it might apply to the Shire of Meekatharra.

POLICY:

Council is willing to discuss structural reform, voluntary amalgamation and/or boundary changes with other interested Councils noting the following:

- The town of Meekatharra's remote, isolated location;
- The Shire of Meekatharra (in area) is one of the largest Shires in WA;
- The Shires unsealed road network is currently the fifth largest in WA, and
- That Council resources are already fully and efficiently employed.

Council will ultimately only agree to any structural reform, voluntary amalgamation and/or boundary changes if, as a result of any proposed boundary change, it is clearly established and proven that there will be benefits to all current residents, ratepayers and all stakeholders of the Shire over the short, medium and long term.

Council authorizes the CEO, in consultation with the President, to undertake initial discussions concerning Local Government reform with any neighbouring CEO, whose Council wishes to undertake such discussions. The purpose of these discussions would be to determine the rationale of any proposal or suggestion, with no commitments or decisions to be made on behalf of the Shire of Meekatharra. The outcomes of any such discussions are to be reported to Council as soon as possible.

01.14 - Honorary Freeman of the District

Section: Council/Members

History:

- New Policy 18 May 2023
-

OBJECTIVE:

To provide a process by which Council can formally recognize outstanding and meritorious service to the Shire of Meekatharra community.

POLICY:

Council may bestow the title of Honorary Freeman of the District upon any person who has served the Shire of Meekatharra community on a continuous basis for a minimum of 20 years in an outstanding and meritorious manner that stands above contributions made by most other persons, and whose activities have contributed significantly to the wellbeing of the Council's citizens and advancement of the Council's strategic direction. The award is in title only and no financial benefit is attached to the award. The criteria and conditions of the Award are as follows:

Policy Detail Eligibility

1. Contribution to the Shire of Meekatharra community must involve the following:
 - a) significant contribution of the person's time in serving the Meekatharra community;
 - b) significant contribution to improving the quality of life of the citizens of the Shire of Meekatharra;
 - c) contribution must be outstanding in that it can be seen to stand above the contributions of most other persons; and
 - d) a consistent display of commendable conduct.
2. A contribution shall be given by a person in a voluntary capacity, but this shall not preclude an elected member, whose dedication and contribution to the Meekatharra community is significantly above that usually expected from their role as an elected member.
3. Eligibility does not include contribution at a State, National or International level, unless a significant contribution consistent with (1) above is demonstrated.

Entitlements

1. Any person upon whom the title Honorary Freeman of the Shire of Meekatharra District has been conferred may designate themselves 'Honorary Freeman of the Shire of Meekatharra'.
2. The recipient shall be presented with a special badge which identifies them as Freeman of the Shire of Meekatharra along with a plaque and certificate to commemorate receiving the award.

Nomination Procedure

1. Nominations for an 'Honorary Freeman of the Shire of Meekatharra' should include an outline of the history of community service of the person being nominated in chronological order.
2. Nominations must be made in writing to the Chief Executive Officer in the strictest confidence.
3. The Chief Executive Officer will submit a Confidential Report to a meeting of Council, which will be considered behind closed doors in accordance with section 5.23 (2) (b) of the Local Government Act 1995.
4. If the nomination is approved by Council, the Chief Executive Officer will seek the nominee's acceptance of the honour prior to its formal presentation and announcement, and
5. The successful nomination will remain confidential until officially bestowed on the nominee at a Bestowal Ceremony.

Bestowal of Title

A Bestowal Ceremony (where the citation will be read and the plaque and certificate will be presented to the recipient) is to be scheduled within three (3) months of the recipient's acceptance of the title. The Bestowal Ceremony will include confirmation that the recipient be invited to any community significant events sponsored by Council and shall also include attending Council meetings and dinners.

01.15 – Council Media Policy

Section: Council/Members

History:

- New Policy section 18 February 2023
-

OBJECTIVE:

To provide guidance to elected members and employees on their authority to speak with the media and to ensure factual media statements are made through either mainstream media outlets, or social media which clearly define Council decisions and policies and to maximize opportunities for the Shire of Meekatharra to communicate with its community.

POLICY:

Section 2.8 of the Local Government Act 1995 provides that the role of the President is to speak on behalf of the Local Government and accordingly, the President is the official spokesperson for the Council.

If approached by the media for formal comment on any issue, Elected Members and staff are in the first instance to request that the media make direct contact with the President as the Council's official spokesperson, and to notify the President of the approach.

When the media does not make direct contact with the President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the Chief Executive Officer who will liaise with the President to determine who will respond/comment and the nature of the response/comment.

If the President is unable to be contacted, the Chief Executive Officer will determine who is to respond and the nature of the response.

Without express authority from the President, Elected Members are not to offer a Council view, attitude, opinion, etc. on any issue, this being the function of the President.

An Elected Member's right to express a personal opinion on any issue of public interest is recognized and should be made clear that this is a personal opinion only.

It is acknowledged that the Chief Executive Officer and senior employees, when appropriate be required to comment to the media regarding operational issues. When doing so, staff shall not offer a Council view, attitude, opinion, etc. on any issue, this being the function of the President.

Formal media statements made on behalf of the Shire of Meekatharra shall be reported to Council at its next ordinary meeting and a file record of all such releases or statements must be maintained and be available for reference by Council. Any media statement made should reflect and enhance the public image of the Shire of Meekatharra.

Section 02 – Administration

02.01 - Legal Advice & Representation – Costs Indemnification

Section: Administration

History:

- Adopted:21 May 2005
 - Reviewed:21 November 2009
 - Reviewed & Amended:13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

This policy is designed to protect the interest of Elected Members and employees (including past members and former employees) are represented in legal action relating to their roles and functions, and to facilitate elected members and employee’s access to legal services in such cases where the matter falls within the scope and application of this policy. In each case it will be necessary to determine whether assistance with legal advice and representation costs and other liabilities is justified for the good governance of the district.

POLICY:

In most situations Council may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

Note: Council will only consider applications for assistance where the Shires insurers confirm that the provisions of the Shires Professional Indemnity Insurance Policy do not apply.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

1. General Principles

- 1.1. Council may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of Council or otherwise in bad faith.
- 1.2. Council may provide such assistance in the following types of legal proceedings:-
 - 1.2.1. proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behavior);
 - 1.2.2. proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee is carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions); and
 - 1.2.3. Statutory or other inquiries where representation of members or employees is justified.
- 1.3. Council will not support any defamation actions seeking the payment of damages to individual members or employees in regard to comments or criticisms leveled at their conduct in their respective roles. Members or employees are not precluded, however,

from taking their own private action. Further, Council may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

- 1.4. The legal services, the subject of assistance under this policy, will usually be provided by Council's solicitors. Where this is not appropriate for practical reasons or because of conflict of interest, then the service may be provided by other solicitors approved by Council.
2. Applications for Financial Assistance
 - 1.5. Subject to item (e), decisions as to financial assistance under this policy are to be made by Council.
 - 1.6. A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required
 - 1.7. An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO)
 - 1.8. A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995
 - 1.9. Where there is a need for the provision of urgent legal service before an application can be considered by council, the CEO may give an authorization to the value of \$5,000 provided that the power to make such an authorization has been delegated to the CEO in writing under Section
 - 1.10. 5.42 of the Local Government Act 1995
 - 1.11. Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.
 3. Preconditions to the Provision of Financial Assistance

Legal assistance will only be provided:

 - a) in the case of an elected member or employee who is a complainant or witness and is involved in an inquiry in that capacity and reasonably requires legal representation;
 - b) in the case of a Department Inquiry, where, prior to the final report on the outcome of the inquiry, an adverse allegation is made against the elected member or employee, or the inquiry or any officer assisting indicates that an adverse finding against the elected member or employee is possible;
 - c) in the case of a Panel Inquiry, where conduct of the Elected Member or employee is subject to inquiry and/or report or the elected member or employee receives a summons or subpoena from the inquiry requiring him/her to give evidence and/or produce documents;
 - d) in the case of either a Departmental Inquiry or a Panel Inquiry:
 - i) to an elected member in connection with the performance by the elected member of his or her functions as an elected member;
 - ii) to an employee in connection with the performance by the employee of his or her functions as an employee of the Council; or
 - iii) in respect of legal representation to be provided prior to the conclusion of the inquiry;
 - a) in the case of any other inquiry, and where the subject matter of the application is connected with the performance by the elected member or employee of his or her functions as such, if the elected member or employee has received a subpoena or summons to appear or is otherwise required to appear either to give evidence or to respond to or deal with an allegation against him or

her, or if an elected member's conduct is the subject of proceedings under Part 5 Division 9 of the Act.

- b) in the case of other legal proceedings, where legal action has been taken or threatened or seems likely to be taken against the elected member or employee to be assisted;
- c) in the case of legal proceedings taken or proposed to be taken by the elected member or employee, only where and to the extent the elected member or employee will not stand to gain financially from the actions; and
- d) in any case, where no indemnity for legal costs is provided for under a policy of insurance taken out by the elected member or employee or by the Council, or to the extent that cover is not provided under a policy of insurance.

4. Repayment of Assistance

- 1.12. Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be offset against any moneys paid or payable by Council
- 1.13. Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonably, illegally, dishonestly, against the interest of Council or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- 1.14. Where assistance is so withdrawn, the person who obtained financial support is to repay any moneys already provided. Council may instigate action to recover any such moneys in a court of competent jurisdiction.

02.02 - Permitted Use of Administration Building

Section: Administration

History:

- Adopted: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define the approved uses of the Shire of Meekatharra Administration Building including Council Chambers.

POLICY:

The use of rooms and areas within the Shire Administration Building (including Council Chambers) may be used by associations, committees or organisations having an involvement with local government and/or working for the betterment of the Shire of Meekatharra.

The use of the building or parts thereof shall be at the discretion of the Chief Executive Officer and subject to the following conditions:

- There shall be no interruption or adverse impact on the Shires office work environment;
- Consideration may be given for use of the Council Chambers outside office hours provided a staff member and/or current elected member is in attendance. Such approved use out of hours is conditional on the staff and/or elected member being responsible for securing the Council Chambers after use. Out of hours use excludes the general office area of the building, and
- The provision of refreshments other than accessing morning and afternoon tea facilities shall be at the cost of the group involved.

02.03 - Support for Staff Who Make Public Interest Disclosures

Section: Administration

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed and Amended: 18 May 2023
-

OBJECTIVE:

To provide procedures for compliance with the Public Interest Disclosure Act.

POLICY:

The Shire of Meekatharra does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Meekatharra and its elected members, employees and contractors.

The Shire of Meekatharra is committed to the aims and objectives of the Public Interest Disclosure Act 2003. It recognizes the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made as to corrupt or other improper conduct.

The Shire of Meekatharra will take all reasonable steps to provide protection to those who make such disclosures from any detrimental action in reprisal for making a public interest disclosure.

The Shire of Meekatharra does not tolerate any of its elected members, employees or contractors engaging in acts of victimization or reprisal against those who make public interest disclosures.

Procedure

The internal procedures providing the manner in which the Shire of Meekatharra will comply with its obligations that are based on the Office of the Public Interest Disclosure Act 2003 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide for the manner in which:

- Disclosure of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed, or cause that information to be investigated.
- The PID Officer may take action following the completion of the investigation.
- The PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with.

Designation of Public Interest Disclosure (PID) Officer:

The person determined by the Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of Meekatharra.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Meekatharra. The PID Officer is to act in that role in accordance with the Public Interest Disclosure Act and Guidelines issued by the Commissioner of Public Sector Standards (which are to be read in conjunction with this policy).

02.04 - Use of Disclaimers – Professional Indemnity

Section: Administration

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

To provide guidelines on the use of professional disclaimers.

POLICY:

Council adopts as policy the use of disclaimers (where appropriate) when providing advice or information to either the public or other statutory bodies. The wording of such disclaimers is to be as recommended from time to time, in consultation with Council's insurers.

02.05 - Use of Shire Logo

Section: Administration

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

To ensure the Shire presents a professional image at all times.

POLICY:

The official Shire logo, which is to be shown on letterheads, envelopes and other Shire material and stationery, as and when considered appropriate is that displayed below.



Any application for the use or reproduction of the logo is to be considered on its merits and such applications shall be referred by the Chief Executive Officer to the Council for determination. As a policy, Council supports the use of the Logo by local organisations seeking to identify geographically with the Shire of Meekatharra.

02.06 - Flying of Flags

Section: Administration

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide direction to Council staff regarding the protocol for the flying of flags on the Shire flagpoles.

POLICY:

- The flying and/or displaying of flags shall be in accordance with the *Flags Act 1953* and any announcements/directives given by the relevant State or Federal Department and/or in accordance with the book "*Australian Flags*" produced by the Awards and National Symbols Branch – Department of Prime Minister and Cabinet.
- The Australian national flag, the Western Australian (WA) flag and the Aboriginal flag shall be flown daily during Council office hours at the flagpoles located outside the Shire Administration office on Great Northern Highway.
- The Australian national flag shall be flown in the middle flagpole with the WA State flag and Aboriginal flag flown on either side.
- On occasions when the Shire is requested to fly flag/s other than the Australian National Flag, the Western Australia State Flag and the Australian Aboriginal Flag, then the approval of Council is required. If it is not expedient for Council to determine requests of this nature, then the CEO, in consultation with the President, shall determine whether or not approvals will be granted.

02.07 - Fraud, Corruption and Misconduct Control Policy

Section: Administration

History:

- Adopted: 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

To communicate the Shire's zero tolerance approach and response actions to fraudulent and corrupt conduct within the performance of its functions and interactions with contractors and suppliers, the community and all other stakeholders of the Shire.

POLICY:

This policy applies to:

- Elected Members
- All workers whether by way of appointment, secondment, contract, agency staff, temporary arrangement or volunteering;
- Any external party involved in providing goods or services to the Shire such as contractors, consultants and outsourced service providers.

This policy is also to be read in conjunction with Councils Code of Conduct Policy 3.34.

Definitions:

"fraud" - Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

"corruption" - Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity. The concept of corruption can also involve corrupt conduct by the entity, or a person purporting to act on behalf and in the interests of the entity, in order to secure some form of improper advantage for the entity either directly or indirectly.

"Serious misconduct" – Serious misconduct occurs when:

- a. A public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- b. A public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person to cause a detriment to any person; or
- c. A public officer whilst acting or purporting to act in his official capacity, commits an offence punishable by two or more years of imprisonment. (*Corruption, Crime and Misconduct Act 2003*)

"minor misconduct" – Minor misconduct occurs if a public officer engages in conduct that:

- a. adversely affects the honest or impartial performance of the functions of a public authority or

- public officer, whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
- b. involves the performance of functions in a manner that is not honest or impartial; or
- c. involves a breach of the trust placed in the public officer; or
- d. involves the misuse of information or material that is in connection with their functions as a public officer,
- e. whether the misuse is for the benefit of the public officer or the benefit or detriment of another person;
- f. constitutes, or could constitute, a disciplinary offence providing reasonable grounds for
- g. termination of a person’s office or employment. (*Corruption, Crime and Misconduct Act 2003*)

“public interest information” - means information that tends to show, in relation to its public function a public authority, a public officer, or a public sector contractor is, has been, or proposes to be, involved in:

- a. improper conduct; or
- b. an act or omission that constitutes an offence under a written law; or
- c. a substantial unauthorized or irregular use of, or substantial mismanagement of, public resources; or
- d. an act done or omission that involves a substantial and specific risk of –
- e. injury to public health; or
- f. prejudice to public safety; or
- g. harm to the environment;
- h. a matter of administration that can be investigated under section 14 of the *Parliamentary Commissioner Act 1971*. (*Public Interest Disclosure Act 2003*)

“public officer” – Includes a member, officer, or employee of an authority, board, corporation, commission, local government, council, committee or other similar body established for a public purpose under an Act. (*Corruption, Crime and Misconduct Act 2003*)

“public authority” – Includes an authority, board, corporation, commission, council, committee, local government, regional local government or similar body established under a written law. (*Corruption, Crime and Misconduct Act 2003*)

Statement:

The Shire expects its elected members, committee members and employees to act in compliance with the *Code of Conduct* and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire. A zero tolerance attitude is taken to fraudulent or corrupt conduct which will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

Details:

1. Fraud Control Framework

1.1. Organisational Structure

The Shire’s organisational structure provides defined responsibilities and appropriate segregation of duties and controls within systems, particularly financial and procurement, that inhibits opportunities for fraud to occur. The zero tolerance tone is set by the Chief Executive Officer and the Executive Leadership Team. The structure also includes an independent internal audit function and a proactive Audit Committee which receives reports from the Chief Executive Officer on the appropriateness and effectiveness of internal control, legislative compliance and risk management.

1.2. Policies and Procedures

A Code of Conduct is prepared and adopted by Council as required by section 5.103 of the Local Government Act 1995. The code sets out the principles and standards of behaviour elected members, committee members and employees must observe when performing their duties and is intended to promote accountable and ethical decision making. The Code provides for the reporting of breaches or suspected breaches of the Code. The Risk Management Policy and the Risk Management Framework outlines the Shire's commitment and approach to managing risks and all employees within the Shire are encouraged to develop an understanding and awareness of risk and contribute to the risk management process. The Purchasing Policy and the associated purchasing protocols commit the Shire to developing and maintaining purchasing systems and practices that ensure goods are obtained in an equitable and transparent manner that complies with applicable legislation.

1.3. Prevention and Detection

Systems and processes, including the purchasing protocols, are designed in such a way to help prevent fraud occurring and to detect it if it does occur. This includes adequate segregation of duties, financial and compliance reports and appropriate reporting lines and management oversight. The purchasing protocols are subject to regular review and will be updated whenever appropriate. The Annual Internal Audit Plan includes audit review of high risk areas to ensure controls are adequate and are working as intended. Audit reviews are carried out independently by the Shire's Auditor who reports the results of the audits directly to the Chief Executive Officer. Whenever necessary, independent external auditing companies may be engaged by the Shire to carry out audits.

1.4. Response Strategies

All incidents of fraud, or suspected incidents of fraud, will be thoroughly investigated and whenever necessary the appropriate reporting and notification lines followed, including to external investigative and/or oversight agencies.

1.5. Chief Executive Officer's Duty to Notify

As a principal officer of a notifying authority the Shire's Chief Executive Officer is required by the Corruption, Crime and Misconduct Act 2003 to notify the Corruption and Crime Commission or the Public Sector Commission in writing of any matter that they suspect, on reasonable grounds, concerns either serious or minor misconduct by a public officer.

1.6. Reporting Serious or Minor Misconduct

A public officer or any other person may report to the Corruption and Crime Commission or the Public Sector Commission any matter which that person suspects on reasonable grounds concerns or may concern serious or minor misconduct that:

- a) has or may have occurred; or
- b) is or may be occurring; or
- c) is or may be about to occur; or
- d) is likely to occur.

1.7. Public Interest Disclosure

Any person may make an appropriate disclosure of public interest information to a proper authority (includes a local government).

The legislation which governs such disclosures is the Public Interest Disclosure Act 2003. A disclosure can be made by anyone and may be made anonymously. If disclosures are made in accordance with the Act, the person making them is protected from reprisal. This means that

the person enjoys immunity from civil or criminal liability and is protected from any disciplinary action or dismissal.

The Act requires local governments to appoint a person, known as the Public Interest Disclosure Officer (PID Officer), to whom disclosures may properly be made. The PID Officer should be consulted when considering whether to make a disclosure.

Information on public interest disclosures and the Shire's PID Officer are maintained on the Shire's public website.

1.8. Disciplinary and Recovery Action

The Shire will seek to recover any losses it may have suffered through fraudulent or corrupt conduct.

02.08 - Donations

Section: Administration

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed: & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To articulate the Shire position on providing donations to community based clubs and organisations within the Shire of Meekatharra district.

POLICY:

Council policy is to not make donations to religious or political organisations.

Council declines under any circumstances to provide permanent standing or annual donations, preferring to re-assess the needs of individual organisations in such cases as and when appropriate.

All donation request will be subject to Council consideration and approval where Council will consider requests for donations from local and regional bodies and all such requests will be considered on merits.

Exception: Council donate the landing fees back to RFDS each year.

02.09 - Risk Management Policy

Section: Administration

History:

- Adopted: 23 July 2018
 - Reviewed: 13 April 2019
 - Amended: 17 October 2020
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

The key objective of this policy is to ensure that sound Risk Management practices and procedures are fully integrated into the Council's strategic and operational planning processes.

POLICY:

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

Definition of "Risk":

AS/NZS ISO 31000:2018 defines risk as "*the effect of uncertainty on objectives.*"

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

Definition of Risk Management:

The application of coordinated activities to direct and control an organisation with regard to risk.

Principles – Framework – Process

The Shire of Meekatharra considers risk management to be an essential management function in its operations. It recognizes that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk. Council is committed to the principles, framework and process of managing risk as outlined in *AS/NZS ISO 31000:2018*.

The Shire of Meekatharra will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Management of projects, tenders and proposals
- Introducing significant change, and
- The management of sensitive issues.

Purpose of Risk Management

- The achievement of organisational goals and objectives

- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council and the Shire of Meekatharra
- Application of equal opportunity principles in the workforce and the community.

Responsibilities and Roles

Council Role

- The CEO is responsible for the allocation of roles, responsibilities and accountabilities as documented in the Risk Management Procedures.
- Council will review and approve the Risk Assessment Procedures criteria.
- Council will appoint and engage external auditors to report on financial statements annually as legislatively required.
- Council will establish and maintain an Audit Committee pursuant to the requirements of the governing legislation.

CEO/Management Role

- Appoint internal auditors as required under Local Government (Audit) Regulations 1996.
- Liaise with Council in relation to risk acceptance requirements.
- Approve and review the appropriateness and effectiveness of the Risk Management framework and structure.
- Instill and reinforce a risk management culture.
- Analyze and discuss emerging risks, issues and trends.
- Document decisions and actions arising from 'risk matters'.
- Own and manage the Risk Profiles at organisational level.
- Oversee and facilitate the risk management framework.
- Support reporting requirements for risk matters.
- Ensure the Risk Management Policy is reviewed at every two year Council election cycle.

Employees, Contractors and Volunteers

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the risk management control process as required.

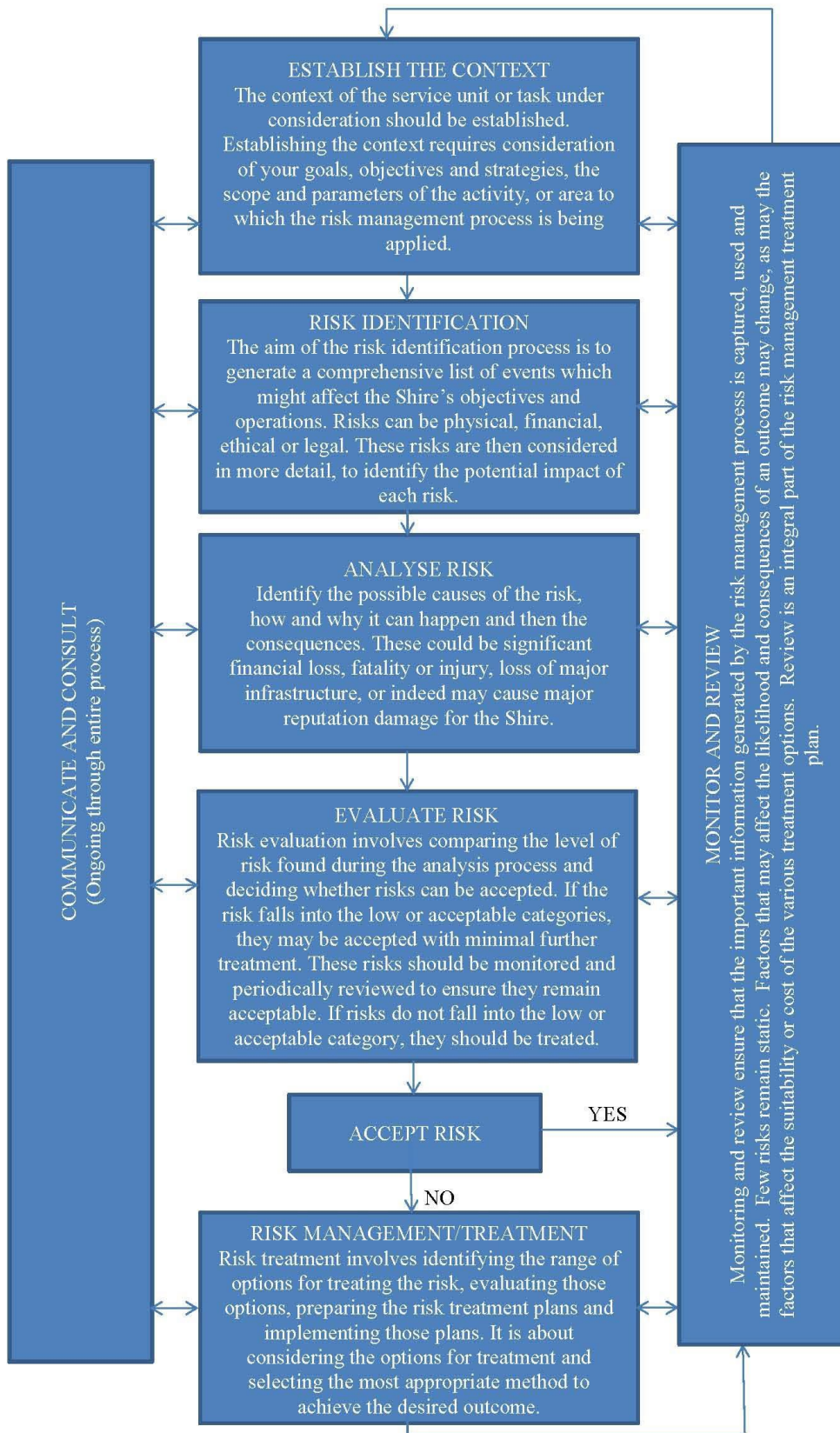
Audit Committee Role

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of external audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on external auditor matters.

Monitor and Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. This Risk Management Policy & Procedures will be formally reviewed every two years following the ordinary Council election cycle.

Risk Management Framework



02.10 Condolences, Congratulations and Other Recognitions

Section: Administration

History:

- Adopted: 20 April 2018
 - Reviewed: & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define the approved recognitions of elected members and employees within the Shire of Meekatharra.

POLICY:

Council recognizes certain personal events. These range from happy events such as the birth or adoption of a child to the death of a loved one or of a hospitalization. This policy has been developed to help Council meet its goals while recognizing the limitations on resources.

Council employees, when becoming aware of any significant personal event are to alert their manager as soon as possible so that recognition as per this policy can be organized in a timely fashion.

The manager is to then inform the Chief Executive Officer and alert other employees who need to know of the event.

The communication of sensitive or confidential medical information about an individual should be discussed with the Chief Executive Officer.

In most cases, no announcement should be made about an event unless the person affected, or that person's family or representative, gives his or her permission.

Condolences:

In the case of the death of a current Councillor (Elected Members in this Policy also includes President), contractor or employee (permanent or part-time) including their parent, spouse, child or grandchild a condolences notice will be placed in the newspaper (locally, regional or statewide as deemed appropriate by the Chief Executive Officer).

Flowers to the value of between \$50 and \$150 are also to be purchased for the funeral. This also applies to former* Elected Members, contractors or employees (but not their parent, spouse, child or grandchild) taking into consideration their service time.

If the funeral or memorial service is in Meekatharra, a representative of the Shire should attend.

If the funeral for a current or former President is held elsewhere within Western Australia, the current Chief Executive Officer and/or the current President may attend the funeral, with all reasonable travel, meals and accommodation costs to be paid by the Shire. This is to acknowledge the dedicated service of the President to the Meekatharra community.

Council will send flowers or similar get-well gift to the value of between \$50 and \$150, if any of the following befall a current or former* Councillor, contractor or employee:

- an illness or condition requiring unplanned hospitalization of 3 days or longer; or
- has been advised of a terminal illness or condition e.g. cancer;
- or in the case where two or more of the following apply:
 - an injury/illness resulting in permanent negative significant impact on everyday life even after treatment, and
 - an operation under general anaesthesia major surgery (to spine or within head, chest or abdomen)
 - treatment with a high risk of complications which may result in permanent damage or death

**This policy is applicable to a former Councillor, contractor or employee for a time after their leaving or retirement equal to their period of service to the Shire of Meekatharra (e.g. if someone was in service to the Shire for 4 years then this policy is applicable to them for 4 years after their retirement/termination).*

Congratulations

Current employees' birthdays are celebrated, as organized by either administration or their department on a day as close as possible to the actual birthday whilst allowing for business to continue without major interruptions.

Any gifts are not to be purchased from Council funds but employees are welcome to collect personal funds amongst themselves and contribute to any celebration from their own resources should they wish to.

This also applies to the birth or adoption of a child or in the case of an employee getting married. A notice may also be put in the 'Meekatharra Dust' if permitted by the employee.

If at any time flowers are not authorized under policy but employees still wish to recognize a personal event they are welcome to collect personal funds amongst themselves and contribute from their own resources should they wish so. Celebrations are allowed as long as no major interruption occurs to Shire business.

Other achievements, accomplishments or congratulatory events may be recognized with the approval of the Chief Executive Officer or as covered by Policy 3.9.

02.11 - Political & Election Advertising

Section: Administration

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To establish the Shire's position in relation to the placement of election signs for Federal, State and Local Government elections on Council land, municipal buildings, "A" Class Reserves or road reserves and ensure public safety is not compromised.

POLICY:

All applications for approval to place political posters within road reserves or on property owned by or managed by the Shire shall be refused.

The Chief Executive Officer is to arrange to have any such posters removed as early as possible.

Definitions

Elections means periodic and Federal, State or Local Government General elections, By-elections, Extraordinary elections and Referenda.

Land or "A" Class Reserve means all land under the care, control or management of the Shire but excludes a road where part of the road is a nature strip or footpath.

Council Building(s) means any building that is owned or held under a management order or control of the Shire of Meekatharra and includes the Recreation Centre, Youth Centre, Works Depot and alike.

Signs means a poster/sign that comprises an advertisement for a candidate or party in an election, or for a referendum whether held for Federal, State or Local Government purposes.

Road or Street means the definition applied under the provisions of the *Land Administration Act 1997* and *Main Roads Act 1930* that includes the designated Reserve.

Public Open Space means the definition under the provisions of the *Land Administration Act 1997* held in the care, control and management of the Shire of Meekatharra or held in fee simple by the Shire of Meekatharra.

02.12 - Vandalism – Reward for Conviction

Section: Administration

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: & Amended 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

To articulate the Shire position on vandalism.

POLICY:

The Shire may pay a reward to any person or persons for information which may facilitate proceedings open to Council for the successful prosecution of offenders or the recovery of expenses incurred from vandalism. Payments up to \$500 may be made at the discretion of the Chief Executive Officer within budget.

Shire staff, Elected Members and members of the Police Service shall not be eligible for this reward.

02.13 - Execution of Documents & Affixing of Common Seal

Section: Administration

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To establish guidelines for:

- Affixing the Shire of Meekatharra (the Shire) Common Seal, and
- Determining whether a document is executed by way of Common Seal or signed by an authorised employee.

POLICY:

To provide guidance on the appropriate method of the execution for the Shire of Meekatharra documents that ensures that the Councils Common Seal is applied and documents executed in accordance with the provisions of Part 9, Division 3 of the Local Government Act 1995 (the Act).

A document is considered to have been duly executed when signed in the following ways;

- By affixing the common seal; or
- By the Chief Executive Officer, another employee or agent of the local government who has been authorised by resolution of the Council to sign documents on behalf of the local government.

If any of the following specify a particular way that a document is to be executed, it will take precedence over this Policy.

- Legislation;
- The formal requirements of a Commonwealth or State department, authority or agency (as described in a Policy or procedure); or
- A Council decision.

Procedure for affixing Common Seal

The Common Seal is not to be affixed unless authorised by Council and may only be affixed in the presence of the Shire President and Chief Executive Officer, each of whom is to sign the document to attest that the common seal was so affixed.

In the absence of the Shire President and/or the Chief Executive Officer, the Deputy Shire President and Acting Chief Executive Officer are authorised to affix the Common Seal. Council authorisation may be in the form of a specific Council resolution or as detailed within this policy.

The CEO is responsible for:

- Keeping the Common Seal in a safe and secure location, and
- The appointment of a person who is to have custody of the Common Seal.

Common Seal Register

Each use of the Common Seal must be entered in the Common Seal Register. Entries in the register are to indicate the:

- date the Common Seal was affixed,
- date and resolution number which Council resolved to enter into the contract/agreement and authorised the execution of the document,
- parties to the document executed,
- document details, and
- people who attested to the Common Seal being affixed.

Authority to sign documents on behalf of the Shire

Where there is no legal requirement for the Common Seal to be affixed for a document to be executed, Council has/can resolve to authorise identified employees to sign a document pursuant to section 9.49A of the *Local Government Act 1995*. Employees authorised under section 9.49A of the *Local Government Act 1995* may sign the documents identified for that purpose in Category Part B below.

Despite the above authorisation, the Common Seal may still be affixed in the following circumstances:

- Where the authorised employee is of the opinion the document carries a high level of financial risk, legal
- complexity or political sensitivity that the document should be executed by way of Common Seal, or
- The other party has reasonably requested the document be executed by way of Common Seal.

Part A – Documents where the Common Seal is/or may be required

- New, revised or amendments to Town Planning Schemes.
- Commonwealth or State government documents requiring the seal.
- Documents of a ceremonial nature such as Sister City agreements, and
- New, revised or amendments to local laws.

Part B – Documents that can be executed under Council authorisation

- Restrictive Covenants under section 129BA of the Transfer of Land Act 1893 and any discharge or modifications of covenants.
- Reciprocal Access agreements and withdrawal or modification of Reciprocal Access agreements.
- Lodgement, modification, and withdrawal of Caveats.
- General legal and service agreements.
- Leases where Council has previously resolved to enter or have been approved under delegation, including renewals, extensions, subleases, assignments, terminations or variations of leases, including leases and formal notices for employee housing.
- Contracts for the provision of services or goods, including those to be entered into following a tender process.
- Deeds of Agreement, Development Contribution Deeds and Deeds of Release.
- Transfer of land documents where Council has previously resolved to either purchase or dispose of land or land is being transferred to the Shire for a public purpose.
- Licences.
- Debenture documents for loans which Council has resolved to raise.
- Covenants and any discharge or modification of covenants.
- New funding or contracts of agreement between the Council and State or Commonwealth governments or private organisations for programs to which Council has previously adopted, or additions to existing programs, which in the view of the CEO are in accordance with the original intent of the adopted program.
- Easements and the surrender or modification of easements.
- Records disposal authorisation.
- Notifications on title and withdrawal or modification of notifications.

- Letters requested to be written by Council resolution, which are not of a political nature, and
- Rights of Carriageway agreements and withdrawal or modification of Rights of Carriageway agreements.

02.14 - Records Management Policy

Note: Elements of this Policy are Management Procedures ultimately under the authority of the Shire CEO

Section: Administration

History:

- Adopted: 15 September 2007
 - Reviewed: 21 November 2009
 - Reviewed: & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To establish a framework for the reliable and systematic management of all records in accordance with legislative requirements and best practice standards including the storage of records within the Shire of Meekatharra.

POLICY:

Records identified as having archival value are to be retained in an approved archival repository or the State Records Office, as they have lasting value. Archival value records may be those created as evidence of an administration where their value goes well beyond their day to day use. These records may also document the history of an area and its population and the cultural and economic conditions under which they lived. Such records are a valuable resource for students or researchers in such areas as history, genealogy, social geography, economics, demography and planning.

Policy Definition

- To ensure the efficiency of the organisation by providing related procedures/systems that make work related information readily identifiable and retrievable for Elected Members and staff.
- To establish and maintain a local Intermediate and Shire archives storage area that meets the conditions specified by Australian Standard AS4390.
- To store, destroy and archive the Shire's public record according to the requirements of the General Disposal Authority for Local Government Records (1999) published by the State Records Office.
- To maintain a Disaster Recovery Repository offsite in a secure storage environment.

Policy Procedure

1. Custodian of Records:

The Shire of Meekatharra recognizes its records as a government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire.

2. Roles & Responsibilities:

- 2.1.** *All Elected Members* are to create, collect and retain records relating to their role as an Elected Member for the Shire of Meekatharra in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping. Party political and personal records of Elected Members are exempt.
- 2.2.** Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational

system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards. Managers & Senior Staff: All Managers and Senior Staff are to ensure recordkeeping policy and procedures are known and adhered to in their area of responsibility.

- 2.3.** All Staff: All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Recordkeeping System and that all records are handled in a manner commensurate with legislation and the Shire's policies and procedures for record keeping.

3. Creation of Records:

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

4. Capture & Control of Records:

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

5. Security & Protection of Records:

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

6. Access to Records:

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

7. Designated Access:

All staff will have access to records in relation to their position.

8. Records Management:

All incoming mail shall be collected, classified, registered and distributed daily to all Officers; all outgoing mail is delivered to Australia Post daily.

9. File Management:

All staff are responsible for ensuring documents are placed on their subject file. Files are maintained as per the filing index.

10. Appraisal, Retention & Disposal of Records:

All records kept by the Shire of Meekatharra will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

11. Document Management:

This Policy enables the efficient creation, retention, distribution, storage, retrieval and disposition of its documents in accordance with public record keeping guidelines. Staff will appraise and manage all

documents created and received by the organisation to enable an effective flow of work related information as required by officers to undertake their duties.

All documents shall be filed in the appropriate file until such time as an archive program is undertaken. Documents of short or medium term value will be transferred to the intermediate storage area, and then destroyed according to the General Retention & Disposal Authority for Local Government by the prescribed method and at the prescribed time.

Documents of archival value will be transferred to either Shire or state archives storage area according to the General Retention & Disposal Schedule for Local Government at the prescribed time.

Documents may be retrieved from the Intermediate Storage area or Shire Archive as required.

Records retention will be identified by a classification process at the time of creation or receipt of a document.

12. Records Room:

Records rooms shall be maintained at the Shire's administration facility which includes within the permanent building(s) and in sea-container(s) located in the Shire Administration rear yard.

Manuals are provided for procedures and training in public record keeping and document management for Shire staff will be undertaken as part of the induction process.

There are no instances where the procedures and guidelines of the State Records Office of WA are not to be followed.

13. Record Keeping Plan:

All procedures are to be in conjunction with Councils RKP as submitted to the State Records Office.

14. Procedure Definitions:

Public Record:

The Public Record is defined as any record made or received by a public officer in the course of their duties. It refers to all records regardless of format (which may be printed, electronic, graphic, audio, image etc.). A Public Officer is defined as "any council or municipality or other body constituted pursuant to the Local Government Act".

14.1. *Intermediate Records:* Are those (non-archival) records which are no longer frequently used by the Shire in the conduct of its activities and functions but have not reached their date of destruction. Such records are held in a sea container located in the Shire Administration rear yard.

14.2. *Active Records:* Records which are in frequent use and are required to document the current activities and administration of the Shire.

14.3. *Electronic Record:* An electronic record is any record communicated and maintained by means of electronic equipment. An electronic record may be defined as any information that is input into a computer system. Electronic records may include data files and databases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail and electronic messages, electronic facsimiles, internet and intranet systems. Electronic records should be appraised in the same way as paper-based records.

14.4. Metadata: “data about data” – that is, the data that must be captured alongside an electronic record that provides contextual information and supports its management and use. Examples of metadata include: date and time of creation and registration, author, document name, links to records related to the same sequence of business activity, and directory trees. **Document Management:** Is the systematic management of records through their creation, activity, disposal and storage process. Any documents in all formats, including electronic and paper copies, maps and drawings, which have a business purpose appropriate to the administrative function of the council, are included in this definition.

14.5. State Records Office: The State Records of WA is established under the State Records Act, with a responsibility to provide guidelines and procedures to government agencies for the management of the public record and a state archives facility for permanent storage of defined elements of that record.

14.6. Archives: Approximately 5-10% of records have continuing value, and must be identified by the Records Officer to be preserved for posterity. Not all archival records are old, and not all records are archival. Records identified by the General Disposal Authority Schedule that annotates their retention as ‘A’ (archive) are transferred to the State Records Office of WA for permanent storage.

NB – State Archives retrieval is requested via the State Records Office of WA, and subject to their access and retrieval processes.

14.7. Shire Archives: Shire records classified as archival should be those not duplicated elsewhere except the disaster recovery repository. They are appraised according to the guidelines of the General Disposal Authority Schedule that annotates their retention as ‘P’ (permanent), and are transferred to the Shire Archive storage area.

14.8. Intermediate Storage: Some shire records such as enquiries, accounts, etc. are of short or medium term value, and are classified as temporary. They are stored at the Shire Intermediate Storage area prior to controlled disposal according to the guidelines of the General Disposal Authority Schedule that annotates their retention as ‘D’.

15. Terms Used in Disposal Action Column:

General Disposal Authority for Local Government Records (1999)

- D - denotes that the records have temporary value and will ultimately be destroyed.
- P - denotes records which do not have archival value but may be required for the life of the Shire.
- A -denotes that the records have archival value and must be maintained forever.

Document References

General Disposal Authority for Local Government Records (2017 DA 20125-001/1).

Australian Standard AS4390.

Records Disposal – A Handbook for Government Agencies (2000). State Records Commission – Standards

02.15 - Shire Short Term Accommodation Quarters

Section: Administration

History:

- Adopted: 21 November 2009
 - Reviewed: & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define the purpose and approved use of the Shire Short Term Accommodation Quarters located at Lot 17 (59) Main Street Meekatharra.

POLICY:

Council approves the use of the Shire Contractors Quarters at the rear of Lot 17 Main Street subject to availability and at the discretion of the Chief Executive Officer as follows:

- volunteer service representatives who are in town to assist local volunteers.
- contractors providing direct services to Council, and
- any casual staff engaged by Council from time to time.

This accommodation is not to be used by State Government, Commonwealth Government or employees of private commercial organisations where those employees are entitled to claim accommodation expenses from their employer.

No charge for use of the Short Term Accommodation Quarters is applicable although contractors undertaking any services for Council are expected to reflect this 'no charge' in their quotation price for the work.

02.16 – Attendance at Events

Section: Council/Members

History:

- Adopted: 17 October 2020
 - Reviewed: 18 May 2023
-

OBJECTIVE:

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with the above provisions.

POLICY:

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

There are certain events whereby attendance by Council Members and/or the CEO provides a clear benefit to the Shire, the community and /or the professional development of the respective Council Member or the CEO, and due to this benefit the respective Council Member and/or the CEO are encouraged to attend.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION:

5.90A. Policy for attendance at events

- (1) In this section —
event includes the following —
 - (a) a concert;
 - (b) a conference;
 - (c) a function;
 - (d) a sporting event;
 - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
 - (a) the provision of tickets to events; and
 - (b) payments in respect of attendance; and
 - (c) approval of attendance by the local government and criteria for approval; and
 - (d) any prescribed matter.

** Absolute majority required.*

- (3) A local government may amend* the policy.

** Absolute majority required.* When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.90A inserted: No. 16 of 2019 s. 44.]

DEFINITIONS:

- Donor – means the giver of a gift
- Event(s) – means concerts, conferences, functions, sporting events and other hospitality occasions.

ATTENDANCE AT EVENTS:

1. Any Event invitation accepted by a Council Member or CEO without payment, where a member of the public is required to pay, unless noted in this policy, will generally be classified as a gift to which the declaration of interest provisions apply.
2. Where attendance by a Council Member or the CEO at an Event where a member of the public is required to pay is in the interests of the Shire (such as for their professional development or to undertake a function as a Council Member), the Shire may pay for the cost of the Event. The declaration of interest provisions would not apply.
3. If the Event is a free Event to the public, then no action is required.
4. If the Event is ticketed and the Council Member or CEO pays the full ticketed price and does not seek reimbursement, then no action is required.
5. If the Event is ticketed and the Council Member or CEO pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and declaration of interest provisions.

PROVISION OF TICKETS TO EVENTS:

Invitations

1. All invitation or offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the CEO.
2. Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
3. A list of events and attendees authorized by the local government in advance of the event is at Attachment A.

Approval of attendance

1. In making any decision on attendance at an event, the council will consider:
 - a) who is providing the invitation or ticket to the event,
 - b) the location of the event in relation to the Shire of Meekatharra (within the district or out of the district),
 - c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - d) whether the event is sponsored by the local government, e) the benefit of local government representation at the event, f) the number of invitations / tickets received, and g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

2. Decisions to attend events in accordance with this policy will be made by simple majority of Council or by the CEO in accordance with any authorization provided in this policy.

Approval Process Considerations

1. The following are relevant factors that must be considered in determining approving attendance at a non- pre-approved event, subject to 3.2:
 - a) The donor providing the invitation or ticket to the Event (for example, the donor is a person who is undertaking or seeking to undertake an activity involving a Council discretion)
 - b) The location of the Event in relation to the Shire (whether within the Shire or not)
 - c) The role that the Council Member or CEO will have when attending the Event (participant, observer, presenter) and the value of their contribution
 - d) Whether the Event is sponsored by the Shire
 - e) The benefit to the Shire of a Council Member or CEO attending.
 - f) The number of Shire representatives already approved to attend
 - g) Any justification provided by the applicant when the Event is submitted for approval.
2. Events that will not be considered for approval are:
 - a) Political party Events and Fundraisers
 - b) Social Events
 - c) Entertainment Events with no links to the Shire
 - d) Events that primarily benefit Council Members or the CEO in a personal capacity or in a role other than their role at the Shire.

Events authorized in advance

- That the President and Chief Executive Officer may arrange for guests to address Elected Members during Council Meetings and to join Elected Members for a meal.

02.17 Appointment of an Acting Chief Executive Officer

Section: Staff

History:

- Adopted: 17 April 2021
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To outline the process for the appointment of an Acting Chief Executive Officer in expected and unexpected circumstances in accordance with section 5.39C. Local Government Act 1995

POLICY:

Policy for temporary employment or appointment of CEO

Section 5.39C of the Local Government Act 1995 prescribes that:

A local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following —*

- the employment of a person in the position of CEO for a term not exceeding 1 year;*
- the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

** Absolute majority required.*

An application for annual leave, long service leave or any other extended period of absence made, or by the CEO is to be approved by Council. Approval cannot be unreasonably withheld.

During the extended periods of leave a person must be appointed Acting Chief Executive Officer, to perform

the duties of the CEO to enable the efficient functioning of the local government's administration.

The Acting CEO can be a Shire Manager if it is deemed the person has the necessary skills and knowledge, subject to officer performance and dependent on availability and operational requirements. Council's prefers to appoint internally for the Acting CEO role however if this is not practicable a person external to the Shire may be appointed to the role.

Often for short periods of absence (eg. up to say 7 days) no acting CEO is appointed (the CEO checks emails and remains on call, if required, for any urgent statutory duties, decisions or actions).

For periods of leave up to 10 working days a Manager may be appointed to the role of Acting CEO at the discretion of the CEO, in consultation with the Shire President and in accordance with Delegation 03.01. The appointment to the role of Acting CEO must be made in writing by the CEO. Where the CEO appoints a Manager or other person to the position of Acting CEO, the CEO is to advise Council in writing (eg. email or text) of the appointment and the period to which the appointment covers.

If the CEO is not satisfied that any Manager or other employee has the required skills and knowledge to fulfil the role of Acting CEO then in consultation with the Shire President an external appointment may be made.

A Council resolution is needed to appoint an Acting CEO to fulfil the duties and exercise the powers of

the CEO for any period of leave exceeding 10 working days.

In accordance with Local Government Act 1995 – Section 5.39(1a) an employee may act in the position of a CEO for a term not exceeding one year without a written contract for the position in which he or she is acting.

Unexpected leave

In an unplanned event such as the CEO:

- takes unexpected leave
- is incapacitated
- is unable to perform their duties as a result of a disaster or crisis event
- the position falls unexpectedly vacant or
- is suspended or terminated

if Council has already appointed an Acting CEO, that person shall continue to act as CEO.

If Council have not already made an appointment of Acting CEO, and if the absence is likely to be 10 days or less, then the CEO (if she/he is able) will appoint a Manager or other suitable person to the position of ActingCEO.

If the absence is likely to be more than 10 days or the CEO is unable to make an appointment, then a Special Council Meeting shall be convened by the Shire President, so that an acting appointment can be made by Council.

NOTE: all appointments by Council of an acting CEO must be approved by an absolute majority.

02.18 – Complaints Handling Policy

Section: Staff

History:

- New Policy 18 May 2023
-

OBJECTIVE:

To eliminate Council involvement in frivolous and vexatious complaints while recognizing the requirement to establish an effective complaints handling system that will provide the framework and basis for all complaints to be resolved in a fair, efficient and structured manner.

POLICY:

- A complaint handling system is an organized way of responding to, recording, reporting and using complaints to improve service to the community and includes procedures for customers to make complaints and guidelines for officers to resolve complaints.
- Council will only take action on complaints in regard to third parties in writing with the inclusion of the complainant's name and address.
- All action in relation to complaints shall be implemented in accordance with Freedom of Information and Privacy legislation.
- All external complaints in relation to Council's operations are dealt with by Councils Chief Executive Officer.
- All external complaints in relation to the conduct of Elected Members are dealt with by the Chief Executive Officer.
- All internal complaints in relation to the conduct of the Chief Executive Officer from Elected Members are dealt with by the Shire President.
- All external complaints in relation to the conduct of the Chief Executive officer are dealt with by the Deputy Chief Executive Officer.
- The Chief Executive Officer shall investigate and determine if complaints are deemed as vexatious and/or frivolous complaints.
- Any Public Interest Disclosures are dealt with by the Chief Executive Officer.
- The complaint handling system includes procedures for customers to make complaints and guidelines for officers to resolve complaints are as follows:

Definitions

Complaint

Is defined as being an expression of dissatisfaction about the standard of service, actions or lack of action by the Council or its staff, affecting an individual customer or group of customers.

Vexatious and Frivolous

Defined as being an action (in writing or verbally) causing annoyance, frustration and harm and not having any serious purpose, substance or value.

First Tier

First tier complaints are directed to officers are officers empowered by the CEO to resolve complaints wherever possible at first contact. That is, Councils DCEO, Works & Services Manager, Community Development & Services Manager, Executive Assistant or Customer Service Officer.

Second Tier Second tier complaints are to be referred to the CEO.

Third Tier The third tier is the Complaint Review Group whose purpose is to conduct an informal investigation with regard unresolved complaints. The Complaint Review Group will comprise of President (or his/her delegate), Deputy President (or his/her delegate) and the CEO.

The following will not be registered as complaints:

- *Requests for services*
- *Requests for information or explanation of Policies or Procedures*
- *Lodging of an appeal in accordance with a standard procedure or policy.*
- *Questions and/or Statements made to Public Question Time at Council Meetings.*

Procedure

1. The Shire of Meekatharra shall deal with all complaints efficiently and effectively in the following manner:
 - (a) Front line officers (first tier) will assist complainants in the case of minor complaints and respond within seven (7) working days, detailing action taken or likely to be taken to resolve the issue.
 - (b) In the case of more serious complaints, or the complaint being outside the front line officer's delegated authority, the complaint is to be referred to second tier officer with the complainant being informed of the name of the investigating officer. The investigating officer is to advise the complainant within seven (7) working days of the status of the investigation and anticipated completion date.
 - (c) Serious complaints involving personal injury, inappropriate behaviour of officers (i.e.; rudeness, discrimination or harassment), a breach of the law or financial implications and complaints which involve the need for a detailed knowledge of the Council's operations and procedures shall be directed to the CEO with an initial acknowledgment being forwarded to the complainant within seven (7) working days.

02.19 – Council Operational Hours

Section: Staff

History:

- New Policy 18 May 2023
-

OBJECTIVE:

The objective of this policy is to prescribe the opening and closing times for all operations of the Shire of Meekatharra as identified.

POLICY:

- That Council administration office hours be open to the public from 0830 hours to 1630 hours, Monday to Friday excluding public holidays.
- That Council Works Depot be open from 0700 hours to 1600 hours, Monday to Friday excluding public holidays that does **not include** public access.
- That Councils Library be open in accordance with the days/times above for the administration office.
- That Councils Youth Services be Monday to Friday 3pm to 5pm and 6pm to 8pm excluding public holidays, noting some flexibility in these times dependent on demand such as special events, youth programs and school holiday programs.
- That Councils Swimming Pool be open seasonal being the 1st of October to the 31st of March annually.
- The above operational hours can be amended by the CEO dependent on circumstances that may arise.

Section 03 – Staff

03.01 - Staff Recruitment & Relocation

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide a clear and equitable process for the selection, appointment and relocation of employee's recruitment that will attract and retain high performing staff to achieve Councils strategic goals and operational requirements.

POLICY:

Recruitment

- To provide the Shire with the flexibility to appoint high performing staff using a competitive process underpinned by the principles of merit, equity, accessibility and transparency.
- To 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 characterized by confidentiality and respect for the privacy of an applicant's personal information.
- To ensure the Shire meets all legislative obligations and is committed to the development of well managed operations that are appropriate to its operational needs and strategic goals.
- 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.
- In the first instance and where practicable, vacancies within the organisations are to be advertised internally to provide the opportunity for existing staff to apply.
- The Executive Staff shall consist of Chief Executive Officer, Deputy Chief Executive Officer (DCEO), the Community Development & Services Manager (CDSM) and the Works & Services Manager (WSM).
- Appointment to the position of CEO shall be made by Council; positions of DCEO, the CDSM and the WSM shall be made by the CEO in conjunction with, and endorsement by Council. All contracted service positions such as Ranger, Airport Manager, Environmental Health/Building/Planning Officer(s), Pool Manager and other Works related contractors/consultants shall be endorsed by Council.
- All positions within the Shires permanent workforce will be subject to a probationary period of three (3) months or any other period the Chief Executive Officer, or (Council in the employment of the Chief Executive Officer), deems appropriate. The probationary period may be extended by the CEO.
- This policy applies to recruitment of full time, part time, permanent, temporary and casual employees of the Shire of Meekatharra.

Position Description and Job Analysis

It is integral to the development of a Position Description to firstly conduct a job analysis for the

required position in order for a position description to be accurately created. Job analysis is the process of describing and recording the basic elements of a job. 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 and there are a number of steps to be taken to fill this position with an appropriately skilled and qualified person as follows:

Step 1

- (1) Job vacancy occurs;
- (2) Evaluate the position is 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) The general intent of job design and analysis is to:
 - (a) Define duties and responsibilities for current and prospective employees and their managers;
 - (b) Ensure that organisational objectives are reflected in the tasks being carried out. These need to be linked to Councils Strategic Community Plan and Corporate Business Plan as well as forming the basis of the key performance indicators;
 - (c) Ensure that all hazards and risks are identified and adequate resources are 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?
 - (a) How can performance be measured? Where does the job sit in relation to other jobs?
 - (b) Does the position have a career path?
 - (c) Ask employees who know the job - current incumbent, co-workers, and supervisors?
 - (d) Managers - how the job fits in the overall structure.
 - (e) Relevant Unions - any industrial issues to consider?
 - (f) Review previous position descriptions.
 - (g) Skills or training analysis.
 - (h) Training manuals.
 - (i) Qualifications or experience required (licences, certificates etc)
 - (j) Performance appraisals.
 - (k) Other documents might be relevant (such as accident reports).

Step 3

Following the job 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 organisations and sections 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/supervisor.

Position description is an essential component in the organisational recruitment process and 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 section of the organisation and the organisation 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 that is usually listed in descending order of importance.
- (f) Knowledge, understanding and application of OSH systems & processes
- (g) The organisational relationship of the position such as who the position reports to, which position(s) it is responsible for, and 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 the above 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. There is a need to ensure that the best qualified person in terms of skills, qualifications and relevant experience is selected for the position. 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.

Recruitment Process

The process of recruitment shall be as follows:

- Advertising of vacancy for specific role at Council and/or advertising for unsolicited application and Resume as expression of interest.
- Potential applicants submit application and/or Resume expressing their interest in employment with the Shire.
- The CEO and/or relevant Manager assesses the applications and Resume and determine or recommend an interview.
- The CEO provides written Offer of Employment outlining terms and conditions of employment. The applicant accepts the Offer of Employment.
- The applicant undergoes all required checks such as pre-employment medical, police clearance and working with children(where applicable) prior to commencement (where possible) paid by Council, and
- The applicant commences employment.

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. The CEO may determine there is no defined closing date for applications. It is the responsibility of the CEO to ensure all recruitment advertising conforms to legislative requirements and ensures that such

advertising and any documentation is readily accessible.

Receiving Applications

All applications received by the Shire for advertised vacancies will be acknowledged formally. Within this acknowledgement 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) Be 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.

Selection Procedures

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, 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 that are prescribed in other sections of this Policy and Procedures Manual.

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 CEO or 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. Interviews requiring adjustments to allow for the full participation of an applicant shall be accommodated by the Shire as requested.

Equal Employment Opportunity

All recruitment and selection processes must be conducted in accordance with the Shire's Equal Employment Opportunity (EEO) Statement at Policy 03.18 and the requirements of the Local Government Act 1995. EEO promotes fair and equal access for all employees and potential employees to employment opportunities and benefits at the Shire of Meekatharra. Furthermore, the Equal Opportunity Act 1984 prescribes discrimination as unlawful conduct in certain areas of public life such as employment. The Shire of Meekatharra 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.

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 this regard successful applicants will be required to attend a full pre-employment medical prior to appointment that Councils DCEO (or nominated delegate) will arrange. Medicals are to be conducted by an approved provider of the Shire's choice and at the Shire's expense having regard to the applicant's location and availability to attend the Medical Clinic in Meekatharra. The certificate is to be in a format suitable to the Shire and is to include audiometric testing where relevant to the position. Pre-employment medicals are required irrespective of the employee status – ie permanent full time, permanent part time or casual.

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.

Pre-Employment Requirements

Prior to employment, successful applicants will be requested to supply or complete the following as a condition of their employment:

- (a) National Police Clearance (mandatory and at Council cost);
- (b) Medical certificate including drug and alcohol testing (at Council cost);
- (c) Working with Children Check (where relevant to position requirements);
- (d) First Aid Qualifications (where relevant to position requirements);
- (e) Academic or educational qualifications (where relevant to position requirements); and
- (f) Drivers licence. A valid driver's licence relevant to the position requirements.

National Police Certificates are provided on application through the WA Police Office of Information Management and provide a list of details of a person's disclosable court outcomes and pending charges from all Australian police jurisdictions.

Prospective staff and volunteers, who will work with youth, children, will require a current working with Children Check before commencing employment. The requirement for obtaining a pre-employment National Police Clearance and Working with Children Check is provided in more detail in Policy 03.14.

Probationary Periods

A period of probation is the initial period of a person's employment during which both parties can assess whether they wish to continue the working relationship and which allows either party to easily terminate the relationship during that period, should it prove to be unsatisfactory. It is therefore important that management identify a new employee's strengths and weaknesses at an early stage so that appropriate development action can be taken during the probationary period. A three-month probationary period applies to all positions within the Shire unless otherwise negotiated and must be determined in advance in writing prior to appointment as part of the Offer of Employment letter to the candidate. The three month probationary period can run concurrently with a casual appointment.

Applicants attending interviews for a position must be informed by management of the length of the probationary period and the process as follows;

- Explanation of the probation process and what it entails.
- Explanation of the nature of their duties and the standards expected of the employee (including attendance, general conduct and behaviour towards colleagues and

- customers, and adherence to Councils Code of Conduct, Policy Manual etc.)
- Regular monitoring the performance of the employee and providing regular feedback in addition to the required probation report. (Regular feedback provides the opportunity for the employee to rectify any performance issues during their probation.)
- Providing specific on-the-job training or development opportunities to help the employee perform in their job.
- Written confirmation from the CEO that the employee has successfully completed the probationary period that confirms permanent appointment to the position.
- That the CEO may extend the period of probation if the employee has not met the expected performance outcomes of their role within the probation period and that the probation period may only be extended once, and
- The employee's appointment may be terminated during the probationary period, under the following circumstances:
 - The employee's performance during the probation period has been determined as
 - unsatisfactory; or
 - The employee's workplace behaviour is in breach of Council's Employee Code of Conduct.

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 are also required to undergo the Fitness for Work process described above. Casual employees have the right to request conversion to full-time or permanent employment in accordance with the National Employment Standards.

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. Applicants will be asked at the interview for permission of the selection panel to contact any listed referees/references. The applicant selected after the interviews will have their referees and/or references checked and these checks are to be carried out by the CEO, or delegated Manager.

Making an Offer of Employment

All formal offers of employment, including salary benefits must be first approved by the CEO in conjunction with the relevant Manager or Supervisor. The successful applicant will be notified by telephone of the offer of employment. Upon acceptance of the offer, written confirmation will be provided to the successful applicant that is signed by the CEO. No new employees should commence employment without having read, understood and signed the acceptance and conditions of employment.

Notification of Unsuccessful Applicants

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

Relocation

The Shire of Meekatharra acknowledges the difficult employment recruitment situation faced by regional and remote local governments especially with inter-industry competition impacting the employment candidate pool. Council is therefore committed to attracting and recruiting the best possible candidates for available positions and in order to do so offers (financial) assistance with

relocation expenses for staff subject to individual employment contract provisions, workplace agreements and any other employee the CEO deems suitable for relocation assistance.

The Shire will pay for the relocation costs of selected staff from their existing place of residence to Meekatharra on appointment to the Shire, subject to the following;

1. Council will pay reasonable costs associated with the relocation of an incoming employee from their current place of residence (origin) to an address in Meekatharra up to an amount of \$10,000.00 depending on distance travelled, or otherwise specified in writing by the CEO.
2. The conditions of relocation financial assistance must be presented to the eligible employee in writing and these conditions **must** include agreement by the incoming employee to repay the relocation expense as follows:
 - Within six (6) months – the full amount
 - Within twelve (12) months – 50% of the full amount, and
 - Within eighteen (18) months – 75% of the full amount.
3. At least three competitive written quotes (where possible) must be obtained and forwarded to the Chief Executive Officer for selection.
4. Relocation is paid on commencement of employment only.
5. Relocation is NOT paid on termination of employment under any circumstances.
6. Relocation is limited to the removal of household and personal effects.
7. Relocation expenses apply only to packing, freight and insurance of household and personal items when supported by documentation.
8. Relocation is only paid within the State of Western Australia unless specifically approved by Council.
9. Council may elect to issue a purchase order or reimburse on production of receipts.
10. Reasonable travelling expenses to commence employment may be considered on application to the Chief Executive Officer.

Induction process

- 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.
- That all employees are provided with information regarding policies and procedures, compliance issues and legislation associated with their employment.
- That information and training provided in the inductions and refresher sessions are delivered in a manner or format suitable to an employee where additional needs including the employee's additional supports are provided, and
- The induction process is outlined below;

Scope

- A record will be maintained by Councils DCEO of all induction training, including online training that will be maintained in the employee's training records.
- The DCEO under direction from the CEO 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.
- 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.
- The DCEO and/or Community Development & Services Manager and the Works & Services Manager under direction from the CEO 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.

- The CEO will ensure that this is achieved by welcoming new employees and familiarizing them with the Shire's Mission, Goals, strategic direction, significant policies and procedures, relevant staff and the employees new work location.

The Induction Process comprises of two stages - Corporate Induction and Job specific Induction. All new employees will participate in both stages.

Organisation Induction

The CEO in conjunction with the DCEO is responsible for conducting the Organisation Induction and will complete all required documentation in conjunction with the employee. The Organisation 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 signed Employment Offer Acceptance completed details of employment, bank details, Tax File Number (TFN) declaration, Local Government Superannuation Plan Application (Aware Super), Councils Policy and Procedures Manual and Councils Code of Conduct.
- (d) Provide information about Stage 2 of the Induction Process.
- (e) Terms and conditions - employees will be advised of their terms of employment such as hours of work, leave entitlements, superannuation contribution etc.

The new employee will have the opportunity to:

- (a) Ask any questions about the terms and conditions of their employment;
- (b) Finalize employment related matters such as completion of relevant payroll forms;
- (c) Familiarize 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.

Job Specific Induction – Responsibility of Deputy Chief Executive Officer/Supervisor

- (1) The DCEO/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 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 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 occurs the DCEO or 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 the 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 administrative, no 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) Operational - including general conditions, speed limits, road signs, parking etc.
- (i) Drug and Alcohol Policy - covers the Drug and Alcohol Policy;
- (j) 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 Governance Officer for filing; and
- (k) The Safety Induction should be completed within the first week that the employee commences.

03.02 – Staff Housing Allowances & Allocation

Note: Elements of this Policy are Management Procedures ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended: 19 December 2014
 - Reviewed: 22 April 2016
 - Reviewed: 22 April 2017
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To provide clear definition regarding the terms and conditions in relation to staff housing allocation, allowances and incentives.

POLICY:

When Council housing becomes available it will firstly be offered to Council staff and will be provided to employees according to the availability of housing and at the discretion of the Chief Executive Officer in accordance with the terms and conditions of this policy regarding allowances and incentives.

Rental

To attract and retain staff employed by the Shire, Council will provide Shire housing on a **No Rental** basis irrespective of the type of dwelling.

Water

As an incentive for tenants to maintain lawns and gardens, the Shire will provide water free of charge. It is expected that tenants will adopt a “reasonable” approach to the use of water. The connection of water is to remain in the name of the Shire of Meekatharra.

Power

- Tenants are responsible for payment of electricity usage fees and supply charges.
- Connection of power (electricity) is to be in the name of the tenant (employee).
- Exceptions are residents of the one bedroom contractor’s quarters and specified employees whose contract of employment provisions stipulate that the cost of power is met by the Shire.
- Negotiations of power charges within an employee’s employment contract package will override this policy.

Gas

- The Shire will initially provide one cylinder refill on commencement of tenancy.
- Tenants are responsible for all additional refills.
- Exceptions are specified employees whose contract of employment provisions stipulate that the cost of gas is met by the Shire.

- Cylinder rental will be paid by the Shire and cylinders remain the responsibility of the Shire.
- Negotiations of gas supply within an employee's employment contract package will override this policy.

Telephone, fax and internet connections.

- Tenants are responsible for payment of all telephone, fax and internet fees including connections, usage and disconnection.
- Tenants are responsible for internet connection and disconnection fees.
- Internet connections must be in the name of the tenant.
- Handsets, if required are the responsibility of the tenant and are not provided.
- Negotiations of above within an employee's employment contract package will override this policy.

Accommodation Allowance

- The Shire provides subsidized (no rental) accommodation to those employees occupying Shire housing and therefore acknowledges that those employees providing their own accommodation are financially disadvantaged.
- The Shire encourages employees to provide their own accommodation as part of the community of Meekatharra and has an accommodation allowance based upon the following -
 - The Shire will determine an "appropriate allowance" to compensate for this during annual budget deliberations.
 - The Shire's accommodation allowance applies to those full time Shire employees not provided with any subsidized accommodation and residing within the Shire of Meekatharra.
 - The accommodation allowance is to be paid per employee.
 - The accommodation allowance is to be reviewed and determined during the annual budget process, and
 - The Accommodation Allowance is not paid on periods of unpaid leave

Allocation of Housing

- The allocation of Council owned housing to an employee(s) shall be based on an 'Employee Occupancy Agreement' that is required to be signed prior to any keys or access to the house being granted.
- Council employees are required to pay a bond as reflected in the Employee Occupancy Agreement pursuant to Councils Fees & Charges and are to be given the option of paying the bond amount by instalment deductions from their salary by two equal installments coinciding with the fortnightly pay period.
- In accordance with is policy, no rental is applicable for employees occupying Council housing.
- Council employees will be required to make good any damages, repairs or provide cleaning to the standard of the Property Condition Report on vacating in accordance with the Employee Occupancy Agreement.

Employee Obligations

- Employees will be required to make good any damages, repairs or provide cleaning to the standard of the Property Condition Report on vacating.
- Employees agree and accept that the entitlement of Shire housing is only available while they remain a paid employee of the Shire and must vacate the premises within two weeks of termination of employment with the Shire unless an extension in writing is granted by the CEO.
- The employee must ensure that all details on the Employee Occupancy Agreement are true and correct at the time of completion.
- The employee must not use the premises or permit the premises to be used for any illegal

purposes; or do anything on the premises or permit someone else entering the premises with the employee's permission to do anything on them that causes a nuisance. The tenant agrees that only his/her immediate family is permitted to occupy the premises on a permanent basis.

- The employee shall not conduct a business enterprise from the premises without the express approval of Council.
- The employee must keep the premises in a reasonably clean condition, including upkeep of gardens and lawns to the same or improved standard as when first taking occupancy of the premises noting Councils policy on a no charge for water usage.
- The employee must take care to avoid damage to the premises and report any damage to Council as soon as possible but at least within five days of the damage occurring.
- The employee shall not sublet or pass the occupation to another person/s.
- The employee shall not renovate or alter the premises or put in fixtures without the written permission of the CEO.
- The employee agrees and acknowledges the Shire's right to enter the premises, to conduct inspections or make good any repairs or maintenance in accordance with the Employee Occupancy Agreement.

Shire Obligations

- The Shire must provide a copy of the Employee Occupancy Agreement to the employee after it has been signed and executed by both parties within 21 days after the date the agreement is signed.
- The Shire will ensure that the premises are vacant on the day the employee occupies.
- The Shire will ensure that the premises are in a clean and tidy condition at the beginning of occupation.
- The Shire will maintain the premises in good repair and ensure that repairs are undertaken within a reasonable time frame.
- The Shire will ensure that the house is safe and structurally sound and complies with building and safety regulations that also includes installing (if applicable) CCTV and alarm systems for the safety of the employee(s).
- The Shire may only enter the premises with the permission of the employee or by giving such notice as required by the Employee Occupancy Agreement.
- The Shire will conduct periodical inspections of the premises to check for any damage, required repairs and/or maintenance.
- The Shire shall pay any rates, taxes and charges for the premises as specified in the tenancy agreement and this policy.

Maintenance Requests

- The Shire shall be responsible for the cost, repair and structural maintenance of the houses, outbuildings (e.g. sheds) and fences, except where damage has been caused by the occupant.
- Any capital improvements or maintenance undertaken on Council properties shall only be permitted with prior approval of the Chief Executive Officer and/or Works & Services Manager where annual inspections are undertaken and budget provision has been allocated.
- It is incumbent on the employee to complete the relevant Council Works Request Form and submit to Councils Project & Maintenance Officer for any property maintenance to be undertaken.

Notes

For the purposes of clarity, unless stated otherwise, this policy applies to permanent full time Shire employees or part time employees employed for more than 25 hours per week. The policy does not apply to any casual employee

03.03 - Subsidies, Allowances, Over Award Payments and Additional Leave

Section: Staff

History: Former Policies 3.3, 3.6 & 3.24

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Amended: 18 June 2011
 - Reviewed: 19 December 2014
 - Reviewed & Amended: 16 April 2016
 - Reviewed & Amended: 22 April 2017
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide clear definition of the Shires policy in relation to subsidies, allowances and other incentives.

POLICY:

The Shire will provide the below incentives to employees at the discretion of the Chief Executive Officer and in accordance with this policy

Drivers Licence Upgrades

- a) At the discretion of the CEO the Shire may pay for licence upgrades (to higher classes) for current full time employees when the licence is required for their work.
- b) Payments will only be made for fees charged by Department of Transport in relation to license upgrade.
- c) Payment will be made for initial application fee including one practical assessment and one practical assessment re-sit if required.
- d) The ongoing annual/5 year license renewal fees remain the responsibility of the employee.

Health and Fitness

In the interests of the health and fitness of its full time staff, the Shire provides free entry to the swimming pool (during normal pool operating hours) and free use of the squash courts and gymnasium.

Employees are required to pay the full cost of any applicable bonds.

Private Telephone Calls

Shire staff are required to reimburse the cost of private telephone calls made on Shire telephones. In some cases, this amounts to less than a dollar and the administration costs involved in collecting these small amounts far exceeds the amount recovered. Should private telephone calls made on Shire telephones amount to less than \$5.00 per account period that recovery of these be waived.

The following miscellaneous allowances are paid to staff and approved by Council annually during budget deliberations. Allowances are paid through the payroll system and may be taxable.

Camping and Meal Allowance (Outside Staff)

Council approves the payment of a Camping and Meal Allowance which will be reviewed every year during budget deliberations. The Consumer Price Index known as "Food – weighted average 8 capital cities", for the previous 12 months ending the March quarter each year, will be used as an indicator of

price movements for consideration by Council along with any increases in the Meal Allowance under the Local Government Industry Award 2020 Award during the previous 12 month period to 31 March each year.

This payment is designed to cover the additional costs involved in setting up and running a second household and to cater in full for the Meal Allowance provisions in the Local Government Industry Award 2020 clause 19.3 while an employee is camping out.

The Meal Allowance provisions in the Local Government Industry Award 2020 (Clause 9.3) will still apply to employees who are not camping out.

Only Shire employees are permitted to camp in Shire facilities unless the Chief Executive Officer has given specific written approval. This allowance is not taxable.

Public Toilet Allowance

A daily allowance is applicable when a designated employee is required to open and close the public toilet facilities on weekends and public holidays.

Any cleaning of the facilities undertaken at this time will be paid as per the Local Government Industry Award 2020, or its equivalent replacement.

This allowance will be reviewed by Council every year during budget deliberations using CPI All Groups as an indicator.

Over award Payment (Administration Staff and Youth Workers)

Administration staff and Youth Workers shall be paid a standard over award amount of 21% on their gross salary as per Council decision 18 September 2010, Item 9.3.1.

Additional Leave

At the September 2010 Council meeting item 9.3.1 Council also resolved that all full time employees are entitled to 5 weeks annual leave (1 more than the Local Government Industry Award 2020) and two local government public holidays. The two local government holidays are for the day immediately following the New Years Day holiday and Easter Tuesday. Part time staff are entitled to additional leave on a pro rata basis.

The additional two local government public holidays are to be treated as Public Holidays pursuant to the relevant legislation - for example not paid during periods of unpaid leave.

(Note: Some senior staff working under negotiated contracts of employment have differing leave entitlements to this standard policy)

Notes

For the purposes of clarity, for the most part, these subsidies and allowances only apply to permanent full time employees or part time employees who are employed for more than 25 hours per week.

Additionally, camping and public toilet allowances are paid to casual employees as applicable and over award payments are made to Youth and Recreation Officers and Administration staff employed on a casual basis.

Casual staff whom are temporarily allocated a Shire mobile telephone for specific work related

purposes and who incur personal calls to a value of less than \$5.00 per occasion, will not be charged for calls.

03.04 - Service Pay

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 19 December 2014
 - Reviewed & Amended: 16 April 2016
 - Reviewed: 22 April 2017
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide clear definition of the Shires policy in relation to the allocation of service pay.

POLICY:

That Service Pay for service of intervals comprising of:

- More than 12 months
- More than 24 months
- More than 36 months
- More than 48 months
- More than 60 months

Be granted to all full time Shire employees. Service Pay is not paid on periods of unpaid leave and is prorated accordingly.

The service pay applicable to each interval bracket is to be reviewed and set by Council, during its budget process.

03.05 - Gratuity Payments

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide clear definition of the Shires policy in relation to gratuity payments upon termination of employment.

POLICY:

Council does not support gratuity payments on termination of employment given the current mandatory provision of superannuation and other staff benefits.

Note

Any future Council consideration of exceptional circumstances would be subject to the provisions of section 5.50 of the Local Government Act 1995.

03.06 - Construction Crew Annual Stand Down

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define annual closure dates for the Shire Construction Crew over the Christmas/New Year period..

POLICY:

In order to coordinate the Shires road construction program shut down over the Christmas/New Year period, staff of the Shire's Construction Crew have the option of taking annual leave or be allocated to town construction duties for the period outside of the Shires Road Construction program. The annual Christmas/New Year shut period for the Road Construction crew will be from the week prior to Christmas until the last week of January.

Construction crew members who have not accrued sufficient annual leave entitlements to cover the stand down period can either take leave without pay or continue work in town duties for the period.

03.07 - Council Superannuation Contributions

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide clear definition and criteria for the payment of additional superannuation to staff by the Shire of Meekatharra.

POLICY:

That Councils payments to employee Superannuation be as follows: -

- The Shire of Meekatharra is obliged to pay superannuation into a complying fund on behalf of all employees in accordance the provisions of Commonwealth legislation known as the Superannuation Guarantee Levy (SGL). The percentage payment may be adjusted by legislation from time to time.
- Council contribution to staff superannuation shall be at 10.5% of salary in accordance with the SGL (that may change from time to time) plus up to 5% matching contribution if the employee contributes an equal amount of 5%, or as negotiated in any such contract of employment. That is, The Shire of Meekatharra will match voluntary employee contributions on a \$ for \$ basis.
- The Shire of Meekatharra total employer contribution to staff superannuation shall not exceed a maximum of **15.5%** and this contribution is inclusive of the SGL and matching employee contributions.
- Council will permit employees to salary sacrifice superannuation contributions in accordance with taxation guidelines.
- Council shall forward all employee superannuation entitlements to the applicable employee nominated Superannuation Fund on a fortnightly basis but not to exceed a monthly basis.

03.08 - Council Contribution to Staff Functions

Section: Staff

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 16 April 2016
 - Reviewed 22 April 2007
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To recognise the contribution made by long serving employees to the organisation.

POLICY:

- 1) Council's contribution to Staff Leaving its employment:
 - a) <2 years: Nil
 - b) 2 + years: Council sponsored sundowner (elected members, staff and partners) with light refreshments, beer, wine and soft drink. A gift to the value as determined in annual budget provisions.
 - c) 5 + years: Council sponsored sundowner (elected members, staff and partners). A gift to the value as determined in annual budget provisions.
 - d) 10 + years: Council sponsored sundowner (elected members, staff and partners). A gift to the value as determined in annual budget provisions.
 - e) 20 + years: Council reception (elected members, staff and partners) and a gift to the value as determined in annual budget provisions.
- 2) Council will acknowledge the contribution of employees who have completed 10 years of service with Council by presenting a suitably engraved plaque at a function to be held at the Council Annual Christmas function, and that recognition be made through advertising in "The Dust".
- 3) Council will acknowledge the contribution of employees who have completed 20 years of service with Council by presenting a suitably engraved memento to the value, as determined in annual budget provisions, at a function to be held at the Council Annual Christmas function, and that recognition be made through advertising in "The Dust".

03.09 – Staff Training, Development, Conferences and Study Tours

Note: Elements of this Policy are Management Procedures ultimately under the authority of the Shire CEO

Section: Staff

History

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To facilitate and support the training and development of employees within areas which are of mutual benefit for the Shire and its employees.

POLICY:

Council will support and fund the attendance by staff at conferences, study tours, seminars, professional development courses and other training opportunities in order to enhance the professional and technical expertise within the organisation in accordance with the guidelines in this policy. Annual budget allocation will be made to support this policy.

Professional Conferences

The Chief Executive Officer and Senior Officers are encouraged to attend conferences relating to their profession.

1. Funds for attendance at professional conferences shall be provided on each annual budget under the provision for staff training.
2. The Chief Executive Officer is authorized to approve the attendance of staff at professional conferences in accordance with the following guidelines.
3. Budget authority and funding arrangements are to be considered.
 - 3.1. The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Council.
 - 3.2. If it is considered beneficial for the President and/or a Councillor/s to accompany the Chief Executive Officer and Senior Officers to any conference, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available on the Budget.
 - 3.3. When the Chief Executive Officer attends conferences, in the event of there being a "Partners Program", including a conference dinner, the Chief Executive's partner may be registered to attend /participate accordingly with costs met by the Shire.
 - 3.4. The Chief Executive Officer may approve or decline to approve staff attendance at other conferences and if attendance involves a Councillor or Councillors, this to be at the discretion of Council.

Annual Study Tours

1. Details of study tours are to be arranged in advance so that suitable provision can be made in each year's Budget. When no details of study tours have been arranged or arrangements are incomplete, an appropriate amount shall be included in the budget to cover the cost of an annual

study tour.

2. The Chief Executive Officer in consultation with Council may approve attendance at study tours but shall apply the following guidelines:
 - 2.1 The maximum attendance at any study tour is to be two elected members and two staff; Attendance at a study tour shall only take place where there are appropriate funds provided for in the annual budget;
 - 2.2 A detailed report including recommendations on each study tour shall be submitted to Council.

Professional Development & Education

Council recognizes the requirement for (ongoing) investment in staff training and development and will make provision for this in its annual budget process. Council will support the following training and development activities;

- In-house skills training – for example, first aid courses, small plant and machinery training, traffic management etc.
- employees attending appropriate conferences, seminars and training programs relating to their individual function and responsibilities as detailed in their relevant Position Descriptions and identified in any annual review process.
- Employees enrolled in educational courses relating to their individual function and responsibilities as detailed in their relevant Position Descriptions and identified in any annual review process. This shall include the Shire assisting an employee (e.g. study leave, travel cost etc) but such assistance extended is to be at the discretion of the Chief Executive Officer.

Procedure

The procedure and condition of the above is that there will be no payment of training and development fees or allocated work time to attend training and development unless prior approval for such has been authorized through the appropriate channels.

Approval to attend is only to be granted if the budget allocation provides sufficient funds and the conference, seminar or training course has been identified in the employee's Training and Development Plan as being deemed to be of particular relevance to Council's operations and / or to the employee's professional development needs. With the exception of senior staff where attendance at conferences has/may have been included in their contract of employment, all conferences and/or seminars attended by staff will require approval of the Chief Executive Officer;

The following expenses incurred as a result of approved training will be met by Council and if paid by an employee can only be reimbursed with the production of a detailed receipt:

- Registration fees;
- Accommodation and reasonable meals costs;
- Minor expenses, such as taxi, parking fees and telephone calls; and
- Where an employee is required to travel on approved Council business to attend meetings, Council shall pay travelling and accommodation costs. In the case of travel by motor vehicle, travel shall be in a Council vehicle unless agreed between Council and the officer.

A condition of agreement will be that in the absence of the above the following applies:

- In the case of travel by motor vehicle (other than Council's), travelling expenses means fuel and parking costs only; and
- In the case of other types of travel, the actual cost of travel.

A list of employee's attendance at conferences, seminars and training courses is to be maintained on

the employee's personal records.

03.10 - Staff Uniforms

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed: 19 December 2014
 - Reviewed: 16 April 2016
 - Reviewed: 22 April 2017
 - Reviewed & Amended 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

The Shire of Meekatharra is committed to presenting itself in a professional manner by supporting all staff wearing protective and/or corporate uniforms that also maintains a safe and healthy working environment for its employees.

POLICY:

The Shire shall supply employees with a uniform in accordance with guidelines set out below.

Following consultation with staff, the Chief Executive Officer has been granted delegated authority to determine a suitable uniform including design, color and style of the uniform. All uniforms will bear Council's logo.

Permanent full or part time employees shall be eligible for uniforms under this policy. Temporary or long term casual employees will also be entitled to a uniform notwithstanding that casual employees will be provided uniforms (outdoor and corporate) at the commencement of their casual employment.

The Shire will ensure budget allocation is made per annum for the cost of staff uniforms for all employees. This amount is to be determined annually during budget determinations.

All employees who are being provided a uniform in recognition of their work responsibilities shall complete a clothing agreement. Staff are required to return clothing/uniforms upon leaving Council's employment unless the following applies:

- The clothing/uniform is damaged or aged, or
- The employee has serviced in excess of ten years service.

Note: The above conditions may be waived at the discretion of the Chief Executive Officer.

QUALIFYING PERIOD

There is no qualifying period for the supply of clothing/uniforms to staff, irrespective of the nature of their employment status. Purchase Orders will be supplied by the Chief Executive Officer on commencement of duties with the Shire.

WEARING OF UNIFORMS

Depot and Works Personnel

All clothing required for the job is supplied by the Shire and carries the Shire logo. Clothing will be

replaced in recognition of *wear and tear* and at least be provided each year being one of the following combinations:

- cotton pants or shorts and 5 fluorescent long-sleeved shirts for winter wear; and/or
- cotton 5 fluorescent long-sleeved shirts for summer wear.
- Work boots are supplied as required.

Damaged work clothes will be replaced with new as required. Employees are not to purposely disfigure their uniforms.

Administration and Community Development Personnel

All clothing (corporate uniforms) required by administration and community development employees is supplied by the Shire and carries the Shire logo. Clothing will be replaced in recognition of *wear and tear* and at least be provided each year being one of the following combinations:

- 5 x short sleeve or long-sleeved corporate shirts, or polo for administration staff.
- 5 x short sleeve polo style shirts for community development/recreation staff, and
- 5 x corporate style long trousers, skirts or shorts (or combination).

Damaged work clothes will be replaced with new as required. Employees are not to purposely disfigure their uniforms.

All Staff

All staff are required to wear clothing determined as the Shires uniform during working hours consistent with this Policy. Variations to this requirement are only exempted by the Chief Executive Officer.

03.11 - Staff – Protection from the Sun for Outdoor Work

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure Shire employees required to work outside are adequately provided with protection from the weather and UV rays.

POLICY:

Employees exposed to long periods of ultra violet radiation from the sun be encouraged to take adequate precautions against its harmful effects.

Clothing and protection levels recommended are as follows:

- wide brimmed sun hat.
- Sunglasses (prescription if required).
- sunscreen, applied at least twice daily to all exposed skin.
- long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar.
- long trousers or coveralls.

The Shire shall issue all of the above.

The type of equipment to be selected shall be after consultation with all employees.

No less than the minimum standard of U.V. protection as recommended by the Cancer Council of WA apply to all clothing and protective equipment selected.

03.12 - Satellite Phone Usage

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed: 19 December 2014
 - Reviewed: 16 April 2016
 - Reviewed: 22 April 2017
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define guidelines considered appropriate for use of Shire owned Satellite telephones.

POLICY:

In acknowledgement of the requirement for some employees to work outside of the current mobile phone network range, the Shire provides the Construction and the Maintenance Crews with satellite telephones.

The primary use for satellite telephones is to provide an effective means of communication in emergency situations or liaison between the crews and management.

It is also recognized that due to the work practice of the Crews, requiring lengthy periods of camping out at the work-site, that the Crew members will on occasions require to make personal calls on the satellite telephone.

Council acknowledges that personal use of the satellite telephone is required as well as business use and has determined this policy on how the costs of the calls are met.

Council will meet the cost of all business calls on the satellite telephones and the cost of personal calls to a value as determined by Council during the budget process. All calls are to be kept to the minimum.

The respective employees are then responsible for the balance, if any, of the cost of personal calls made by them.

This policy applies to phones held by the Construction and Maintenance Crews and the Rural Roads Supervisor.

Satellite phones held by the Chief Executive Officer, Works and Services Manager and other salaried officers are provided for work use only and no personal calls are permitted.

03.13 – Emergency and Defence Force Leave

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed and Amended: 18 May 2023
-

OBJECTIVE:

The Shire of Meekatharra is committed to supporting those employees who are members of a recognized emergency service organisation or members of the Australian Defence Force (ADF) Reserves.

POLICY:

- This Policy offers recognition through special leave conditions and applies to all employees who have formally advised the Shire of Meekatharra that they are members of a recognized emergency service organisation or the ADF Reserves.
- All staff who are bona fide members of volunteer emergency service groups, (i.e. Fire Brigade, State Emergency Service and St John Ambulance), who are required for emergency service by those organisations during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency. This includes travel to attend an emergency and/or training related to their volunteer status that is outside of the Shire of Meekatharra district.
- The Shire of Meekatharra also recognizes that service in the ADF Reserves involves a significant commitment of an employee's personal time. The annual commitment of an individual Reservist varies significantly depending on their specialization, experience and skills. This in turn may affect the frequency and duration of service they undertake and the amount of notice provided.
- Staff who are active members of the ADF Reserves and are required for service by the ADF where the employee will be absent for any period of time during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period.
- Up to six weeks of emergency service and ADF Reserve service leave per year is to be treated as unbroken service for the purpose of calculating accrued leave (e.g. Annual Leave, Long Service Leave, Sick Leave, etc). The six weeks can be made up of a single block or a number of occasions in any one financial year.
- For the purposes of this policy, ordinary working hours shall be the time ordinarily worked.
- Payments shall be made through the normal salary process following a claim by the employee involved and may be subject to authentication of claim by the officer controlling the relevant body or service.

03.14 - Equal Opportunity and Harassment Policy

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 20 January 2007
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

The Shire of Meekatharra aims to provide an environment of equal opportunity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits the Shire but also, the wider community.

POLICY:

Council considers it the right of every individual to carry out their job in an environment which promotes job satisfaction, maximizes performance and provides economic security. Such an environment is dependent of it being free from all forms of harassment and victimization.

The Shire operates under the following State and Federal legislation (as amended):

- The WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

In accordance with the WA Equal Opportunity Act 1984, the Shire of Meekatharra shall develop and maintain an Equal Opportunity Management Plan. This policy applies to full time, part time, permanent, temporary and casual employees of the Shire of Meekatharra.

DEFINITIONS

Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy, impairment, religious or political conviction, age, family responsibility or family status. These grounds may change as legislation is amended.

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

PROCEDURE

It is the responsibility of all staff to ensure that proper standards of conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment.

Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this,

then assistance should be sought from a senior staff member to approach the person(s) concerned to address the matter.

Employees subject to discrimination or harassment may obtain advice and assistance from the Chief Executive Officer.

Complaints of harassment shall be considered seriously and senior management shall attend to any complaints promptly and confidentially. In all cases, the utmost care shall be taken to investigate complaints impartially by recognizing the rights of all parties.

However, if an employee is dissatisfied with the outcome of any complaint, they may take the matter up with the Equal Opportunity Commission or their Union.

EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the Local Government Act 1995 (as amended) the Shire shall recruit in accordance with the principles of merit and equity and shall ensure that discrimination does not occur.

All employment training with the Shire shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All opportunities with the Shire shall be directed towards providing equal opportunity to all employees, provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

The equal employment opportunity goals of the Shire shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

03.15 - Redundancy Payments

Section: Staff

History: Previously *Redundancy/Severance Payments*

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed and Amended: 18 May 2023
-

OBJECTIVE:

To define Council policy, process and considerations regarding redundancy.

POLICY:

The guiding principle to this policy is that an employee is redundant when Council has decided that they no longer require the job undertaken by the employee to be performed in the organisation by any other employee.

Note: check for compliance with the relevant award/s and legislation prior to acting on this policy.

Employees Exempted

This policy shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty, or in the case of casual employees, or employees engaged for a specific period of time or for a specified task or tasks.

1. Considerations affecting Redundancy decisions

- a) Where the employer has made a definite decision that they no longer wish to continue the position an employee currently holds, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, the employer shall hold discussions with the employee(s) directly affected and, if the employee wishes, with their union or unions, to discuss the processes to be followed.
- b) Discussions shall take place as soon as is practicable after the employer has made a definite decision which will invoke the provisions of paragraph (a) hereof, and shall cover, inter alia, any reasons for the proposed redundancies, measures to avoid or minimize the redundancies and measures to mitigate any adverse effects of any redundancies on the employees concerned.
- c) For the purposes of the discussion the employer shall, as soon as practicable, provide in writing to the employees concerned and if relevant their union(s), all salient information about the proposed redundancies including the reasons for the proposed redundancies, the number and categories of employees likely to be affected, and the number of workers normally employed and the period over which the redundancies are likely to be carried out. The employer shall not be required to disclose confidential information, the disclosure of which would be inimical to the employer's interests.

2. Redeployment

An employee occupying a position which has been deemed to be redundant shall be provided the opportunity to discuss and agree with the employer the option of re-training and re-deployment to an alternative vacant position, whether this position is at the same level of

remuneration or at a lower level. The employer will use all reasonable endeavours to place the employee in an alternative position.

3. **Transfer to Lower Paid Duties**

Where an employee is transferred to lower paid duties for reasons of their position being made redundant due to organisational change, the employee shall be paid at the ordinary time rate of pay of his or her former position for a period of 12 months following the date of transfer.

4. **Pay on Redundancy**

Other than in cases of willful misconduct the following shall apply, provided that the payments shall not exceed the amount which the employee would have earned if employment with the employer had proceeded to the employee's normal retirement or contract expiry date, and notwithstanding that additional payment may be agreed between the parties for voluntary severance:

- | | |
|---|----------|
| • At least 1 year but less than 2 years | 4 weeks |
| • At least 2 years but less than 3 years | 6 weeks |
| • At least 3 years but less than 4 years | 7 weeks |
| • At least 4 years but less than 5 years | 8 weeks |
| • At least 5 years but less than 6 years | 10 weeks |
| • At least 6 years but less than 7 years | 11 weeks |
| • At least 7 years but less than 8 years | 13 weeks |
| • At least 8 years but less than 9 years | 14 weeks |
| • At least 9 years but less than 10 years | 16 weeks |
| • At least 10 years | 10 weeks |

Payment of accumulated sick leave in accordance with the following formula:

- after 2 years continuous service 50% of amount accrued;
- after 7.5 years continuous services 75% of amount accrued;
- after 10 years continuous service 100% of amount accrued.

"Weeks' pay" means the ordinary time rate of pay for the employee concerned

Where severance is involuntary, an additional \$50,00 will be paid as a contribution towards relocation expenses by way of:

- payment to a common carrier of household goods on presentation of a tax invoice for up to this amount, or
- reimbursement of relocation expenses on presentation of a receipt detailing the expenditure incurred, and/or
- a cash payment, for which tax may be deducted;

A benefits cap equivalent to 52 weeks' ordinary pay will apply.

5. **Employee Leaving During Notice**

An employee whose employment is terminated for reasons of his/her position being made redundant due to organisational change, may terminate his/her employment during the period of notice and, if so shall be entitled to the same benefits and payments under this policy had he/she remained with the employer until the expiry of such notice.

In such circumstances the employee shall not be entitled to payment in lieu of notice.

6. Time Off During Notice Period

During the period of notice of termination given by the employer, an employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.

If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or he/she shall not receive payment for the time absent.

For this purpose a statutory declaration will be sufficient.

7. Notice to Centrelink

Where a decision has been made to terminate employees in the circumstances outlined in sub-clause (1) hereof, the employer, with the consent of the employee/s affected shall notify Centrelink thereof as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.

8. Employees with Less Than One Year's Service.

This clause shall not apply to employees with less than one year's continuous service and the general obligation on the employer should be no more than to give relevant employees an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employees of suitable alternative employment.

9. Other Payments

Annual Leave

Each employee shall be paid out any annual leave accrued but not yet taken, as at the date their employment terminates, plus any loadings which would otherwise have been paid on that leave. If the employee is paid in lieu of notice, the employee's annual leave will continue to accrue until the end of the notice period.

Long Service Leave

Employees will be paid out any accrued or proportionate payment of long service leave, in accordance with the requirements of the relevant legislation. The employee's long service leave will continue to accrue until the end of the notice period.

03.16 - Christmas/New Year Closure Period

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History: Previously *Christmas/New Year Close of Council Offices*

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended 13 April 2019
 - Reviewed and Amended: 18 May 2023
-

OBJECTIVE:

To define annual closure dates for Council operations over the Christmas/New Year period.

POLICY:

1. Shire operations including the administration office, depot and community/recreation services will close between Christmas and New Year.
2. For the usual working days between Christmas and New Year, the minimum service offered to the public for this period will consist of waste collection services, swimming pool operational opening hours and responding to any emergencies.
3. During the closure period, any other staff normally rostered to work and who are taking time off during what would be normal working days between Christmas eve and New Year shall be required to use accumulated rostered days off, outstanding public holidays in lieu, other time in lieu, annual leave or leave without pay at the discretion of the Chief Executive Officer.
4. To allow all employees sufficient time to travel over the Christmas/New Year period, closure of all operations will occur one day prior to the 24th of December and one day after the New Year local government public holiday. That is, closure on the 23rd of December and commencement the 3rd of January, taking into account should Christmas and New Year occur on any weekend day.

03.17 - CEO Performance Review

Section: Staff

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed: 18 May 2023
-

OBJECTIVE:

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

POLICY:

The provisions within the Chief Executive Officer's Contract of Employment governing performance review processes will take precedence over this policy.

Timing

The CEO's performance review shall be completed within every twelve months from the date of his/her appointment.

Delegation

The task of conducting the CEO performance review is delegated to a Performance Review Panel. All Councillors shall be provided the opportunity to provide an evaluation to this Panel. The Performance Review Panel shall comprise of the President, Deputy President and one other Councillor as appointed by the Council after each election.

Outside Assistance

The Performance Review Panel is to conduct the review. If the Panel is of the view that it requires the assistance of a consultant in any particular year, it may engage a consultant accordingly.

The consultant appointed is to be mutually agreed upon by the Panel and the Chief Executive Officer.

CEO Performance Agreement

Unless provided in the Contract of Employment to the contrary, the provisions set out hereunder apply. Performance Review Panel is to use the CEO Performance Agreement as the basis for the assessment.

The Performance Review Panel is to draw up the CEO Performance Agreement for the year following as part of its task.

The CEO Performance Agreement is to contain the following:

- Performance Indicators
- Performance Targets
- Timeframe
- Performance Measure

For ease of assessment Performance Review Panel shall break down the performance indicators into Key Result Areas.

These key result areas may be consistent each year or amended by Performance Review Panel with the agreement of the CEO.

CEO Report

The CEO is required to submit a report against each performance indicator using the performance measure as evidence.

The report is to say whether the performance targets have been reached within the specified timeframe and the effect these have had on the performance of the organisation.

If the performance targets have not been reached the report is to include an explanation.

Review Working Group Report

The Performance Review Panel is to use the CEO Report as a commencement point for its assessment and give consideration to any Councillor evaluations also submitted.

For each Performance Indicator the Performance Review Panel shall:

- Accept the report of the CEO
- Reject the report of the CEO and include an alternative report.

or

- Amend the report as required, taking into account the performance evaluation feedback from Councillors.

Appraisal Interview

At the appraisal interview the Performance Review Panel is to consider the report of the CEO against each of the Performance Indicators.

The Performance Review Panel will use its judgement to decide whether it considers that the CEO Report is an accurate reflection of whether the CEO has reached the performance targets.

If the Performance Review Panel is not satisfied on the basis of the evidence and the report that the performance targets have been reached, it shall discuss this with the CEO.

The discussions shall focus on the parameters provided for in the CEO Performance Agreement. The Performance Review Panel should conclude its findings by

- accepting the CEO report,
- rejecting the CEO report and providing an alternative report; or
- By amending the report to reflect Performance Review Panel's view.

Report to Council

Once the performance appraisal has been completed, the Performance Review Panel is to provide its report to the Council for information and/or for decision.

At the same time the Performance Review Panel is to submit to Council the draft of a Performance Agreement for the forthcoming review period.

The Performance Agreement is required to be adopted by Council.

It is open to the Council to make changes to the draft Performance Agreement before adoption, provided that the CEO agrees to the changes and the minutes of the meeting record this.

03.18 - Staff Leave and Local Government Public Holidays

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 16 July 2011
 - Reviewed & Amended: 16 April 2016
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To detail the process for all employees in relation to the taking of any leave that ensures employee entitlements are taken within an agreed period and where any leave is not excessively accrued that will create a liability to the employer. This includes the provision of local government public holidays.

POLICY

To provide clear directions to all employees in relation to taking Leave as prescribed below for the types of eligible leave:

- **Annual Leave**

All full time staff are entitled to five weeks paid annual leave after a period of twelve months of continuous service. Part time staff qualify for pro rata entitlement.

- a) All full time employees entitled to five weeks paid annual leave after a period of twelve months of continuous service. Part time employees qualify for pro rata entitlement. This provision does not apply to casual employees.
- b) All employees are permitted to defer the taking of their annual leave or part thereof for a period of up to twelve months from when it falls due.
- c) All employees are eligible to cash out any excessive annual leave that has accumulated more than ten (10) weeks. Application must be made to the CEO.
- d) All employees are required to submit their annual leave application form at least two (2) weeks prior to the intended date of taking leave.
- e) The Chief Executive Officer, on receipt of a formal application from any employee may approve the deferral of annual leave for a period in excess of twelve months but less than twenty-four months from the date the leave fell due.
- f) The employee may choose to take Leave Without Pay and not to use Annual Leave even though it is available on the provision that it is not inconsistent with sub clauses a) and b) above.
- g) Employees are to record the taking of Annual Leave on the Application for Leave Form to be approved by their immediate Supervisor and/or the Chief Executive Officer.
- h) It is Council Policy that the Chief Executive Officer obtains formal approval from the Council and/or Shire President before commencing any periods of annual leave.

- **Sick/Personnel Leave**

- a) All full time employees are entitled to ten (10) sick/personnel leave days per annum in accordance with the prescribed legislation. This leave may be taken within the twelve month period or be permitted to accumulate. Part time employees qualify for pro rata entitlement. This provision does not apply to casual employees.
- b) All employees are required to submit their sick/personnel leave application form prior to taking the intended leave (if possible) or as soon as possible following the leave taken –

- ie in case of emergency.
 - c) The employee must use any accumulated Sick/Personnel leave available and once expired may choose to take Leave Without Pay and/or any Annual Leave available.
 - d) Employees are to record the taking of Sick/Personnel Leave on the Application for Leave Form to be approved by their immediate Supervisor and/or the Chief Executive Officer.
 - e) It is Council Policy that the Chief Executive Officer obtains formal approval from the Council and/or Shire President before commencing any periods of personnel leave.
- **Time in Lieu Leave**
 - a) All employees are entitled to choose between overtime payments or Time in Lieu (TIL).
 - b) When choosing TIL it will be calculated at period of time off that an employee is entitled to take is the same as the number of overtime hours worked.
 - c) TIL is to be recorded as such on the employee's timesheet.
 - d) Any TIL accrued must be taken within one (1) month of accrual and used in the first instance before any other leave entitlements.
 - e) Employees are to record the taking of TIL Leave on the Application for Leave Form to be approved by their immediate Supervisor and/or the Chief Executive Officer.
- **Rostered Days Off Leave**
 - a) All employees are entitled to Rostered Days Off (RDO) in accordance with the hours worked per calendar month.
 - b) Employees are permitted to accrue no more three (3) RDOs cumulatively in any one period unless specifically approved by their immediate Supervisor.
 - c) This provision is to be detailed in any Offer of Employment to new employees.
- **Compassionate Leave**
 - a) All employees are entitled to two (2) days Compassionate Leave per annum.
 - b) This Compassionate Leave provision does not accumulate annually.
 - c) Employees are to record the taking of Compassionate Leave on the Application for Leave Form to be approved by their immediate Supervisor and/or the Chief Executive Officer.
- **Local Government Public Holidays**

As an additional incentive to attract employees to Meekatharra and to standardize annual leave entitlements for all employees the following came into effect from 1st July 2011:

 - a) All full-time staff are entitled to an additional two days public holiday for the day following the New Year's Day public holiday and for the Easter Tuesday to be taken at a time as agreed between Management and the Employee.

03.19 - Allowance for Staff Utilizing Private Accommodation / Meals When on Shire Business

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History: Previously: *Allowance for Staff Utilising Private Accommodation/Meals When on Council Business*

- Adopted: 17 August 2013
 - Reviewed 19 December 2014
 - Reviewed & Amended: 16 April 2016
 - Reviewed & Amended: 22 April 2017
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define the Council position on the entitlement by employees to an allowance for private accommodation and meals when on Shire business.

POLICY:

Shire business is defined as: *Any approved activity associated with the operation and governance of the Shire, which may include attending meetings, industry forums, workshops, seminars, conferences and training sessions*

Council adopts as policy the payment of a nightly allowance to staff when on Shire business, should staff members provide their own accommodation and meals while working away from home.

This allowance is set by Council annually during the budget process.

Staff members availing themselves of this allowance are not entitled to submit additional claims for expenses incurred on accommodation and meals.

The Chief Executive Officer shall be responsible for the approving/administration of the allowance payment in conjunction with normal approvals for the conduct of Shire business at locations where the allowance may be applicable.

03.20 - Waiver of Shire Funeral Fees and Charges for Shire Employees

Section: Staff

History: Previously *Waiver of Council Funeral Fees and Charges for Council Employees*

- Adopted: 19 October 2013
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended 18 May 2023
-

OBJECTIVE:

To provide a framework for compassionate response and support to the family/estate upon death of an employee.

POLICY:

For the purpose of this policy an employee is defined as a permanent full time or part time employee of the Shire of Meekatharra. All casual employees, contractors and consultants are excluded from the provisions of this policy.

The provisions of this policy only apply to funerals held in Meekatharra and only to the waiver of fees and charges normally charged by Council.

Waivers allowed under this policy must not be converted into cash or any other form of contribution other than a reduction of fees and charges normally payable to Council (a waiver).

Council's Contribution (waiver of) to employee's funeral related costs:

- 1) Up to 1 year's continuous service: No waiver or contribution.
- 2) After 1 year or more of continuous service:
 - a) Council will waiver all funeral related, Shire fees and charges. Only fees and charges directly associated with the provision of a funeral and wake for an employee will be waived.
 - b) Fees and charges to be waived may include (but are not limited to) grave preparation and burial fees, grant of right of burial, hearse hire, shade tent hire, PA equipment hire and hall hire and associated fees and charges.
 - c) To ensure that a legally binding contract is created for the security of all parties, a single total fee of \$10.00 (ten dollars) should be charged as valuable consideration in satisfaction of all contracts created.

Bonds and deposits are not to be waived or reduced under this policy. All applicable bonds and deposits must be charged in accordance with the current Schedule of Fees and Charges adopted by Council.

03.21 - Secondary Employment

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Staff

History:

- Adopted: 13 April 2019
 - Reviewed 18 February 2023
-

OBJECTIVE:

To provide a process to employees on the disclosure, implications and limitations regarding 'secondary employment' in the context of perceived and actual conflicts of interest with the work conducted at the Shire.

POLICY:

The Shire of Meekatharra recognizes that its employees may, with approval, engage in secondary employment outside of their employment with the Shire of Meekatharra

For the purposes of this policy, secondary employment includes;

- paid employment with another organisation,
- owning and/or operating a business,
- being a director of an organisation.
- maintaining a professional practice or consultancy,
- contract work.

and may include voluntary activities if those activities have the potential to affect employment with the Shire.

Commitment

The Shire will exercise discretion to consent to an employee's application for secondary employment, unless the secondary employment will, or is likely to have an adverse impact on their employment with the Shire.

In considering any such application, the Shire will have due regard to principles affecting employment by Local Governments under Section 5.40 of the Local Government Act 1995.

Requirement

An employee must not engage in secondary employment outside the service of the Shire without first informing and applying to the CEO.

The CEO will assess the nature of the secondary employment and provide the employee with a decision on approval or disapproval of the request.

If the CEO determines not to give consent to secondary employment, the CEO must provide an explanation outlining any perceived or actual adverse impacts that secondary employment may have on their employment with the Shire.

Where a staff member already has other employment at the time of commencing work with the Shire, such employment shall be disclosed when commencing work with the Shire.

Conflicts of Interest

Secondary employment can lead to conflicts of interest and/or conflicts of duties. An employee must not use Shire time, resources, or information obtained from the Shire in the course of secondary employment, or otherwise take advantage of their position at the Shire for the benefit of their secondary employment.

Risks include but are not limited to:

- the creation of an actual or perceived conflict of interest between official and private business interests;
- misuse of Shire resources, especially telephones, email and office stationery and material;
- unauthorized use of information and intellectual property;
- absenteeism due to competing commitments;
- diminished work performance resulting from fatigue, distraction or time pressures;
- increased load on co-workers who must compensate the reduced performance of one employee; and
- adverse effects on the public's perception of the integrity of the Shire

Responsibility of the Employee

An employee must avoid and appropriately resolve any conflict or incompatibility between his or her private or personal interests and the impartial performance of his or her public or professional duties.

Employees with approval to engage in secondary employment have a duty to notify the CEO of any change in circumstances which might give rise to a conflict of interest, incompatibility with the Shire employment or any real or perceived adverse impact on their performance of professional duties.

Responsibility of the Chief Executive Officer

The CEO may disapprove an application to engage in secondary employment where it presents a conflict with Shire duties.

The CEO may make the termination of secondary employment a condition of commencement or continuation of employment with the Shire, further, the CEO may place any necessary restrictions on secondary employment so as to not interfere with the position with the Shire.

An employee who engages or continues to engage in secondary employment after being informed that their application has been disapproved may be subject to disciplinary action.

In some circumstances, the Shire may be obliged to notify an external agency, such as the Corruption and Crime Commission, if the secondary employment arrangement requires further investigation.

The CEO may delegate his/her authority to deal with all or any part of this policy and procedure to an appropriate Officer.

If approved, the secondary employment will be reviewed annually to ensure continued compliance with this policy.

Voluntary & Community Organisations

Shire employees are encouraged to contribute to the community and be involved in voluntary and community organisations noting Councils Policy(s) regarding Emergency and Defence Force Leave and Voluntary Service provisions.

Within the context of this Policy, an employee is free to fully participate in voluntary and community

organisations, charities and in professional associations.

Appeals

If an employee who does not receive approval from the Shire to undertake secondary employment wishes to appeal the decision, they are entitled to make their appeal in writing to the CEO for reconsideration.

Employees under Fixed Term Contracts

Provisions contained within fixed term contracts override the provisions of this policy

03.22 Working from Home Policy

Section: Staff

History:

- Adopted: 17 October 2020
 - Reviewed: 18 May 2023
-

OBJECTIVE:

The Shire of Meekatharra is committed to providing flexible and family friendly working arrangements for employees. This policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

POLICY:

This policy applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances.

For the purpose of this policy 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

WORKING FROM HOME ARRANGEMENT:

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with the Local Government's requirements, an interested employee must apply for a Working from Home Arrangement (WFHA). All applications are considered on a case-by-case basis by the line manager for subsequent consideration and approval by the Chief Executive Officer. The line manager and employee are responsible for demonstrating that the requirements of this policy have been satisfied before an application for a WFHA is approved. The Local Government may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

ELIGIBILITY CRITERIA:

The Local Government's responsibility to consider flexible working arrangements is in accordance with the Local Government Industry Award 2020.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home
- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and the Local Government Industry Award 2020.
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

LINE MANAGER RESPONSIBILITIES:

Where a WFHA has been approved, it is the responsibility of an employee's line manager to ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures.

1. ensure the employee has completed a risk assessment of their home office and other relevant areas.
2. review and sign off on records of hours worked (timesheets) as required.
3. monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee.
4. communicate regularly and ensure employees working from home are included in team meetings (where possible) and receive all necessary information to undertake their work.
5. where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
6. accurately document the ownership and usage arrangements of the equipment and assets.

EMPLOYEE'S RESPONSIBILITIES:

Where an employee's application to work from home has been approved, it is the employee's responsibility

to ensure they:

1. adhere to the Local Government's policies and procedures.
2. maintain regular contact with their respective line manager and colleagues, and be contactable during their agreed hours of work.
3. meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave.
4. take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents.
5. maintain accurate and up to date records of hours worked at home within the normal span of hours, and
6. take all reasonable precautions necessary to secure the Local Government's equipment.

WORKING FROM HOME ARRANGEMENT AGREEMENT:

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of the Local Government. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of the Local Government. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

CONSEQUENCES OF BREACHING THIS AGREEMENT:

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

VARIATION TO THIS POLICY:

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified

of any variation to this policy by the normal correspondence method.

03.23 – Children in the Workplace

Section: Staff

History:

- Adopted: 17 April 2021
 - Reviewed: 18 May 2023
-

OBJECTIVE:

To provide details and guidance to the Shire of Meekatharra employees for children in the workplace.

DEFINITIONS:

Child - refers to either singular or plural

Child – the natural child of a caregiver or a child in their care or guardianship
Parent – refers to parent or guardian or caregiver

POLICY:

The *WA Equal Opportunity Act 1984* (WA) prohibits discrimination in education and employment on the basis of marital status, pregnancy or breast feeding responsibilities. The *Sex Discrimination Act 1984* (Cth) also prohibits discrimination on the basis of breastfeeding and family responsibilities. The Shire also has safety and health obligations under the *Occupational Health and Safety Act 1984* (WA) to all of its employees and contractors.

Childcare options in Meekatharra can be limited and on occasion an employee may be faced with a situation where the only option to attend the workplace include bringing a child. The purpose of this policy is to outline conditions under which children of employees are generally permitted to be in the workplace while their parent is participating in work.

A child will only be allowed to accompany a parent in the workplace if prior approval of the supervisor, their line manager, and CEO have been provided prior to the occurrence.

A child who is unwell is not to attend the workplace, and the parent should access their carers leave to stay home with the child.

The parent is responsible for:

- Obtaining approval to bring child into the workplace;
- supervising the child at all times in the workplace;
- taking responsibility for the child's behaviour in the workplace; and
- Staff must ensure that all children will be considered as visitors.

The line manager is responsible for:

- considering the parents request to bring a child into the workplace; and
- deciding whether to remove approval where a child is disruptive in the workplace.;
and
- monitoring, intervention and resolution of any problems or disputes that may arise.

Whether or not with an adult, a child is not permitted to enter or remain in areas where there are safety hazards, including:

- plant rooms;
- food preparation areas;

- construction areas;
- workshops;
- areas where chemicals are stored;
- areas where machinery is used; or
- any other areas designated to be hazardous by the Manager or CEO

RELEVANT LEGISLATION:

Equal Employment Opportunity (EEO) – Discrimination, Harassment and Bullying; Code of Conduct; Grievance Management.

WA Equal Opportunity Act 1984 (WA) Sex Discrimination Act 1984 (Cth)

Occupational Health and Safety Act 1984 (WA)

Note: This policy has been created under the Local Government Act 1995 section 5.41 functions of the CEO as an operational policy.

03.24 – Grievance, Resolution & Disciplinary Policy

Section: Staff

History:

- New Policy 18 May 2023
-

OBJECTIVE:

To provide an impartial internal process for all Shire of Meekatharra employees who have a right to express any genuine grievances or complaints and to investigate and resolve any grievances that arise which may include disciplinary action.

POLICY:

- The principles of natural justice and procedural fairness apply to this policy and procedure process.
- The Shire of Meekatharra has an obligation to deal with specific complaints from employees in the workplace.
- A complaint should be dealt with internally in the first instance where reasonable and practicable.
- Employees are expected and required to provide precise details regarding the nature of their complaint.
- All employees involved in a grievance process are expected to participate in good faith.
- Any disciplinary action following the outcome of the grievance process shall be applied in a consistent, fair and objective manner. It is recommended that advice from WALGA Workplace Relations is sought before any action of a serious nature is taken.
- For the purposes of this policy, the term “employee(s)” will extend to cover permanent full time and part time employees, casual employees, contractors, volunteers and any person performing work for or with the Shire of Meekatharra in any capacity.
- The process by which employees can raise a grievance and/or make a complaint are outlined as procedures below
- The above may not be applicable in some circumstances – for example any criminal activity resulting in conviction or any serious breach of Councils Code of Conduct 2020.

Procedure

The purpose of this procedure is to provide a process to investigate and resolve grievances and complaints that may arise as quickly and confidentially as possible and to provide an acceptable disciplinary process to the workforce and the Shire of Meekatharra. This policy is to be read in conjunction with Councils Management Procedures (MP 1.1) regarding External Complaints and Councils Management Procedures (MP 2.2) regarding Grievance Management.

Definitions

Complainant: An employee who raises a complaint about a matter regarding the workplace.

Respondent: An employee who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

Support Person: A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness: A person (including an employee) who is requested by the Shire of Mount Magnet to assist the process by providing relevant information regarding the complaint.

Determining a Complaint

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with any the Shire of Meekatharra's policies and procedures, or the Complainant believes has breached legislation, the Complainant should (where reasonable or practicable) first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious the complainant should advise the CEO directly. The CEO must decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a complaint:

Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Meekatharra may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint;

Impartial (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are or will be made and no action will be taken until available and relevant information has been collected and considered;

Sensitive – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;

Timely – The Shire of Meekatharra aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

Documented – All complaints and investigations must be documented with the nature of the complaint being thoroughly described. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;

Natural Justice – The principles of natural justice provide that:

- a Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- a Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantiated facts; and
- the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedural Fairness – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- the Respondent is entitled to receive verbal or written communication from the Shire of Meekatharra of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Meekatharra through the grievance process are investigated and considered;

- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

Outcome of Substantiated Complaints and Potential Outcomes

Outlined below are some examples of actions that may be taken after a formal complaint is investigated and outcomes have been substantiated.

- apology from the Respondent to the Complainant (written or oral/verbal);
- agreement from the Respondent that the behaviour will not be repeated;
- a Respondent can be issued with a verbal or written warning;
- transfer, demotion or termination of the Respondent's employment;
- counselling of the Complainant and/or Respondent;
- implementation of a training program; or
- changes to Councils Policies.

Vexatious or Malicious Complaints

Where it is confirmed that a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action.

Victimization of Complainant

A Complainant must not be victimized by the Respondent or any other employee of the Shire of Meekatharra for making a complaint. Anyone person(s) confirmed responsible for victimizing a Complainant may be subject to disciplinary action.

Victimization of Respondent

A Respondent must not be victimized by the Complainant or any other employee of the Shire of Meekatharra. Anyone responsible for victimizing a Respondent may be subject to disciplinary action.

Commitment

The Shire of Meekatharra is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with the Shire of Meekatharra's policies, procedures and guidelines. Any necessary disciplinary procedure will be applied in a consistent, fair and objective manner that will ensure employees are given an opportunity and assistance to improve.

When the Disciplinary Action Applies

Disciplinary action may be invoked in the following circumstances:

- breaches of the Councils Code of Conduct 2020 such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- poor performance such as frequently attending for work late or producing a poor quality of work; or
- inappropriate behaviour such as theft, violating any Equal Opportunity and Occupational Safety & Health (OSH) legislation or willfully disobeying a lawful instruction; and
- where a grievance complaint has been substantiated following the above process that requires disciplinary action.

Authority to take Disciplinary Action

Disciplinary action may only be taken when authorized by the CEO.

General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

- **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with this Policy and Procedure;
- **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
- **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
- **Fair and impartial:** The Shire of Meekatharra strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their issue forward and be given an opportunity to respond.

Serious Misconduct

Serious misconduct pursuant to any relevant industrial legislation and/or Councils Code of Conduct 2020 includes, but is not limited to:

- willful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the organisation;
- the employee, in the course of the employee's employment, engaging in:
 - theft, fraud or assault;
 - the employee being intoxicated and/or influenced by drugs at work; or
 - the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice). Before considering this disciplinary action, the CEO should seek appropriate advice from WALGA Work Place Relations.

Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Meekatharra's Policies, or the outcome of the grievance process has substantiated a complaint, the employee should be disciplined as follows:

- **Verbal warning** – The CEO has discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
- **Written warning** – In the event that the employee has been given a verbal warning and the same issue continues without any change in behaviour and/or conduct by the employee then the CEO has discretion to issue the employee with a formal written warning. The employee must be given a copy of the written warning.; and
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Meekatharra has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an

employee is at the Shire of Meekatharra's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

03.25 – Occupational Health & Safety Policy

Section: Staff

History:

- New Policy 18 May 2023
-

OBJECTIVE

To ensure that the Shire of Meekatharra elected members and management are committed to promoting, securing, and further improving the physical and psychological safety and health of all persons in the workplace, including employees, contractors, volunteers and authorized visitors.

POLICY

- The Shire of Meekatharra is committed to providing a safe working environment for all employees and others affected by its activities.
- The Shire of Meekatharra will ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people and, although disciplinary action may be necessary, the focus is on preventative measures.
- The Shire of Meekatharra will endeavour to improve safety and health in the workplace with the philosophy that all injuries and accidents are preventable and that a safe and healthy working environment is conducive to job satisfaction.
- The Shire of Meekatharra will demonstrate leadership and commitment to meet all occupational safety and health statutory obligations and will provide occupational safety and health information and advice to all workplaces.
- The Shire of Meekatharra will adopt a culture where individual and collective behaviours demonstrate we are proactive about safety, systems are in place to identify and mitigate risks, and keeping safe every day is actively practiced. To achieve this a Safety and Health Management System will be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation.
- The Shire of Meekatharra has an obligation to provide resources for occupational safety and health and will provide a mechanism of consultation with all parties on occupational safety and health issues.
- The Shire of Meekatharra has a responsibility for the maintenance of safety and health standards for all operations, employees, contractors, volunteers and visitors through the provision of appropriate instruction, training and supervision.
- The Shire of Meekatharra Safety and Health Management System including drug and alcohol processes is outlined in the following procedures;

Purpose

The purpose of the following procedure is to prescribe and outline the principles for the organisation to effectively support Occupational Safety and Health (OS&H) in the workplace environment.

Scope of Policy

The OSH Policy applies to all Shire of Meekatharra employees including contracted staff and volunteers and applies to all Shire of Meekatharra controlled premises and any other areas in which

Council employees may work. Visitors, contractors and volunteers to the Shire of Meekatharra are also required to comply with this policy.

Safety and Health Objectives

Commitment, co-operation and effective team work is fundamental to achieving these objectives. The key safety and health objectives are:

- provide safe equipment, safe work practices and safe systems of work.
- ensure that employees understand their responsibilities for safe working conditions and are provided with appropriate instruction, training, information and equipment.
- ensure a safe workplace for all employees that is free from the presence and effects of drugs and alcohol.
- involve employees in safety and health matters and consult with them in ways to reduce work place hazards and prevent injuries.
- protect the public, the environment, equipment and materials from injury, accidental loss or damage
- conform with statutory requirements as a minimum standard.
- take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

Responsibilities

Safety and health are both an individual and a collective responsibility of all employees. In particular:

- *Chief Executive Officer*
The Chief Executive Officer is the responsible officer for Occupational Safety and Health.
- *Deputy Chief Executive Officer*
The Deputy Chief Executive Officer is responsible for implementing the Occupational Safety and Health Policy and also planning, developing, implementing and monitoring of Occupational Safety and Health Procedures.
- *Employees*
Employees are required to follow all safe working practices and use personal protective equipment as required. To ensure their own safety at work, safety of others and to report all accidents and hazardous situations that arises in the course of their work.

Occupational Safety and Health Working Committee

The Committee will be known as the:

“Shire of Meekatharra Occupational Safety and Health Working Committee”

The OSH Committee has responsibility to facilitate consultation and co-operation between the employer and employee on safety in the workplace. As an integral part of its management philosophy, this policy commits the Shire of Meekatharra to an Occupational Safety and Health Program for all its employees and others affected by its activities.

OSH Committee Structure

The Committee structure should consist of employees equally comprising of indoor and outdoor staff that will provide a reasonable diversity of Councils operations and activities. Ideally the Committee should consist of the following membership:

- Deputy Chief Executive Officer

- Works and Services Manager
- 1 employee from the Community Development section
- 1 employee from the Civil Construction Works section, and
- 1 employee from the Town Works section.

Councils Deputy Chief Executive Officer is to be the Convenor of the Committee that also provides the required administrative support such as agenda's and minutes for meetings.

Frequency of OSH Meetings

Committee meetings should be held on a regular 4 monthly basis, unless issues arise that require more frequency of meetings.

Aims and Objectives of the OSH Working Committee

The aims and objectives of the OSH Committee are:

- to facilitate consultation and co-operation between the management/employer and employees in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace.
- to keep itself informed of standards relating to safety and health generally recommended to prevail in workplaces of a comparable nature and to review and make recommendations to the employer on rules and procedures at the workplaces relating to the safety and health of employees.
- to recommend to management and employees the development, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of employees.
- to keep in a readily accessible place and format such information regarding hazards to persons that may arise at the workplace.
- to consider and make such recommendations to management, as the committee sees fit, in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace.
- to consider such matters as are referred to the committee by safety and health representatives and employees, and
- to perform such other functions as may be prescribed in the regulations or given to the committee, with its consent by the Council at the workplace.

Scope of OSH Working Committee

- review of general measures taken to ensure safety and health of employees at the workplace, including work of other committees.
- investigations of unresolved matters brought to the Council's attention which a committee member or employee considers to be unsafe, a risk to health or of other concern. If unable to resolve a matter, the committee will refer it to the Chief Executive Officer, and
- assistance in developing a recording system for accidents and hazardous situations to be maintained by Councils Deputy Chief Executive Officer.
- assistance in formulation of the organisation's overall Occupational Safety and Health Policy and Procedures.
- recommendations for the monitoring of measures taken to ensure proper use, maintenance and, if necessary, replacement of equipment designed to protect employees from hazardous situations, and
- recommendations to the Council regarding safety and health matters.

Matters outside of the OSH Committee's scope

The following issues are considered to be outside of the scope of the OSH Committee's functions:

- handling of industrial disputes.
- welfare issues not relating to safety or health.
- negotiations salary and position duties, and
- employee grievances which do not affect safety and health.

Action Plan

The Occupational Safety and Health Committee is to establish and maintain an action plan to keep track of safety issues that require completion and a time line for completion.

Review Process

To ensure that the Occupational Safety & Health process remains effective in providing a safe and healthy work environment, the Shire of Meekatharra Occupational Safety & Health Policy and Procedures will be reviewed periodically by the OSH Working Committee. The Committee will refer any recommendations from the review process to the CEO. This review will focus on the effectiveness of individual elements of the system in place, the relevance of changes to Commonwealth and State OS&H legislation which may have occurred, and any other matters which potentially impact on the system.

Drugs and Alcohol

To ensure that the Occupational Safety & Health process remains effective in providing a safe and healthy work environment for all employees, the Shire of Meekatharra is committed to taking all possible steps to make sure the workplace is free from the presence and effects of drugs and alcohol. Drug and alcohol usage becomes an occupational safety and health issue if an employee's ability to exercise judgment, coordination, cognitive control, concentration and alertness at the workplace is impaired. The use of prescription or over-the-counter drugs may impair an employee's ability to perform safely or efficiently. Employees using prescribed drugs should seek advice from their chemist or doctor on the effects or impairment the medication might have and, if applicable, provide a doctor's letter regarding the effect of the drug outlining any limitation on normal duties and present the letter to their section Supervisor. Medical confidentiality will be maintained. Any limitation to normal duties will be either treated as alternative duties, if applicable, otherwise the employee will be required to take sick leave.

The Individual's Responsibility

Under the ***Occupational Safety and Health Act 1984*** (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable (the hazard extends to being adversely affected, possibly as a result of the night before in addition to consumption at work), except in relation to responsible use of alcohol at workplace social functions, as authorized by the Chief Executive Officer.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment. Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

Drug Use on the Premises

Employees who buy, take, or sell drugs on the Shire of Meekatharra premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including

dismissal and may be referred to the relevant authorities.

Reporting Requirements

Under the ***Occupational Safety and Health Act 1984***, employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs in non- designated areas as this presents a hazard in the workplace.

Testing for Drugs and Alcohol

It is a condition of employment as from the date of implementation of this policy for all employees of the Shire of Meekatharra to submit to testing. A random Drug and Alcohol Testing procedure will apply to all employees and will include contractors. When selected for a random test the employee and/or contractor must advise the tester if they are taking over the counter or prescription drugs. Prescription drugs should have already been notified. When an employee is taking over-the-counter or prescription drugs a urine sample will be taken and forwarded to Perth for laboratory testing and results acted on when available.

Employees involved in significant incidents may be tested. Significant incidents may include but are not limited to:

- Vehicle accidents
- Injuries treated by a Medical Practitioner
- Property damage

Any employee who has reason to believe that another employee or a contractors' employee is under the influence of alcohol or drugs may initiate a test by notifying their immediate Supervisor. Refusal by an employee to submit to, or co-operate fully, with the administration of a drug and alcohol test, will be treated as a positive result. This also applies to the tampering with an alcohol or drug sample testing.

Employees found in possession or consuming alcohol or drugs in the workplace during working hours will be dismissed. Furthermore, where an employee returns a positive result they will be liable for summary dismissal.

Confidentiality

All results and information in relation to drug and alcohol testing will be dealt with in the strictest confidence. The privacy and dignity of staff tested as part of this process will be protected. The Shire of Meekatharra believes that the health and wellbeing of an employee is of great importance to the organisation. Any employee of the Shire of Meekatharra who is interested in receiving counselling services should seek confidential guidance from their immediate Supervisor, the DCEO or the CEO that maybe referred to Councils insurer (LGIS) for Counselling services.

03.26 – Use of Council Motor Vehicles

Section: Staff

History:

- New Policy 18 May 2023
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OBJECTIVE

The objective of this policy is to provide clear guidelines for the private use of Shire vehicles for employees with a means of transportation in order that they may provide effective and efficient services.

POLICY

- This Policy applies to any Shire of Meekatharra employee who gains a benefit from the use of a Shire owned motor vehicle by either private use or commuter use of such vehicles.
- Allocation of Shire vehicles is dependent on the requirements of the position.
- No employee shall drive a Shire vehicle without a valid “C” class driver’s licence. Upon request, employees will produce their current driver’s licence for inspection by the Chief Executive Officer.
- The employee shall be responsible for payment of fines incurred as a result of failing to observe the Road Traffic Code and/or any parking prohibitions.
- All vehicles shall be appropriately housed and secured at the residence of the employee. It is the responsibility of the employee to maintain the vehicle in a clean and tidy state, and report immediately any damage or malfunction.
- Vehicles are to be made available for Council business during working hours to those staff who are performing a Council function, responsibility or duty and have no means of transport.
- The Chief Executive Officer reserves the right to alter the terms/restrict or withdraw the use of a vehicle by an employee where it is determined that the employee has breached the terms and conditions of this policy.
- Any proposal to withdraw or restrict the use of a vehicle must take into account any conditions of a fixed term employment contract and/or the requirements of the employee to undertake his/her duties.

Purpose

To provide for the use of Council Vehicles by staff within the following guidelines and conditions, and subject to any relevant employment contracts.

Terms and Conditions for Use of Council Motor vehicles – CEO

Unrestricted use within the State of Western Australia of the vehicle in his/her care at no charge subject to the following provisions:

- Unrestricted use to include public holidays, special and annual leave and long service leave
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle.
- Permission required by Council and/or Shire President for use of vehicle outside of WA, and
- Any other conditions as determined in the CEO Contract of Employment.

DCEO

Unrestricted use within the State of Western Australia only of the vehicle in his/her care at no charge subject to the following provisions:

- Unrestricted use to include public holidays, special and annual leave
- During periods of long service leave the vehicle is to be left for use by other employees
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle, and
- Any other conditions as determined in the DCEO Contract of Employment

Works & Services Manager (WSM)

Unrestricted use within the State of Western Australia only of the vehicle in his/her care at no charge subject to the following provisions:

- Unrestricted use to include annual leave, special leave and public holidays.
- During periods of long service leave the vehicle is to be left for use by other employees.
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle, and
- Any other conditions as determined in the WSM Contract of Employment.

Community Development & Services Manager (CDSM)

Unrestricted use within the State of Western Australia only of the vehicle in his/her care at no charge subject to the following provisions:

- Unrestricted use to include annual leave, special leave and public holidays.
- During periods of long service leave the vehicle is to be left for use by other employees.
- The vehicle is available for use during office hours by other staff members where possible, however the vehicle is not to be regarded as a general pool vehicle, and
- Any other conditions as determined in the CDSM Contract of Employment.

Care of Vehicle

As a general condition all officers with a vehicle in their care are required to clean the vehicle regularly in his/her own time and garage it in a secure place.

Commuter Use

The CEO shall be authorized to allow temporary commuter use of a vehicle. Commuter use being defined as use of a motor vehicle to and from a place of residence to work during the absence of any of the abovementioned officers, or when considered necessary in the interests of Council operations.

In recognition of its interest in the welfare of its employees, the Council authorizes the CEO or Acting CEO, or in his/her absence the DCEO, the CDSM or the WSM to allow after hours personal usage of plant to employees, subject to the following:

- Usage will be permitted within the Meekatharra townsite area, to those employees who are conversant with the operating capabilities of the plant that they propose to use and subject to their signing an agreement to accept full responsibility for any loss or damage to that plant caused by other than fair wear and tear and is not to be utilized for obtaining any personal financial gain from a third party.
- Where the use, or intended use, of plant is likely to conflict with usage by Council of that plant, then permission will not be given.
- Unless specific justification can be provided to show otherwise, usage of Shire plant is restricted to certain items of machinery, as determined by the CEO.
- Specific justification will also have to be shown of the need for any usage outside of the

Meekatharra townsite.

Use of Council Vehicles by Councillors/Staff/Third Parties

At the commencement of each financial/budget year Council is to make persons who are authorized to drive its vehicle aware of the following exclusions and advise them that failure to advise Council of matters likely to be affected by these exclusions could lead to Council's Insurer subrogating Council's right of recovery against the driver in the event of an accident where any of these exclusions apply.

Exclusions included in Council's Motor Vehicle Policy;

Loss, damage or liability caused whilst the vehicle is being driven by or in charge of any person;

- a) Under the influence of intoxicating liquors and/or drugs, or
- b) In connection with the relevant accident, subsequently convicted of or issued with an infringement notice for:
 - i) Driving under the influence of alcohol, drugs, or alcohol and drugs, or
 - ii) Driving while the percentage of alcohol in the blood exceeds that permitted by the law of any State or Territory, or
 - iii) Refusing to provide or allow the taking of a sample of breath, blood or urine for the preliminary testing or for analysis by law or any State or Territory for the purpose of ascertaining the percentage of alcohol in the blood.

Providing that this Exclusion shall not apply to indemnity and/or insurance provided on behalf of any other person or party if such person or party proves that he did not consent to the vehicle being driven by or being in charge of the person in control of the vehicle at the time of the accident.

1. At the commencement of each financial/budget year each Employee/Councillor/Third Party to be directed to provide to Council a copy of proof of a current valid Driver's License.
2. At the commencement of each financial/budget year each employee/Councillor/Third Party be advised that they must advise Council in writing at the time of the occurrence, of any driving offence, suspension, infringement, cancellation, special conditions or other action that may adversely affect Council's insurance Policy.
3. Following any report received, under paragraph 2 above, the Chief Executive Officer be authorized to review and, if considered necessary, refuse that Employees/ Councillors/ Third Party's privilege of the use of Council vehicles. The advice of Council's Insurers will then be sought to clarify Council's position. Failure by any Employee/Councillors/Third Parties to produce proof of a current valid Driver's License may result in that Employees/Councillors/Third Party's privilege of the use of Council vehicles being withheld until such proof can be provided.

Persons Eligible to Drive Council Vehicles

Private usage vehicles can be driven from time to time by the immediate spouse or partner of the Council employee allocated the use of the vehicle. Any person who is the holder of an appropriate current driver's license may also drive a private usage vehicle so long as they are accompanied by an authorized officer. Commuter use vehicles may only be driven by the nominated (employee) driver.

Disqualification or Conviction

An employee who ceases to hold or is disqualified from holding a drivers licence for any reason, or is issued with a restricted licence, will as soon as practicable thereafter notify the Chief Executive Officer (and in the case of the Chief Executive Officer, the Shire President) of that impediment. During the period of any disqualification or the non-currency of their driver's license, the employee shall not be permitted to drive any Council vehicle. This condition is clearly expressed in the original Offer of Employment letter to the employee and the subsequent acceptance. Failure to observe the requirements of this clause will lead to disciplinary action being taken against the employee.

Insurance Claims

Condition 1 - If a Council vehicle is involved in an accident while being driven by the employee or another person authorized by the employee, and that person is convicted of that offence, the employee may, in the event that Council's insurer disclaims liability, be responsible for all costs incurred.

Condition 2 - In the case of an accident, should Council's insurer refuse indemnity due to the action or condition of the driver, the driver may be liable for all costs resulting from the accident associated with the claim.

Subject to the above conditions, Council shall be responsible for the payment of all costs in respect of any accident occurring whilst a vehicle is being used for business or authorized private use.

Vehicle Replacement

Vehicles will be replaced according to the adopted annual budget. It is the Chief Executive Officers' responsibility to nominate the type of vehicle required (e.g. sedan, station sedan, utility, 4WD, seating capacity etc.) by the employee to carry out the operational duties required of the position.

Fitting of Non-standard Equipment

Fitting of any non-standard equipment to vehicles (e.g. lights, hands-free kits, bull bars, radios, extra wheels, etc.) are to be operationally based decisions. The justification for non-standard equipment must be presented to the Chief Executive Officer for approval prior to any purchase being initiated.

03.27 – Code of Conduct

Section: Staff

History:

- New Policy 18 May 2023
-

OBJECTIVE

The objective of the Shire of Meekatharra's Code of Conduct 2020 is to prescribe the expected standards for the behaviour of Councils elected members, employees and contractors in the discharge of their roles and responsibilities.

POLICY

- The Shire of Meekatharra is required by legislation to adopt a Code of Conduct to be observed by elected members and employees.
- Council must review the Code of Conduct within 12 months of each ordinary election.
- The Code of Conduct provides a clear framework for behaviour that must be observed in the wide range of interactions and scenarios experienced in the conduct of the Shire of Meekatharra activities.
- The Code of Conduct complements relevant policies and procedures and where practices are not clearly outlined, inferences can be made to enable most situations to be dealt with in the most appropriate way.
- Where the Shire of Meekatharra Code of Conduct 2020 is inconsistent with any governing legislation then the legislation shall prevail to the extent of the inconsistency.
- The Shire of Meekatharra Code of Conduct 2020 is provided as a separate document to this Policy Manual and should be provided to all elected members, employees and contractors (where contractors are engaged from time to time), and be included in the Councils Recruitment and Induction process for new employees and Tender documents for prospective contractors.
- New employees, newly elected members and newly appointed contractors are to sign acknowledgement of receipt of a copy of Councils Code of Conduct 2020.

Section 04 – Finance

04.01 - Investments

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 20 April 2018
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

Objective:

The objective of this policy is:

- To take a conservative approach to investments, but with a focus to add value through prudent investment of funds.
- To maximize a return at least consistent with the BBSW (90 day average rate), when measured over rolling one year periods.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security by using recognized ratings criteria.
- To have ready access to funds for day to day requirements, without penalty.

Policy

The purpose of the policy is to ensure:

- Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18 (1) (a) of the Trustees Act 1962 (the “Prudent Person” rule) See Attachment 1
- Council at all times has in place a current set of policies and delegations for its investment officers
- Adherence to the guidelines and policies outlined in this document by all officers with delegated authority to invest/control surplus funds.
- Adherence to regulations section 19, 19c, 28 and 49 of the Local Government (Financial Management) Regulations 1996.
- Adherence to the Trustees Act 1962 - Part III Investments.

1. Risk Profile

The Council and delegated investment officers have a fiduciary responsibility under Sect 6.14 of the Local Government Act and therefore risks must be kept to a minimum, particularly credit risk. In this respect, the schedule of Authorized Investments (Section 8.0) and limits applying to counter parties (Section 9.0) are to be adhered to. This will ensure that delegated officers comply with the “Prudent Person” rule.

Council recognizes its obligation under the “Prudent Person” rule by seeking to adhere to an investment policy with a conservative bias. Council also seeks to add value to the investment portfolio through product selection and diversification

2. Risk Management Controls

Risk management controls include:

- a) Documented authority to invest (refer attachment 2).
- b) Documented investment procedures.
- c) Documented back-up procedures, i.e.
- d) Staff
- e) System, operations
- f) Checking controls, supervision
- g) Management reporting:
- h) Monthly investment report (refer Section 10.1)
- i) Monthly statements to be received from counter parties with the exception of term deposits
- j) The general financial management obligations imposed on the Chief Executive Officer, under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, must at all times be complied with.

3. Prohibited Investments

Investments which are not allowed are as follows:

- Deposits with an institution that is not an authorized institution;
- Deposits for a fixed term of more than 12 months;
- Bonds that are not guaranteed by the Commonwealth or WA State Government;
- Bonds with a term to maturity of more than 3 years;
- Foreign currency.

4. Liquidity

Liquidity ratio:

- a) At least 70% of total investment portfolio must be liquefiable within 10 days.
- b) Cash flow report to be monitored at least weekly to ensure cash funds are available to meet commitments.
- c) Maturity analysis report to be monitored at least monthly:
- d) Report to include long dated assets and liabilities to monitor any mismatch/exposure to interest rate movements.

5. Long Term Investments/Reserves

- a) Where a Reserve is to be established for long-term projects, long term service leave or other contingent liabilities, other investments may be appropriate.
- b) Council approval is required in each case where investments fall outside those listed in Section 9.0. It may be appropriate to seek external advice in the selection of proposed investments.
- c) Investments, which are targeted for long term projects, are to be controlled separately from other funds. Section 9.0 (B) lists a range of investments, which could be suitable for these purposes.

6. Diversification

- a) Portfolio of investments must be diversified to ensure a spread of credit risk and market risk. (refer to Section 9.0 for guidelines)
- b) Even if funds are to be invested 100% in Bank Deposits/Securities, diversification between counter parties is desirable.
- c) No more than 70% of funds may be invested in one organisation without Council approval.

7. "Prudent Person" Rule

- a) Attachment 1 outlines the legislative background of the "Prudent Person" rule.
- b) These guidelines must be adhered to. In case of conflict, the "Prudent Person" ruling must apply, or Council approval obtained.
- c)

- d) By way of background, the “prudent Person” rule replaces the previous legislation which stipulated that all investments had to fall within the list of Authorized Trustee Investments (in accordance with Part III of the Trustees Act 1962), otherwise approval of the Minister for Local Government was required, on the advice and recommendation of the Treasurer (Local Government Act 1995, Section 6.14(1)).

8. Delegated Authority to Invest

- a) Officers authorized to make investment decisions and sign investment lodgements, withdrawals etc., are outlined in Attachment 2 and Council’s Delegated Authority Register.
- c) In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons.
- d) It is important to note that any investments made are to comply with the Authorized Investments List (Section 8.0) and Authorized Counter Party and Exposure Limits (Section 9.0).

9. Authorized Investments

Authorized investments are contained in Attachment 3. These investments may be made by authorized officers subject to the investment policies outlined in this document being adhered to.

10. Authorized Counter Parties and Exposure Limits

		Counter Party Details	Minimum Standard & Poors Rating	Maximum Exposure as a % of Total Investment Portfolio
Operating Investments	9.1	All banks within the meaning of the Banking Act 1959	A-1 (Short) A (long)	100%
	(Note at all times a minimum of 75% of total investment must remain with a bank)			
	9.2	Managed (Cash/Treasury) Funds (Unit Trusts) with an average duration of less than 1 year	AA m AA f	25%
	9.3	Managed (Cash/Treasury) Funds (unit Trusts) with an average duration of less than 3 years	AA f	25%
Reserve Investments	9.4	All banks within the meaning of the Banking Act 1959	A-1 (Short) A (long)	100%
	9.5	Commonwealth Government (Max term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%
	9.6	State Government (Max. Term 3 years)	A-1 AA	< 1 year 50% > 1 year 20%
	9.7	Other Financial Institutions (Maximum term 2 years)	A-1 (Short) A (long)	100%
	9.8	Managed Investment Funds		50%
Note: If investing directly into securities (Sections 9.4 to 9.8) a maximum weighted average term of 3 years is to apply.				

11. Management Reporting

a) Monthly Reports

Each month an investment report must be presented to the Chief Executive Officer and Council. The report will summarize:

- Liquidity levels (cash flow report)
- Maturity profile
- Investment spread (asset classes)
- Counter party exposure versus limits
- Returns versus benchmarks
- Any breaches of authority

b) Reviews

Annual reviews of the Investment Guidelines and Policy Document must be conducted

Attachment 1 - Legislative Background : the "Prudent Person"

The investment options available to Local Government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act.

With the passage of changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the "Prudent Person" rule.

The main features of the prudent person rule include:

- exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- a duty to invest in investments that are not speculative or hazardous.

In exercising powers of investment, there are important matters for consideration:

- the purpose of the investment and the needs and circumstances;
- the desirability of diversifying investments;
- the nature of and risk associated with existing investments;
- the need to maintain the real value of capital and income;
- the risk of capital or income loss or depreciation;
- the potential for capital appreciation;
- the likely income return and timing of the income return;
- the length of the term of the proposed investment;
- the liquidity and marketability of the proposed investment;
- the aggregate value of the investment;
- the effect of the proposed investment in relation to the tax liability (if any);
- the likelihood of inflation affecting the value of the proposed investment
- the cost of making the proposed investment; and
- the results of a review of existing investments.

Attachment 2 - Delegated Authority To Invest

Position	Detail of Activity	Authority
Deputy Chief Executive Officer	\$0 > \$250,000 Place Investments Withdraw Investments Investment decision (within limits)	Joint with CEO Joint with CEO Joint with CEO
Chief Executive Officer	\$0 > \$1,000,000 Place Investments Withdraw Investments Investment decision (within limits)	Joint with DCEO Joint with DCEO Joint with DCEO
Chief Executive Officer & President	\$1,000,000 > Upwards Place Investments Withdraw Investments Investment decision (within limits)	Joint with DCEO Joint with DCEO Joint with DCEO

Attachment 3 - Authorized Investments

Cash/Bank Deposits/Securities

- a) At call short dated deposits with a bank within the meaning of the term Banking Act or a bank established by or under a law of a State or Territory of the Commonwealth of Australia – (maximum term 1 year).
- b) Bills of exchange that have been accepted or endorsed by a bank – (maximum term 1 year).
- c) Certificates of deposit and term deposits issued by a bank whether negotiable, convertible or not – (maximum term 3 years).
- d) Securities of, or guarantees by, the Commonwealth or a State or Territory of the Commonwealth of Australia – (maximum term: Commonwealth 3 years, State 3 years).
- e) Promissory Notes – (maximum term 2 years).
- f) Floating Rate Notes – (maximum term 3 years).

Note: Direct investments are limited to a total portfolio weighted average duration of 3 years.

- a) Managed Funds (units in Unit Trusts) or other pooled funds which are restricted to investing in the investments in sub-paragraphs (a) to (f) above, and which are rated AA f or AA m or higher by a recognized rating agency, ie Standard & Poor.

Restrictions

- a) Organisations with which deposits are placed must have a long term credit rating of A or higher, as assessed by a recognized Ratings Agency.
- b) All securities other than those guaranteed by the Commonwealth or a State Government must have a short term domestic credit rating of A1 or higher, as assessed by a recognized Ratings Agency.
- c) The interest rate re-set period on floating rate notes must be less than or equal to 6 months. Terms of the notes must not exceed 3 years.
- d) Managed Fund investments are restricted by average duration of less than 3 years, and carry a Standard & Poor rating of AA m or AA f.
- e) Maximum limits (% of investment portfolio) are set out in Section 9.0.

04.02 – Purchasing & Procurement

Section: Finance

History:

- Adopted: 20 January 2007
 - Amended: 19 March 2016
 - Reviewed & Amended: 19 January 2019
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

POLICY:

The Shire of Meekatharra (the “Shire”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”) Procurement processes and practices to be complied with are defined within this Policy and the Shire prescribed procurement procedures.

1. ETHICS & INTEGRITY

1.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

1.2 Purchasing Principles

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

- a) full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- b) all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire’s policies and Code of Conduct;
- c) purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- d) all processes, evaluations and decisions shall be transparent, free from bias and fully

- documented in accordance with applicable policies, audit requirements and relevant legislation;
- e) any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
 - f) any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

2.1 Application

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

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. LEGISLATIVE / REGULATORY REQUIREMENTS

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

3.1 Policy

Purchasing that is **\$250,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4 of this Purchasing Policy.

Purchasing that **exceeds \$250,000 in total value** (excluding GST) must be put to public Tender

when it is determined that a regulatory Tender exemption, as stated under 4.5 of this Policy is not deemed to be suitable.

3.2 Purchasing Value Definition

3.2.1 Exclusive of Goods and Services Tax (GST)

3.2.2 The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works from one supplier and what total value is or could be reasonably expected to be purchased from that supplier

3.2.3 If a purchasing threshold is reached within one year for a particular category of goods, services or works from one supplier, then the purchasing requirement under the relevant threshold (including the tender threshold) may apply. The Shire CEO will monitor yearly expenditure for each category of goods and service from each supplier on the basis of a three to five year rolling average. Goods and services that are exempt under legislation or provided under a tender (including panel tenders) are to be excluded from this calculation. In applying this policy, a “category of goods, services or works” will be broken down to the lowest reasonable level. As a general rule if a good or service has specialist suppliers in Perth it is considered to be of a separate category for the purpose of the legislation and this policy. For example, supplies that are of separate categories include, but are not limited to the following –

- air conditioning supply installation and maintenance,
- scheduled safety testing of electrical equipment,
- ad hoc electrical repairs,
- supply of replacement motors/engines,
- installation of replacement motors/engines,
- installation and repairs of LPG gas equipment,
- general plumbing repairs and supplies,
- fuels,
- oils,
- tyres,
- batteries,
- radiators,
- repairs and maintenance to small motors,
- repairs and maintenance to light vehicles,
- repairs and maintenance to heavy plant,
- supply of window treatments,
- supply of floor coverings,
- installation of window treatments,
- installation of floor coverings,
- carpentry supplies,
- carpentry services,
- fence supplies,
- fence repairs and installation,
- domestic cleaning services,
- commercial cleaning services,
- hotel cleaning services,
- welding,
- metal design,

- metal fabrication and installation are all of separate categories.

Subject to genuine compliance with Regulation 12 (anti-avoidance), every contract created by the issue of a purchase order on a supplier is deemed to be a separate and exclusive contract for the purpose of defining “a contract” under Clause 3.58 of the Act, the Regulations and in relation to this policy.

Must incorporate any variation to the scope of the purchase that is reasonably expected prior to the commencement of the contract and be limited to a 10% tolerance of the original purchasing value.

3.3 Purchasing from Existing Contracts

Where the Shire has existing exclusive contracts in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows and to the extent that there is a legal requirement to purchase the goods and services under the existing contract – subject to best value for money being obtained. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

4. PURCHASING THRESHOLDS

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$10,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral (up to \$1,000 only) or written quotation from a suitable supplier, either from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. (whichever staff consider will derive the best value for money).
Over \$10,001 and up to \$50,000	Obtain at least two (2) written quotations from suppliers following a brief outlining of the specified requirement, either from: <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. (whichever staff consider will derive the best value for money).

<p>Over \$50,000 and up to \$250,000</p>	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from suppliers pre-qualified on the WALGA Preferred Supply Program or State Government CUA are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
<p>Over \$250,000</p>	<p>Where the purchasing requirement is not able to be met through a tender-exempt arrangement as listed under section 4.5 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

NOTES: *The general principles relating to written quotations are;*

- *An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.*
- *The request for written quotation should include as a minimum:*
 - *Written Specification*
 - *Selection Criteria to be applied*
 - *Price Schedule*
 - *Conditions of responding*
 - *Validity period of offer*
- *Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.*
- *Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.*
- *Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.*
- *Respondents should be advised in writing as soon as possible after the final determination is made and approved.*

Variations

Variations to contracts, including those created by purchase order, should be limited to a 10% tolerance of the original contract value when the contract is for a lump sum amount. All variations must be formalized in writing by a method appropriate to the contract. Variations in excess of 10% must be approved by the CEO.

Council acknowledges that it will not always be possible, cost effective or in Council's best

interest to obtain more than one quote or estimate. The CEO is to use his/her discretion in applying this policy.

E.g. When a tradesman visits town (providing a trade that is otherwise unavailable in or near Meekatharra) staff should make use of the tradesman within budget parameters and providing hourly rates and quotes are considered competitive and reasonable.

Council also acknowledges that in some cases, staff will not have the skills or knowledge required to write or provide clear and sufficiently detailed specifications. In some cases these skills will be available in Meekatharra, however usually the person or persons with the skills to write the specifications will be most likely to submit a quote or estimate for the works, thereby creating a potential conflict of interest.

Therefore in order to fully comply with this policy staff may be forced to engage a consultant from Perth or Geraldton to write up specifications.

When taking into account a consultant's time, travel costs and accommodation this exercise could prove very costly. In some situations, it could cost more to get specifications written than the job or goods are worth. In these situations, the CEO and staff should use prudent and ethical discretion to achieve the best possible outcome for Council.

Council also acknowledges that where the budget provides for the purchase of second hand goods or equipment, compliance with this policy will sometimes be difficult, if not impossible (depending on the prevailing market demand for the goods concerned). Often if a suitable second hand item is located it needs to be purchased quickly, without time to try to find a similar item or get quotes on same.

The CEO is to ensure that staff nonetheless make their best possible endeavour to comply with Council Policy 4.2 (Purchasing) where ever possible and that staff make every effort to ensure that Council obtains the best possible value for money and that in all cases the best possible outcome is achieved for the Shire of Meekatharra.

4.1 Up to \$10,000

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

In cases where goods are of a standard or "off the shelf" nature, and quotes can be obtained relatively easily and in a timely manner, staff should obtain 2 or 3 quotes to ensure that Council is obtaining best value for money.

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

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

Staff are to use their discretion as to when to obtain quotes or estimates or both. Where there is a relatively high labour component and/or a high potential for unforeseen problems to the purchase it will often be more cost effective to obtain an estimate.

The general principles for obtaining verbal quotations are:

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

4.2 Over \$10,000 and up to \$50,000

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

Staff are to use their discretion as to when to obtain quotes or estimates or both. Where there is a relatively high labour component and/or a high potential for unforeseen problems to the purchase (e.g. digging trenches) it will often be more cost effective to obtain an estimate.

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

4.3 Over \$50,000 and up to \$250,000

It is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is will demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements will be maintained in accordance with record keeping policies.

As a minimum, staff should advertise publicly on town notice boards for a period of 10 calendar days, requesting registrations of interest (initially), quotes or estimates.

Where greater advertising exposure could provide more competitive quotes or estimates, The Meeka Dust, Geraldton based newspaper/s and/or the "West Australian" should be engaged to publish the advertisement/s.

4.4 Trade Ins

Note; please also refer to s 3.58 of the Act and Regulation 30 (3)

When quotes are being sought for the purchase of items of Plant and Vehicles with a trade vehicle, the trade in plant or vehicle is also to be offered locally for outright sale. This is mainly to allow local people the opportunity to purchase second hand shire plant and vehicles.

In this case advertising is to be by Local Notice Boards, Local Paper, and (if prudent) Geraldton newspaper and/or "The West" newspaper and all offers to purchase must be submitted in a sealed envelope, appropriately endorsed on the outer envelope, by the closing dates for the tenders/quotes.

4.5 Tendering Exemptions (Regulation 11 reiterated in part)

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a supplier pre-qualified to the WALGA Preferred Supply Program.
- the purchase is from a State Government CUA (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Indigenous Minority Supplier Office (trading as Supply Nation), where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is acquired from a supplier listed under a pre-qualified panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Note: *When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes.*

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

4.6 Inviting Tenders Under the Tender Threshold (Regulation 13 reiterated)

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

4.7 Sole Source of Supply (Regulation 11 (f) reiterated)

Where the purchasing requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

4.8 Anti-Avoidance (Regulation 12 reiterated)

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

4.9 Emergency Purchases (Regulation 11 (2) (a) reiterated)

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

5. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA);

the Shire's Records Management Policy and associated procurement procedures. For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

5.1 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

"Sustainable Procurement" is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services. The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimize environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives. Sustainable and/or CSR considerations may be included as part of the Selection Criteria for quotes and tender processes.

5.2 BUY LOCAL POLICY (see separate policy)

As much as practicable, the Shire must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities

- of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment.

Provisions are detailed within the Shire’s Regional Price Preference Policy.

5.3 PURCHASING FROM DISABILITY ENTERPRISES

Note: Regulation 11(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

WALGA recommends testing of quotations received against other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the local

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

5.4 PURCHASING FROM ABORIGINAL BUSINESSES

Note: Regulation 11(h) provides a tender exemption if the goods or services are supplied by a person registered on the *Aboriginal Business Directory WA*, where the consideration under contract is, or expected to be under \$250,000.

WALGA recommends testing of quotations received against other suppliers (which may include other Aboriginal businesses) to determine overall value for money for the local government.

A further qualitative weighting (as determined by the local government) may be afforded where non- Aboriginal businesses demonstrate a well-established Aboriginal engagement strategy.

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the *Aboriginal Business Directory* published by the Chamber of Commerce and Industry of Western Australia Limited on www.abdwa.com.au, or a person registered with the Australian Indigenous Minority Supplier Office (trading as Supply Nation) where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the

evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

6. PANELS OF PRE-QUALIFIED SUPPLIERS

6.1 Policy Objectives

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
-
- there are a number of potential suppliers in the local and regional procurement-related market
- sector(s) that satisfy the test of 'value for money';
-
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

6.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to being created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of one (1) year and for a maximum length of five (5) years.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each panel or category, on the basis that best value for money is demonstrated. Where less than two

(2) suppliers can be appointed to a panel or category within a Panel, the supply will be considered of a unique nature that can only be supplied from one supplier. Clause 1.6.8 (Sole Source of Supply) of this policy will therefore apply.

In each invitation to apply to become a pre-qualified supplier (through a state-wide public procurement process), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, the Shire may allow the next ranked tenderer/supplier outside the appointed Panel (determined in the value for money assessment) to join the panel should the supplier agree to do so. This intention to be disclosed in the detailed information set out under Regulation 24AD (5) (d) and (e) when establishing the Panel.

6.3 Distributing Work Amongst Panel Members

Note: *The local government is to establish the requirements before establishing panels of pre-qualified suppliers, including factors to take into account when distributing work among pre-qualified suppliers (Regulation 24AC (d))*

In addition to the requirements of Regulation 24AD of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe whether the Shire intends to:

- I. Obtain quotations from each pre-qualified supplier on the Panel with respect to purchases, in accordance with Clause 3(a); and/or
- II. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause (b) below.

The Shire may provide that minor supplies are to be allocated to panel members under a ranking system and that major supplies are to be allocated by requesting quotes from every pre-qualified supplier on the panel.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
- b) work will be awarded on a ranked basis. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 1.6 of this policy. When a ranking system is established, the Panel must not operate for a period exceeding 2 years.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

6.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received evaluation of quotes and notification of award communications must all be captured on the Shire's records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

6.5 Record Keeping

WALGA Note: *The recording and retaining of written information is required under Regulation 24AC of the Regulations, which prescribes that information is to include all quotations received and all purchases made from pre-qualified suppliers.*

All purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan (RKP). This includes those with organisations involved in a tender or quotation process, including suppliers.

04.03 - Local & Regional Purchasing

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed & Amended: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To promote the economic capability of the local Meekatharra and regional business community by supporting local and regional business where possible in accordance with the relevant legislation.

POLICY:

NOTE: Local Government Act 1995 and Local Government (Functions and General) Regulations 1996 Reg 24D to 24G apply. Ensure compliance with legislation when implementing this policy and ensure compliance during any review of this policy.

Local and regional price preference will be given to all suppliers submitting conforming tenders, expressions of interest or quotations for the supply of goods and services (including Construction (building) Services) to the Shire of Meekatharra, unless Council resolves that this policy not apply to a particular tender, expression of interest or quotation.

The following Local & Regional Price Preference Procedures will apply:

Goods and Services – A 10% price preference, to a maximum of \$50,000 is applies to goods and services sourced unless a lower amount is stipulated in the tender document.

Stipulated Area

1. 10% to all suppliers located within the Shire of Meekatharra noting that the local supplier's price is no more than 10% higher than the cheapest (non-local) external quote/price.
2. 7.5% to all suppliers located within the Shires of Cue, Mount Magnet, East Pilbara, Ashburton, Upper Gascoyne, Sandstone, Yalgoo or Murchison.
3. 5% to all (other) suppliers located within the Midwest or Gascoyne Region

Construction (building) Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document.

Goods and Services, including Construction (building) Services tendered for the first time where Council previously supplied the Goods or Services – up to a maximum price reduction of \$50,000 unless a lower amount is stipulated in the tender document. Local and Regional Price Preference will only be given to suppliers located within the stipulated areas for more than six months prior to the advertising date of the tender, expression of interest or quotation.

Located within the stipulated areas is defined as having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where the goods or services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

Only those goods and services identified in the tender as being from a source located within the stipulated area will have the Regional Price Preference applied when assessing the tender, expression of interest or quotation. Price is only one factor that Council considers when evaluating a tender, expression of interest or quotation. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on price offered.

Tender specifications are to contain a clause similar to “Council encourages tenderers to inform themselves as to the availability of Local Services and to make use of those services where possible.”

04.04 - Private Hire of Plant

Section: Finance

History:

- Adopted: 21 May 2007
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended: 16 March 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure that the cost of works undertaken by the Shire on privately owned property is fully recovered and cost neutral to Council, and not in direct competition to local suppliers unless no other options are available relating to hire of Shire plant and equipment.

POLICY:

Private Hire

- It is Council policy to set hire rates annually for the hire of the Shires plant and equipment.
- The rates are to be set as part of Council's annual budget process.
- No Dry Hire (without operator) is permitted unless with the express permission of the Chief Executive Officer, and only after an appropriate plant hire agreement has been completed.
- Where the Shire offers services that are available elsewhere within the Shire of Meekatharra, Council will set its hire rate sufficiently high so as not to adversely affect local business competition.
- Private works outside of normal business hours may only be authorised where the hourly rates of labour performed account for normal extra costs of overtime incurred for that work. This will be detailed similarly in Councils' adopted plant and labour hire rates, from time to time.
- All agreements for private works are to be made in writing setting out the scope of work, estimated cost, and any other relevant matter and is to be signed by the person requesting the works. If deemed necessary by the Chief Executive Officer, a deposit or prepayment may be required before the commencement of work.
- All private works exceeding a total estimated cost of \$5,000 are to be prepaid, or progress payments made as determined by the Chief Executive Officer.

Voluntary Hire

If authorized by the Chief Executive Officer and if operated by a competent operator, the Shire plant and/or equipment may be made available for voluntary work provided a Council employee or a person considered appropriate by the Chief Executive Officer is in attendance.

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04.06 - Write Off Debt Requests

Section: Finance

History:

- Adopted: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

The purpose of this policy is to provide guidance on requests for write off of debts (both rates and sundry debtors) in order to treat all debtors and ratepayers in a fair and consistent manner.

POLICY:

- In accordance with section 6.12(1) (c) of the Local Government Act 1995, Council has the power to write off any amount of money owed to the local government.
- Delegation 1.17 provides the Chief Executive Officer (CEO) with delegated authority to waive or write off certain debts up to a certain value.
- Delegation 1.17 provides the CEO (on-delegated to the DCEO) with the authority to enter into an agreement in accordance with section 6.49 of the *Local Government Act 1995* (The Act).

If a debtor approaches the Shire of Meekatharra stating that they will experience difficulty paying their debt by the due dates set out on the tax invoice/rate notice, staff (with the appropriate delegated authority) are in the first instance to negotiate an agreeable alternative payment plan.

Any requests for write offs are generally to be denied.

Council will only consider write off requests when an administrative error or other unique circumstances contributed to the debt (e.g. a change of address wasn't input quickly enough therefore the notice was never received by the debtor and interest accrued accordingly).

Such cases are to be investigated by staff and are to be presented to the CEO for action (if within the CEO's delegated authority value) or to Council for consideration.

04.07 – Annual Budget

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended: 15 March 2014
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidance for the timely management of the annual budget process for the Shire of Meekatharra.

POLICY PROCEDURE:

1. BUDGET PREPARATION

1. Annual budget preparations shall commence in March of each year with purpose workshops between elected members and senior management.
2. All projects which Councillors wish to be considered in the budget deliberations should be submitted to the Chief Executive Officer by the 30th of May of the relevant year.
3. The Chief Executive Officer is to submit a draft budget to the July Council meeting, it being acknowledged that estimates of receipts will be subject to variation depending on Government grants.
4. Council will finalise the annual budget on or before July 31st of each year in accordance with the following timetable:

January	-	Undertake half yearly budget review for current year.
February	-	Council to adopt half yearly Budget Review of current year.
	-	Council to perform inspection of roads and other Infrastructure in preparation of the Capital Works and Acquisition Program.
	-	H, B & TP Committee to perform inspection of built infrastructure within Meekatharra Town site.
March	-	HB & TP Committee to recommend any remedial works required to Council for inclusion in Draft Budget.
	-	Completion of the Capital Works and Acquisitions Program for inclusion in Draft Budget.
	-	Council to inspect Corporate Business Plan and recommend items for inclusion in the Draft Budget.
April	-	Council to consider rate in \$ based on the estimate of the preliminary draft budget deficiency and authorize advertising of differential rates and minimum payments.
	-	Council to review Schedule of Fees and Charges for inclusion in following years Budget.
	-	Council to review allowances and deductions allowed for in the Shire of Meekatharra's Policies.
May	-	Staff to advertise differential rates and minimum payments for 21 days from the 1 st of May.

- Council to consider and revise Draft Budget.
 - If no submissions are received at close of advertising period and Ministerial approval is required, staff are authorized to proceed immediately with seeking Ministerial approval to allow for adoption of budget in June.
- June
- If no submissions received and approval from Minister is not required or has been received, Council to adopt Annual Budget.
- Or
- Council to consider any submissions received as a result of advertising of differential rates. If Council choose to modify the rates as a result of any submission received, these do not have to be re-advertised. Council authorize staff to seek Ministerial Approval if applicable.
- July
- Adoption of Annual Budget.

2. BUDGET AMENDMENTS

1. Wherever budget versus actual cost savings become reasonably likely or definitely occur, the Chief Executive Officer shall place the proposed necessary budget amendment before Council prior to it being actioned.
Council shall permit by resolution only, carried by *absolute majority* that budget amendments may occur.
Such amendments will appear on the monthly statements under Current Year Amendments and will be cross referenced to a master sheet within the statements.
The adopted budget shall remain unaltered. Any proposed budget amendment placed before Council shall be self-balancing in that the additional income or cost saving shall equate to the additional expenditure or loss of income.
2. Before over-budget expenditure is incurred on the premise of likely or definite savings in other cost areas, the officer concerned shall approach and discuss the matter with the Chief Executive Officer.
On no account can "windfalls" or budget savings be expended on any subject without Council approval.
The Chief Executive Officer shall place the proposed necessary budget amendment before Council prior to it being actioned unless it is an emergency or savings are to be made by it being done in conjunction with other works.

3. BUDGET MANAGEMENT - CAPITAL ACQUISITIONS

It is Council's policy to:

- a) Procure new budgeted plant items prior to November each year only after consulting with the Chief Executive Officer on the effect on the Shires cash flow.
- b) Discourage the programming of materials intensive works in the early and closing parts of each financial year.
- c) Require officers needing to order capital items up prior to November each financial year to consult with the Chief Executive Officer.
- d) Not to procure fixed assets within the last fiscal month of the year unless extenuating circumstances exist and only in consultation with the Chief Executive Officer.

4. BUDGET STRATEGY

Council shall determine the policies and parameters for budget schedules and programs with consideration of long term capital replacement or acquisition items identified in the Strategic Planning process.

5. ANNUAL BUDGET FUNDING (COMMUNITY GROUPS)

The Council, through its annual budget process, provides donations to assist some community groups in their day to day operations or capital purchases.

When applying for Council donations to works, all community groups are required to submit their requests to Council by end of April each year, before any such donations are considered for inclusion in Council's budget.

04.08 - Financial Statements – Copies for Councillors

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidance on the timeliness and content of financial statements presented to elected members

POLICY:

All Councillors shall be issued monthly statements in accordance with Local Government (Financial management) Regulations 1996, plus detailed schedules 2 – 17 Municipal Fund.

The Financial Statements shall be accompanied by detailed notes on variances and other matters determined by Council from time to time including:-

- Investment Register
- Sundry Debtors
- Outstanding Rates
- Outstanding Capital Purchases

04.09 - Capitalization of Assets

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed: 21 July 2018
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To define Council policy on Capitalization of Assets

POLICY:

Property, plant and equipment is to be capitalized if the threshold values exceed:

Building	\$5,000
Land (all land to be capitalized)	\$5,000
Plant and Equipment	\$5,000
Furniture and Equipment to be capitalized)	\$5,000 Infrastructure (all infrastructure to be capitalized)

Note:- For stocktaking purposes all items of a minor nature should be recorded in a suitable form.

04.10 - Rating Policy

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure Rates are applied in a consistent and economically sustainable way.

POLICY:

1. Delegated Authority – Rate Collection

The Chief Executive Officer may vary the Rates Collection Procedure dependent upon the prevailing economic situation. The Chief Executive Officer also has authority to:

- Make arrangements with ratepayers wishing to make application for alternative instalment arrangements, which will be completed within the current financial year.
- Allow extended alternative instalment arrangements, which will be finalized outside the current financial year, for which he/she may sub-delegate to the relevant Officer.
- Extend the time for making an objection under Section 6.76(4) of the Local Government Act and also consider any objection and disallow it or allow it, wholly or in part.
- Appoint a debt collection agency for the recovery of rates and other Council debts, for which he/she may sub-delegate to the relevant Officer.

2. Rates Collection

A copy of the rate assessment marked Final Rate Notice shall be issued 45 (forty five) days after issue of the original assessment, allowing 14 (fourteen) days for payment of the account.

Outstanding rate accounts for which satisfactory arrangements to pay have not been made within 69 (sixty nine) days after issue of the original assessment, shall then be sent a letter of demand giving them a further 14 days to pay. If after this time no payment is forthcoming the debt will be forwarded to a debt collection agency appointed by the Chief Executive Officer, or relevant appointed Officer.

Rates remaining unpaid shall be recovered by notices of summons issued by Council's debt collection agency, as approved by Chief Executive Officer, or relevant appointed Officer.

The debt collection agency will proceed on behalf of Council to recover the outstanding rate or service charges (inclusive of interest), as well as the recovery costs, if any for that recovery, in a court of competent jurisdiction.

Should the Rates and Charges remain outstanding after issue of summons within limitations of

the court system, the debt collection agency shall proceed to recover the debt by the issue of a warrant of execution through local court. This shall be executed by the instruments of the court system by initiating a Goods Warrant and then progress to a Land Warrant, as required to recover the debt. (Note: local court is local to debt collection agency not the local authority).

In cases where the owner of a leased or rented property on which Municipal Rates are outstanding cannot be located or refuses to settle rates owed, notices may be served on the lessee or tenant under the provisions of Section 6.60 of the Local Government Act 1995, requiring the lessee or tenant to pay to the Council the rent due under the lease/tenancy agreement as it becomes due, until the amount in arrears has been paid in full.

3. Rating of Shire Facility Leases

All Shire lease agreements shall incorporate the application of municipal rates, this condition shall be included within the lease agreement.

It is acknowledged by Council that some organisations seeking to lease Council facilities/property may have mitigating circumstances that should be considered by Council to allow a community organisation to develop its financial status. Accordingly, any community organisation and non-profit organisations that are experiencing financial difficulties in being established shall be entitled to make an application to Council for the waiving of municipal rates in accordance with Section 6.47 of the Local Government Act.

The consideration given to the waiving of municipal rates for an organisation shall be annually during budget deliberation, and Council will be provided with details on how many years concessions have been granted to take into consideration when approving the concessions.

4. Non Rated Land

The Chief Executive Officer may determine non rateable land that is clearly defined in accordance with Section 6.26 of the Local Government Act 1995.

When determining applications in accordance with Section 6.26 (2) (g) of the Local Government Act 1995 the organisation is to provide evidence that the property is used for a charitable purpose.

To qualify for recognition an organisation is to demonstrate that it receives no monies or income or other considerations in relation to the use of the property, except as a donation to the respective organisation or through the exclusive use of the property for a charitable purpose.

When the Chief Executive Officer has determined land which is non rateable, details of the organisation, the property and sub-Section of Section 6.26 are to be reported to Council on an information basis.

Any determination made is from 1 July of the financial year in which the application is received or from the relevant date e.g. settlement or lease where applicable; determinations shall not be backdated into prior financial years.

All determinations made in accordance with Section 6.26 are to be reviewed every two years where practicable and the list be submitted to Council on an information basis.

5. Concessions

Council will consider applications in accord with Section 6.47 of the Local Government Act 1995

for a reduction of rates levied for non-profit incorporated community groups (as specified in the registered constitution of the group) on application.

Any concessions granted by Council will apply to the financial year in which the application is received.

At the next annual budget meeting following Council granting the concession the application will be represented to Council for consideration and Council will be provided with details on how many years concessions have been granted, to take into consideration when approving the concessions.

The concession does not apply to any service charges levied.

6. Back Rating of Properties

On provision of a valuation from the Valuer General's Office indicating that a previously incorrect valuation has been applied, (either undervalued or overvalued) the Shire's rating section shall forward a refund or adjusted assessment calculated to the date the valuation was effective, within the limitation of the Local Government Act 1995.

Where a property settlement has occurred and the vendor and purchaser are not aware that a valuation adjustment is pending (advice has not been given to the Agent or the owner that a revaluation/interim rate is pending), back rates raised shall only be backdated to the date of settlement, thus not affecting the previous owners.

Those ratepayers subjected to back rates of more than two financial years to be given the option to pay same by alternative instalments over an extended period, other than the standard instalment option.

The fee for alternative instalments would not apply in this instance however penalty interest would be calculated on any alternative instalment payment that remains unpaid after the due date as per the agreement made with Council, and continue to accrue until such time as the instalment is paid.

All other aspects of Council's policy for alternative instalment agreements would apply.

7. Interim Rates

Interim valuations shall only be applied where additional levies of at least \$50.00 result in the year in which the new valuation takes effect.

Where additional levies of less than \$50.00 would otherwise result, the interim valuation is to be applied from 1 July in the next financial year.

When a subdivision or strata title has occurred resulting in the creation of new assessments receipt credits resulting from a valuation adjustment will be transferred to the new assessments.

8. Instalment Options for Payment of Rates and Charges

After 35 days from the issue of the original rate notice, ratepayers forfeit the right to undertake the instalment option provided; however it will be at Chief Executive Officer's direction each financial year when issuing final rate notices, after the issue of the original rate notice (as per Council's policy for Rates Collection), to offer ratepayers the instalment scheme on this notice should it be considered the best alternative.

Where options are provided with the final rate notice, to be included under the instalment scheme, ratepayers must choose to undertake the instalment option by the due date on the final rate notice.

When an election to pay by the instalments is made on the final notice the alternative instalment fee as set within the schedule of fees and charges will be forfeited by Council, as the instalment option costs will now apply.

9. Alternative Instalment Option for Payment of Rates and Charges

An administration fee as per the schedule of fees and charges is to be applied and payable with the first instalment.

Should an alternative instalment payment not be made by the dated specified in the agreement between Council and the ratepayer, Council will proceed with recovery action on the balance of the rate account inclusive of any overdue alternative instalment.

04.11 - Sundry Debt Collection

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Finance

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended 18 December 2015
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure all outstanding accounts due to Council are resolved, and every effort is made to ensure all monies owed to the Shire are paid in full to minimize bad debt charges.

POLICY:

It is essential for the good governance of the Shire of Meekatharra that monies owed to the Shire are paid when due and that effective steps are taken for debt management. Sundry debtor statements are to be issued on a monthly basis.

The following procedure is to apply to outstanding accounts:

- a) a debtor shall have thirty days to settle the outstanding debt or make alternative arrangements;
- b) outstanding debts between thirty and fifty-nine days will be supported with a reminder notice;
- c) outstanding debts after sixty days will be followed up with a reminder letter and phone call/email if possible;
- d) any debt over 90 days may be subject to legal action and forwarded to a debt collecting agent approved by the Chief Executive Officer;
- e) prior to legal action commencing, the Deputy Chief Executive Officer is to inform the Chief Executive Officer of the status of the account;
- f) The Chief Executive Officer will ensure that detailed statements of all outstanding debtors are presented to Council on a monthly basis.

04.12 - Corporate Credit Card

Section: Finance

History:

- Adopted: 21 January 2017
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 17 October 2020
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure effective controls and procedures are in place with respect to the issue and use of Councils corporate credit card.

POLICY

- The Chief Executive Officer (CEO) and the Deputy Chief Executive Officer (DCEO) are the only authorized cardholder(s) of corporate credit cards in accordance with Council approval by resolution.
- Any additional cardholders need prior approval by Council.
- The *Local Government Act 1995* does not allow for the issue of corporate credit cards to elected member. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.
- The credit card limit is authorized up to a maximum of \$10,000 per month.
- Any changes to the credit card limit to be authorized by Council.
- Cancelled cards shall be destroyed by cutting the card.
- The card is withdrawn from the CEO the day employment ceases.
- Any breaches or suspected breaches of this policy will be investigated by Council and actions taken according to outcomes from the investigation.

Cardholder's Responsibilities

- The cardholder shall sign and date the attached agreement accepting the rules and responsibilities set out in this policy.
- The cardholder shall sign the back of the card upon receipt.
- The cardholder is responsible for the use of the credit card and must ensure the safe-keeping of the card at all times.
- Loss or theft of the credit card must be reported immediately to the relevant bank. The loss shall also be reported to the Deputy Chief Executive Officer by no later than the next working day.
- The credit card shall not be transferred to other users.
- The credit card shall not be used for cash withdrawals.
- The credit card is to be used for Council business only.
- No personal transactions shall be made with the credit card.
- The credit card is to be used when usual methods of payment are unavailable or when administrative costs on a one-off transaction could be greatly reduced by using the credit card instead of the usual methods of payment.
- The cardholder is responsible for ensuring that the credit limit is not exceeded.
- A PIN issued by the bank is not to be changed unless the card has been reported as stolen/lost.

Purchasing

Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire.

Among the permitted uses are –

- In person, across the counter retail purchases,
- Mail order purchases and subscriptions,
- Official travel, accommodation and related expenses,
- Entertainment and business hospitality expenses,
- Prior to using the credit card, the Chief Executive Officer is to issue and sign a purchase order relating to the purchase, and
- The cardholder is responsible for obtaining supporting documentation such as receipts and/or tax invoices.

The corporate credit card must not be used for –

- Personal or non-work related expenditure,
- Obtaining cash advances, and
- The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

Cardholder's and Limits

Maximum credit limits shall be based on the cardholder's need. These are currently:

- \$10,000 for the Chief Executive Officer, and
- \$5,000 for the Deputy Chief Executive Officer.

Payments

Payments of accounts should be made monthly to ensure that credit charges are minimised (currently direct debit arrangement in place with the Bank to clear the outstanding balance). Authorization of accounts must be done by a person other than the cardholder.

Reconciliation

- Once the monthly account statement has been received the Finance Officer is to match up and attach all supporting documentation.
- The Finance Officer is responsible for checking all transactions have a relevant purchase order and invoice/receipt.
- Any missing purchase orders or invoices/receipts need to be followed up and copies of receipts/invoices obtained. In the rare case that no receipt or tax invoice is obtainable the cardholder is to sign a statement giving relevant details and confirming the purchase was for Council business.
- The statement and all supporting documentation is to be given to the Deputy Chief Executive Officer for authorization.
- The funds are automatically deducted from the Shire's bank account.
- The Finance Officer is responsible for processing the transaction in the system after the funds have been deducted from the account but before the end of the month.



CREDIT CARD POLICY

ACCEPTANCE OF POLICY

I,....., acknowledge that I have read and understood the Shire of Meekatharra's **Credit Card Policy** and agree to abide by its requirements.

I acknowledge that failure to abide by Council's Credit Card Policy may result in investigation and potential disciplinary action.

.....
Signature

.....
Position and Date

04.13 - Significant Accounting Policy

Section: Finance

History:

- Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To establish financial management procedures which provide full compliance with all local government statutory requirements and accepted accounting principles.

POLICY:

The significant accounting policies which Council adopts in the preparation of their annual financial report are:

Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations.), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

1. Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

2. The Local Government Reporting Entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

3. Goods and Services Tax

Revenues, expenses and assets are recognized net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

4. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

5. Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

5.1. General

Inventories are valued at the lower of cost and net realizable value. Net realizable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held for trading are classified as current even if not expected to be realized in the next 12 months.

5.2. Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realizable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development.

Interest and holding charges incurred after development is complete are recognized as expenses. Revenue arising from the sale of property is recognized in the Income Statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

6. Fixed Assets

6.1. Initial Recognition

All assets are initially recognized at cost. Cost is determined as the fair value of the assets

given as consideration plus costs incidental to the acquisition.

For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

6.2. Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions.

This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognized against revaluation surplus directly in equity. All other decreases are recognized in profit or loss.

6.3. Land under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognize any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognizing such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognizing such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management)

Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

7. Capitalization Threshold

Capitalization thresholds used for each class of asset are: Land -

Buildings	5,000
Plant and Equipment	5,000
Furniture and Equipment	5,000
Infrastructure	5,000

8. Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognized on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	10 – 40 years
Furniture and Equipment	1- 20 years
Plant and Equipment	1- 20 years
Roads – Sealed	1 - 50 years
Road – Gravel	5 - 10 years
Kerbing and footpaths	10 - 40 years
Drains/sewers	80 -100 years
Grids	80 years
Airfield runways	20 years

9. Investments and Other Financial Assets

1.1. Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

1.2. Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

1.3. Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

1.4. Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

1.5. Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non- derivatives that are either designated in this category or not classified in any of the

other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

1.6. Recognition and derecognition

Regular purchases and sales of financial assets are recognized on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognized at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognized at fair value and transaction costs are expensed in the income statement. Financial assets are derecognized when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership. When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognized in equity are included in the income statement as gains and losses from investment securities.

1.7. Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortized cost using the effective interest method. Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognized in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognized in equity.

1.8. Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognized in profit or loss – is removed from equity and recognized in the income statement. Impairment losses recognized in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

10. Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

11. Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognized in profit or loss immediately. Also, any cumulative decline in fair value previously recognized in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortized cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortized cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognized in the allowance account.

12. Trade and Other Payables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

13. Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

13.1. Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date.

The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

13.2. Long Service Leave (Long-term Benefits)

The liability for long service leave is recognized in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service.

Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows.

Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognized as a current liability.

14. Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognized at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortized cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

14.1. Borrowing Costs

Borrowing costs are recognized as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalized as part of the cost of the particular asset.

14.2. Provisions

Provisions are recognized when: The council has a present legal or constructive obligation

as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognized for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole.

A provision is recognized even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

14.3. Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases.

Finance leases are capitalized recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.

Leased assets are amortized over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

14.4. Joint Venture

The municipality's interest in a joint venture has been recognized in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 16.

14.5. Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognized as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognized as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c).

That note also discloses the amount of contributions recognized as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

14.6. Superannuation

The Council contributes to the legislative approved superannuation scheme(s).

Contributions to defined contribution plans are recognized as an expense as they become

payable. Prepaid contributions are recognized as an asset to the extent that a cash refund or a reduction in the future payments is available.

14.7. Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.

In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

Inventories held for trading are classified as current even if not expected to be realized in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

14.8. Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

14.9. Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

14.10. Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

04.14 - Youth and Recreation Services – Reimbursements Petty Cash System

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Finance

History:

- Adopted 21 July 2012
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

It is Council's intention that every opportunity is taken to purchase goods using the approved purchase order system. It is however understood that there may be occasions where the purchase order system is not practical for the youth and recreation service programs and activities given the nature of this service. This policy is to define the correct process for these purchases.

POLICY:

The purpose of this policy is

- to provide guidance around the circumstances within which it is appropriate to use the petty cash system
- to allow flexibility for youth and recreation staff to make purchases in line with Council's budgeted expenditure
- to provide a level of autonomy for youth and recreation staff to make purchases outside of the Shire of Meekatharra Office hours
- to ensure that any purchases made are within the scope of this policy
- to ensure that purchases made are reconciled on a regular basis
- to allow use of petty cash as a float for defined events in accordance with below

Petty cash may be used by youth and recreation staff for the following type of purchases - (consumable items only)

- Consumable items such as food and groceries
- Fuel for youth and recreation vehicles outside of office hours when a purchase order cannot be written
- Consumable items which may be needed on School Holiday or Term Program activities where travel is undertaken
- As a 'float' for community events such as shirt sales, quiz night(s) etc
- Activities where a purchase order is not accepted such as attending the movies Guidelines
- Youth and Recreation staff may spend up to \$50 using this system without authorization from the Community Development Officer provided the item/s fall within the scope of this policy and if deemed to be an emergency. For example fuel required outside of normal office hours. In these cases an effort should be made to contact the Community Development Officer for verbal approval.
- Purchases above \$50 need to be authorized in advance by the Community Development Officer and are only for items where purchase orders are not accepted.
- Purchases over \$200 cannot be made through the Petty Cash system
- All purchases must be within the budgetary guidelines provided by Council. The Community Development Officer will provide the necessary guidance.
- Youth and recreation staff will not be reimbursed if the purchase/s fall outside of Council's budgetary guidelines or the scope of this policy.

Procedure

- A petty cash float container with \$300 is to be held by the Community Development Officer.
- During office hours youth and recreation staff may sign for cash from the Community Development Officer (CDO). In the absence of the CDO the Finance Officer will assist youth and recreation staff with this procedure.
- A slip in the petty cash tin is to be filled out by youth and recreation staff when the receipt is bought back to the Petty Cash container.
- The change is recorded on this slip.
- The receipt must be coded to the correct GL account.
- The Petty cash float container will be reconciled monthly by the Community Development Officer or as required.
- When used as a float for an event, the Community Development Officer is to count the Petty cash container balance before and after the event and ensure that any event takings are to be receipted to the correct relevant income account and that the balance of the petty cash container afterwards is the same as before the event.

Section 05 – Engineering

05.01 - Bushfire Control

Section: Engineering

History:

- Adopted: 21st May 2005
 - Reviewed: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To prescribe Council's policy relating to Bush Fire Control responsibilities and authorities within the district.

POLICY:

Chief Bush Fire Control Officer

It is Council policy that the Chief Executive Officer be formally appointed to the position; and shall exercise the functions, of Chief Bush Fire Control Officer.

Deputy Bush Fire Control Officer

- Following each Ordinary Election Council is to appoint a Deputy Chief Bush Fire Control Officer.
- The appointment expires at the first meeting after the next Ordinary Council Election.
- The incumbent is eligible for reappointment.

Legislation

The provisions of the WA Bush Fires Act 1954 and the Bush Fires Regulations 1954 prescribe the responsibilities and authority of the Shire of Meekatharra.

05.02 - Restricted Access Vehicle (RAV) Amendments

Section: Engineering History:

- Adopted: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance on protecting Shire of Meekatharra owned roads from damage or disrepair by RAVs.

POLICY:

1. All requests for amendments to the RAV system shall be placed before Council for determination. (Rather than being authorized by the CEO or staff).
2. When applications for RAV amendments are supported, Council may request that appropriate conditions are imposed in order to protect roads from serious large scale damage. These conditions may include a requirement that will require consultation and negotiation with the Shire prior to any large haul programs being undertaken. Refer to Policy EW 05.09 regarding Road Use Access & Maintenance Agreement requirements.

For example, if allowed by Main Roads, the condition CA 07 may be requested; *“all operators must carry current written approval from the road asset owner approving the use of the road.”*

05.03 - Mining Tenements

Section: Engineering

History: Former Policy: Mining Activity and Leases

- Adopted: 21 May 2005
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly articulate the Shire policy on approving mining tenements.

POLICY:

The Shire is notified by the Department of Mines, Industry Regulation and Safety of applications for mining leases, exploration licences and miscellaneous licences within the Shire and is invited to lodge any objections to the granting of tenements.

The Department of Mines, Industry Regulation and Safety imposes a list of standard conditions on any tenements granted and in the majority of cases there is little or no adverse impact on Shire residents, Shire infrastructure or the environment.

Exceptions can include cases where proposed tenements are in close proximity to townsites and/or on private land, or land under the care, control and management of the Shire (including roads and reserves).

Mining tenement applications are to be considered by Council with a view to determining possible financial implications for the Shire, possible impacts on road infrastructure and possible adverse impacts on the wellbeing of residents. Applications shall be placed before Council along with reports supported by recommendations as to whether the applications should be endorsed (with or without additional conditions) or whether the Shire should lodge objections.

05.04 - Grids

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- Adopted: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide policy guidelines for the installation and maintenance of grids to be installed across rural roads under the control of the Shire of Meekatharra on an annual basis.

POLICY:

1. An annual inspection of grid replacement requirements will be undertaken that informs the budget process and identifies locations for replacing grids.
2. Installation and maintenance of grids shall meet appropriate safety standards and shall be of a width of not less than 8 metres.
3. Ensure that no unreasonable interference or disruption to the use of the road occurs.
4. Appropriate indemnities are in place to protect Council and the public against loss or damage.
5. Where a pastoral fence has remained down or removed for a period of 12 months or more, the lessee or resident manager should be given notice of the intent to remove the grid from the road reserve. The lessee shall be given at least 30 days to object and any objection shall be referred to Council.
6. If a grid has been removed and the lessee later wishes to have a new grid installed, then the new grid shall be of a width of not less than 8 metres and only installed once the fence has been suitably rebuilt or a new fence constructed.
7. Should Council decide to remove a grid from a road, Council:
 - a) may decide not to replace the grid and undertake remedial action required to ensure the road is safe and trafficable; or
 - b) will fund the replacement of a grid and undertake the necessary works associated with the replacement of the grid at such a time the landowner requires it for management purposes. For example, when the adjoining fence is upgraded to a sufficient standard for management of stock.
8. Council will be responsible, at the expense of Council, for:
 - a) the maintenance and repair of the road, including the grading of the road, on each side of each grid up to the abutments of the grid; and
 - b) the installation and maintenance of permanent traffic signs which must be displayed of and incidental to the location of the grid on the road.
9. This policy does not prevent agreement with any lessee to remove any grid where advice has been received that the grid is no longer required.
10. The damage (or potential damage) to any grid by excessive and regular heavy haulage use shall be at the cost of the operator and where applicable included in any Road Access and Maintenance Agreement between the Shire of Meekatharra and the road user for the applicable road.
11. This policy does not apply to State-controlled roads.
12. Annual budget provision shall be made for the purchase of at least six (6) grids in the rural district of the Shire.

05.05 - Street Lighting

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

The following is Council's policy relating to Street Lighting within the district.

POLICY:

1. Residential Areas

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

The Chief Executive Officer may consider circumstances, which vary from the above criteria. The minimum occupancy rate is 25%.

2. Residential/Commercial Areas - Shops

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

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

Regular inspections of street lighting are to take place and any damage or malfunction to be reported immediately to Horizon Power.

Detailed records of inspections to be kept in the office and available for members perusal.

05.06 - Crossovers

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- Adopted: 20 January 2007
 - Reviewed: 16 July 2011
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide uniform specifications and guidelines to assist with drainage and visual amenity.

POLICY:

Crossovers within the town site of Meekatharra can be a “Bituminous Seal”, “Concrete” or “Brick or Block Paving” and must be constructed to the Shire of Meekatharra’s Specifications and Drawings attached.

- 1. Crossovers on sealed and kerbed or sealed and un-kerbed roads** - An application to construct a crossover must be made to and approved by the Shire.
 - 1.1.** The crossover is to be constructed by the owner or his nominated contractor.
 - 1.2.** Council shall contribute 50% of the reasonable actual cost of the first and only standard crossing as defined/described in the specifications subject to an application for a contribution being lodged prior to approval and construction. Payment will only be made after an inspection by the “Works and Services Manager” confirms the construction conforms to the specifications.
 - 1.3.** At least two competitive written quotes must accompany the application for a Council contribution.
 - 1.4.** Where a crossover to be constructed is larger than a Standard Crossing Council will only contribute 50% of the assessed cost of the “Standard”.
 - 1.5.** Where a crossover traverses a waterway and a culvert is required Council will meet the cost of the extra necessary drainage works.
 - 1.6.** Maintenance of crossovers is the responsibility of the owner.
- 2. Crossover on rural roads** - An application to construct a crossover must be made to and approved by the Shire.
 - 2.1.** The crossover shall be constructed by the owner or by Council if so requested (subject to availability).
 - 2.2.** The crossover is to be constructed to the standard specified by the “Works and Services
 - 2.3.** Manager”.
 - 2.4.** If the applicant constructs the crossover Council will meet 50% of the actual costs or \$500.00 whichever ever is the lesser on application. Payment will only be made after an inspection by the “Works and Services Manager” confirms the construction conforms to the specified standard and proof of expenditure is provided.
 - 2.5.** If the applicant requests Council to undertake the works 50% of the actual costs will be charged against the owner.
 - 2.6.** All subsidies are for the first and only crossover to each lot/pastoral lease.

- 2.7. Where a crossover traverses a waterway and a culvert is required Council will meet the cost of
- 2.8. the extra necessary drainage works.
- 2.9. Maintenance of crossovers is the responsibility of the owner.

This subsidy is only applicable to all new crossover installations. Existing crossovers or crossovers installed without an approved application will not be funded.

NOTE: Percentage amounts and maximum contributions are reviewed annually and are included in the annual Fees and Charges Schedule.

3. CROSSOVER SPECIFICATIONS (BITUMEN)

These specifications are for the construction of a Sprayed Bitumen crossover in the road reserve from the constructed road to the property boundary.

3.1 TWO COAT HOT BITUMEN SEAL

- Basecourse to be compacted to 97% MDD (Maximum Dry Density). A 50/50 (50% Class 170 bitumen and 50% kerosene) hot bitumen prime applied at the rate of 0.6 litres per m². The primer to be left for a minimum of an hour prior to sealing.
- 1st coat to be a 10mm aggregate seal using 98/2 (98% Class 170 bitumen/2% Kerosene) hot bitumen applied at the rate of 1.3 litres per m².
- 2nd coat to be a 7mm aggregate seal using 98//2 hot bitumen applied at the rate 1.0 litres per m².
- Both coats to be rolled with a multi tyre or combination roller to bed materials.

3.2 TWO COAT BITUMEN EMULSION SEAL

- Basecourse to be compacted to 97% MDD (Maximum Dry Density). The surface to be lightly dampened prior to sealing.
- 1st Coat to be a 10mm aggregate seal using 60/40 Cationic Emulsion applied at the Rate of
- 2.0 litres per m².
- 2nd coat to be a 7mm aggregate seal using 60/40 cationic Emulsion applied at the rate of
- 1.5 litres perm².
- Both coats to be rolled with a multi tyre or combination roller to bed materials.

3.3 EXCAVATION

- The “boxing out” shall be to the level, line and grade as given for the site and shall be executed cleanly and efficiently to provide for a firm, sound base free of depressions or soft spots or any deleterious materials to give a minimum of 200mm depth of gravel pavement for residential crossovers and minimum depth of 300mm for commercial crossovers. The base shall be compacted to a minimum of 95% MDD (Maximum Dry Density).
- Refer to drawing (MISC83-C3).
- The pavement shall be a depth of 200mm or 300mm of suitably graded laterite gravel, water bound and compacted to 97% modified AASHO standard.

3.4 KERBING

- The crossover shall be kerbed with an approved concrete precast kerb on both sides, which will be placed flush with the crossover site.

3.5 RETURN OF KERBING

- Where mountable kerbing exists the finish level of the crossing at the kerb line shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid from road level as per Drawing MISC83-C3.whichever is directed by the “Works and Services Manager”.

3.6 CROSSING SPLAY

- In residential streets, the wings of the crossover shall be as shown on the approved plan. A wider splay may be approved on application to the “Works and Services Manager”.CULVERT
- In the case of a crossover traversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the “Works and Services Manager”.

3.7 DIMENSIONS

In residential crossover

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 6.0 metres;
- Where two residential crossings abut one to the other, they may be combined with a maximum width of 10 metres.

Commercial Crossover

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 10.0 metres;
- All crossings shall be separated from one another by a pedestrian refuge island, which will have a minimum width of 3.0 meters; and
- The minimum width of the wings is 1.5 metres to a maximum of 6.0 metres. They can be straight or a radius curve.

Standard size crossings

- 3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area of
- 22.2m² is a standard crossover.

Location

- Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.
- Where there is difficulty in locating a crossing on a property due to potential traffic problems, the “Works and Services Manager’ shall be contacted for further instructions.
- Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

3.8 GENERAL

- Existing in-situ kerbing should be cut with a concrete cutting saw or existing precast kerbing should be removed without damage to pavement or remaining kerbing.
- A reinstatement must be made to kerbing, concrete paving or bituminous road surfaces, if damaged during the crossover construction. Any concrete must be

totally removed from the road surface.

- The area must be cleared of debris, bitumen and concrete products etc., on the completion of the works.
- The public shall be protected by erection of adequate signage, barricades, flashing warning lights, temporary bridges or any other necessary safety items.
- Adequate measures must be taken to avoid damage to services and other infrastructure works prior to commencement.

3.9 GRADIENT

- The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.
- Driveways from the property boundary with a gradient less than 12% do not require transition.
- Driveways from the property boundary to the garage with a gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming.
- Driveways with a gradient greater than 20%, will not comply with the “Shire of Meekatharra” specifications. Applications with a gradient greater than 20% will require written application to the “Works and Services Manager” for consideration.

4. CROSSOVER SPECIFICATIONS (BRICK AND BLOCK PAVING)

These specifications are for the construction of a paved (brick or block) crossover in the road reserve from the constructed road to the property boundary

The following specification is for a residential crossover only. The location of the access shall be in accordance with the approved building plans and drawing (misc83- c2); unless the “Works and Services Manager” prior to construction works commencing agrees to a variation in writing. In the event of a query advice should be sought from the “Works and Services Manager”, please see drawing (misc83 – C2)

4.1 Excavation

Excavation from the crossing bed shall be taken out to the level line and the grade as required for the site. All excavations shall be executed cleanly and efficiently to provide for a firm, sound base free from depressions, soft spots or any deleterious materials.

4.2 Base Course

The base course material shall not be either crushed limestone or crushed rock. It shall be a laterite gravel of minimum depth 100mm and compacted to a minimum of 95% MMD. The base course must not extend beyond 100mm past the edge restraint foundation.

4.3 Edge Restraint

An edge restraint shall be provided. A 150mm x 150mm concrete foundation strip with an edge batter as shown on the drawings to the perimeter of the crossover. The restraint may be formed from the paving bricks/blocks or precast/in-situ concrete to finish flush with the adjoining verge and crossover, to ensure that there is no trip hazard created.

4.4 Return of Kerbing

Where mountable kerbing exists the finish level of the crossing at the kerb line shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid

from road level as per Drawing, whichever is directed by the “Works and Services Manager.

4.5 Bedding Layer

The bedding layer should be a well-graded, sharp sand (river sand or metal dust) passing a 5mm sieve and free from deleterious materials or impurities. This sand should have uniform moisture content at the time of placing. Do not use brickies sand. The bedding layer shall be a minimum depth of 50mm and compacted to 97% MDD.

4.6 Paving Units

The paving units can be either brick or block and must not be less than 60mm in thickness for a domestic drive. It is recommended that a herringbone pattern be adopted for vehicle pavements when using brick pavers, please refer to the drawings for brick paving patterns. The paving units shall be laid onto the freshly screed bed with a gap of approximately 2mm between units (some units may have built-in spacers).

Any part of the bricks shall be cut neatly with a bolster, hydraulic guillotine or masonry saw. The finished pavement is to be firmly levelled and bedded by using a large sheet of ply or similar and a small plate compactor. The joints in the paving shall be filled with fine sand, which is to be brushed in. It is important that both units and sand are very dry when this operation is carried out.

4.7 Culvert

In the case of a crossover traversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the “Works and Services Manager”.

4.8 Gradient

The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.

Driveways from the property boundary with the gradient less than 12% do not require transition. Driveways from the property boundary to the garage with the gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming. Driveways with a gradient greater than 20%, will not comply with the Shire of Meekatharra specifications. Applications with a gradient greater than 20% will require a written application to the “Works and Services Manager” for consideration.

4.9 Dimensions Residential Crossover

- Minimum width at property line: 3.0 metres
- Maximum width at property line: 6.0 metres
- Where two residential crossings abut one to the other, they may be combined, provided that the crossovers are of contrasting colour/material (min. width 90mm); and
- Where combined width would exceed 6.0 metres two crossings should be separated by a pedestrian refuge island of 2.0 metres width unless specifically approved by the Director of Community Infrastructure

Standard Size Crossover

- 3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area 22.2m² is a standard crossing.

Location

- Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.
- Where there is difficulty in locating a crossing on a property due to potential traffic problems, the “Works and Services Manager” should be contacted for further instructions.
- Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

5. Completion

Upon completion of the works, all surplus materials shall be removed and debris cleared away. The “Works and Services Manager” is to be contacted in order that a final inspection may be carried out. CROSSOVER SPECIFICATIONS (CONCRETE)

These specifications are for the construction of a Concrete crossover in the road reserve from the constructed road to the property boundary.

5.1 CONCRETE

All concrete used in the works shall develop a minimum compressive strength of 25 MPD after 28 days and shall be composed of a mixture of crushed metal screenings, sand and cement to give strength specified with a maximum slump of 80mm.

5.2 EXCAVATION

The “boxing out” shall be to the level, line and grade as given for the site and shall be executed cleanly and efficiently to provide for a firm, sound base free of depressions or soft spots or any deleterious materials to give a minimum of 100mm depth of concrete pavement for residential crossover and minimum depth of 150mm for commercial crossovers. The base shall be compacted to a minimum of 95% MDD.

Refer to drawings

5.3 CONCRETE LAYING

The base shall be thoroughly and evenly compacted and then evenly moistened with water (not saturated) immediately prior to placing of the concrete.

Concrete shall be evenly placed to the depth specified and spaded especially at all edges to give maximum density

5.4 FINISHING

The finish shall be obtained by screeding to correct levels, floated and broom finished to provide a non-slip, dense surface free of any depressions, float marks, jointing marks, honeycomb sections, or accumulation of fine dusty accretions liable to cause excessive surface wear. The final surface finish shall be to the entire satisfaction of the “Works and Services Manager” who shall reserve the right to require the removal of or the correction of any surface deficiencies or finish.

5.5 JOINTING

Contraction and expansion joints to be placed at spacing's as directed by the "Works and Services Manager".

5.6 CULVERT

In the case of a crossover traversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the "Works and Services Manager"

5.7 RETURN OF KERBING

Where mountable kerbing exists the finish level of the crossing at the kerb line shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid from road level as per Drawing MISC83- C3, whichever is directed by the "Works and Services Manager".

5.8 CURING OF CONCRETE

The crossover shall be cured by spraying the hardening surface with a retardant or by keeping surface wet for at least 24 hours.

5.9 CROSSING SPLAY

In residential streets, the wings of the crossover shall be as shown on the approved plan. A wider splay may be approved on application to the "Works and Services Manager".

5.10 DIMENSIONS

Residential crossover

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 6.0 metres;
- Where two residential crossings abut one to the other, they may be combined with a maximum width of 10 metres.

Commercial Crossover

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 10.0 metres;
- All crossings shall be separated from one another by a pedestrian refuge island, which will have a minimum width of 3.0 meters; and
- The minimum width of the wings is 1.5 metres to a maximum of 6.0 metres. They can be straight or a radius curve.

Standard size crossings

- 3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area of 22.2m² is a standard crossover.

5.11 Location

Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.

Where there is difficulty in locating a crossing on a property due to potential traffic problems, the "Works and Services Manager" should be contacted for further instructions.

Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

5.12 GENERAL

- Existing in-situ kerbing should be cut with a concrete cutting saw or existing precast kerbing should be removed without damage to pavement or remaining kerbing.
- A reinstatement must be made to kerbing, concrete paving or bituminous road surfaces, if damaged during the crossover construction. Any concrete must be totally removed from the road surface.
- The area must be cleared of debris, bitumen and concrete products etc., on the completion of the works.
- The public shall be protected by erection of adequate signage, barricades, flashing warning lights, temporary bridges or any other necessary safety items.
- Adequate measures must be taken to avoid damage to services and other infrastructure works prior to commencement.

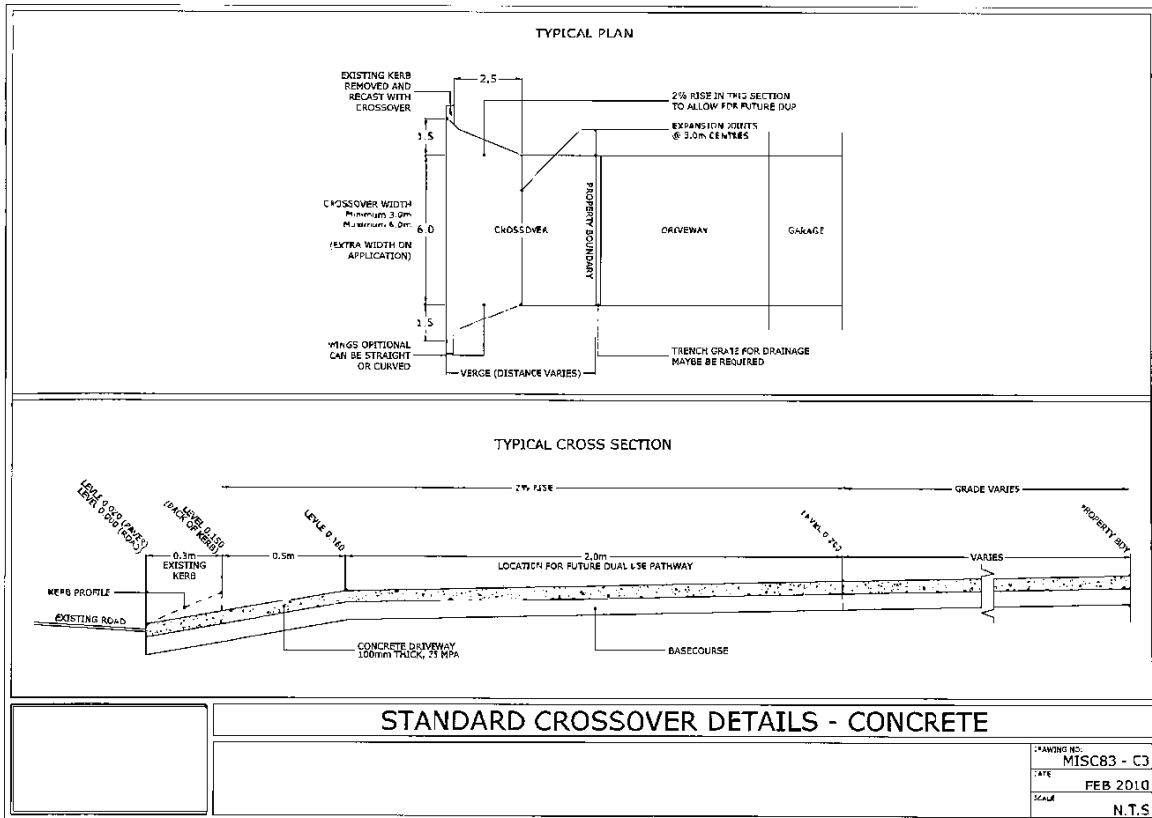
5.13 GRADIENT

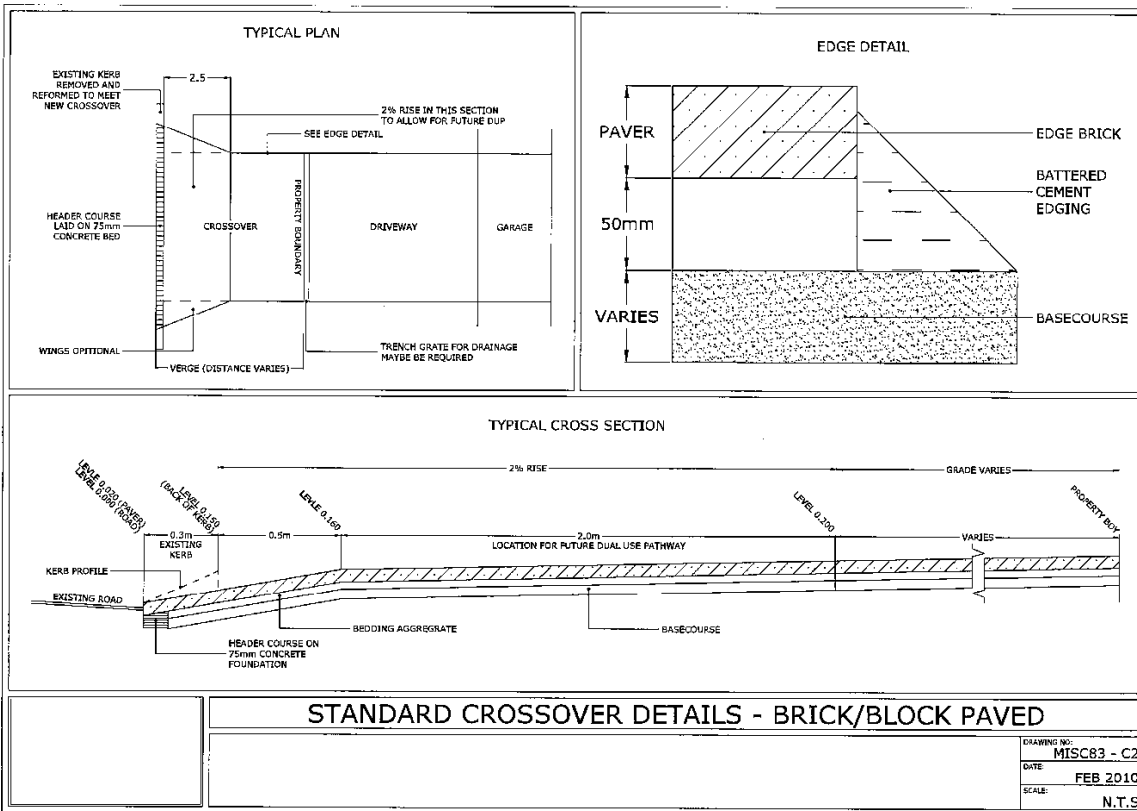
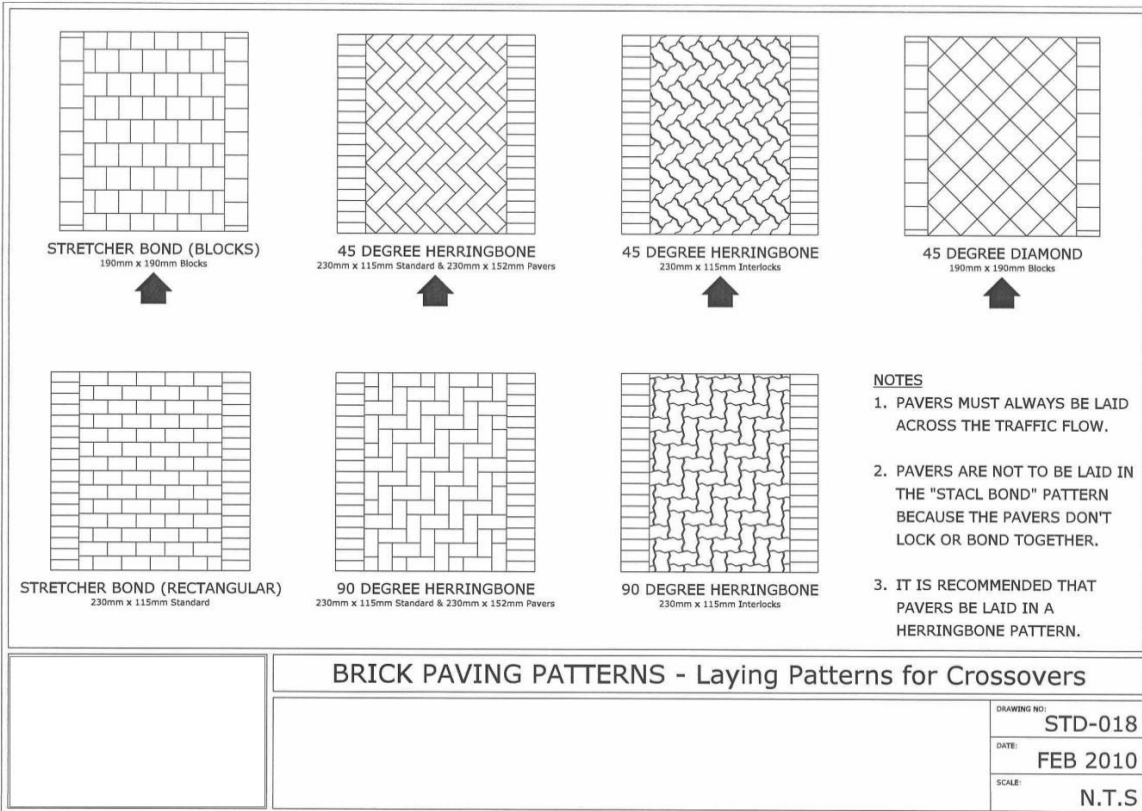
The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.

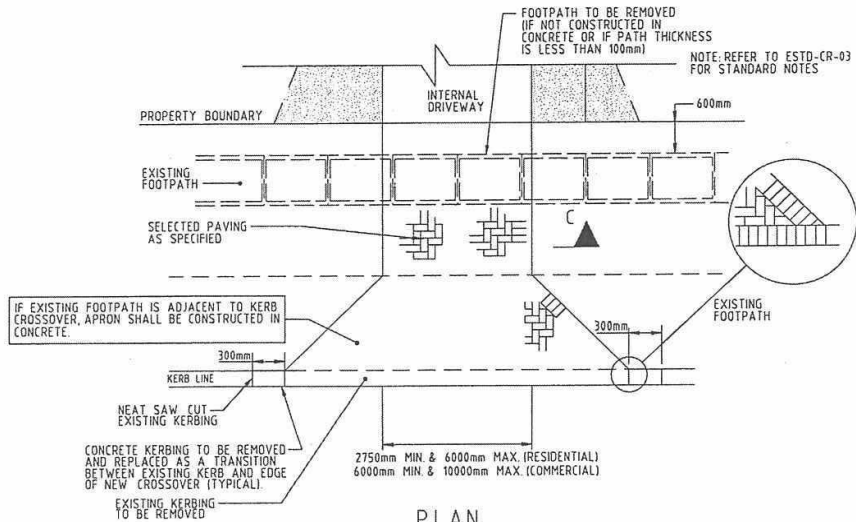
Driveways from the property boundary with a gradient less than 12% do not require transition.

Driveways from the property boundary to the garage with a gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming.

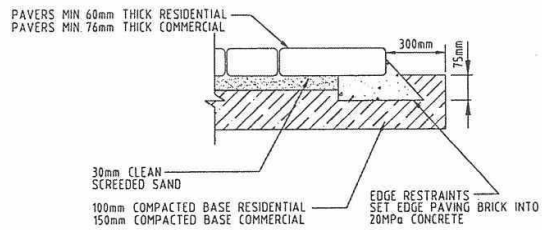
Driveways with a gradient greater than 20%, will not comply with the “Shire of Meekatharra” specifications. Applications with a gradient greater than 20% will require written application to the “Works and Services Manager” for consideration.







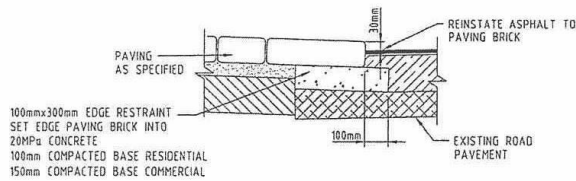
PLAN
TYPICAL BRICK PAVED CROSSOVER
SCALE 1:100



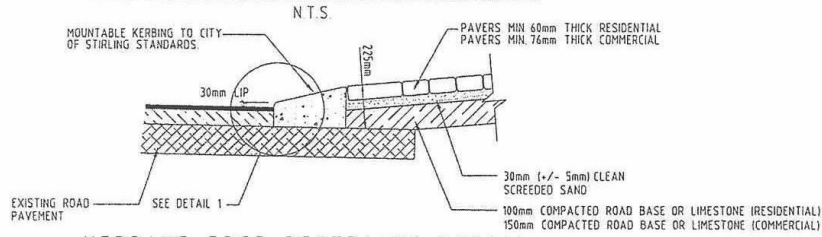
TYPICAL SECTION C - EDGE RESTRAINTS
N.T.S.

NOTES:

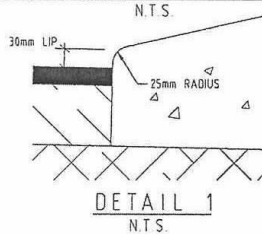
- 1 DIMENSIONS AND LOCATIONS SHALL BE IN ACCORDANCE WITH COUNCIL CROSSOVER SPECIFICATION AND ASSOCIATED DRAWINGS
- 2 SHOULD ANY TREE, POWER POLE, SIGN, GULLY PIT, MANHOLE OR ANY OTHER OBSTRUCTION BE LOCATED ON THE PROPOSED ALIGNMENT OF THE CROSSOVER THE APPLICANT SHALL BE LIABLE FOR THE COSTS ASSOCIATED WITH THE REMOVAL OR ALTERATION OF THE ITEM. ANY REMOVAL OR ALTERATION REQUIRES PRIOR APPROVAL OF THE CITY.
- 3 TRENCH GRATING & SOAKWELL SHALL BE CONSTRUCTED BY THE APPLICANT TO PREVENT RUNOFF INTO THE PROPERTY AND ROAD PAVEMENT.
- 4 VEHICLE CROSSOVERS ABUTTING GUILDFORD RD, WANNEROD RD, KARRINYUP RD, MORLEY DR, WEST COAST HWY, MARMION AVE, & BEACH RD SHALL BE SUBJECT TO BOTH THE CITY AND MAIN ROADS WA APPROVAL
- 5 CROSSOVERS ABUTTING MAJOR ROADS SHALL BE ALSO SUBJECT TO APPROVAL BY THE DEPARTMENT FOR PLANNING AND INFRASTRUCTURE, REFER TO NOTE 4 ABOVE FOR LIST OF MAJOR ROADS
- 6 ALL CROSSOVERS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE KERB ALIGNMENT & BOUNDARY UNLESS APPROVED OTHERWISE



TYPICAL BRICKPAVED CROSSOVER TO ASPHALT EDGE RESTRAINT DETAIL



KERBING EDGE RESTRAINT DETAIL FOR BRICK PAVED CROSSOVER



05.07 - Unsealed Road Formation and Maintenance

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly articulate and provide standards for Council managed unsealed road network.

POLICY:

With over 2,480 kms of unsealed road over a sparsely populated wide geographical area of nearly 101,000km², the Shire of Meekatharra has significant challenges in improving and maintaining its road network.

These challenges include:

- Roads hundreds of kms away from Meekatharra which makes routine road inspections and basic routine repairs difficult;
- The impracticalities and costs associated with having Shire works crews spending extended periods of time in remote areas maintaining the roads.
- A scarcity of gravel which means that roads have to be formed and maintained with whatever material is available within reasonable proximity;
- Increased usage of several roads by heavy haulage configurations servicing the mining industry which accelerates the wear factor on roads;
- Spasmodic and severe flooding events;
- The common tendency for roads to sustain disproportionate wear down the middle due to the driving behaviour of most road users.
- Differing road condition environments throughout the Shire which means that “textbook” road construction practices with respect to relatively high crowns, steep cross falls and drainage by way of offshoot drains, are often unviable and inefficient.

In order to provide an unsealed road network that is better able to sustain the rigors of this environment, the following practices have been successfully implemented and are, in general terms, recommended as policy:

- Roads are to be built above the level of the surrounding terrain with a relatively low crown (e.g. 2%);
- Water is to be used in all road construction and where possible or practical in maintenance activities (The Shire has an extensive network of water bores significantly reducing the need for long haul water cartage which further exacerbates road wear);
- Where drainage is to be installed, this generally takes the form of constructing longitudinal drains within between 10 – 20 metres from the formation of the road. The material excavated from these drains is to be used as a windrow or elevated back slope on the side of the drain furthest away from the road. The longitudinal drains have a twofold purpose, being to accommodate drainage from the road and, by way of the windrows helping in holding back

water in heavy rainfall events from the road. The drains carry water to the lowest point (creeks or depressions) and thus away from the road;

- When roads become worn down the middle, rather than conventional maintenance grading techniques where material is pulled up from the sides of the road to restore the center or crown, material is imported, compacted (rolled) and graded. This method maintains the integrity of the road formation, as the sides of the road away from the heavily trafficked center are not compromised by donating material to the center section of the road;
- In order to prevent scouring or ponding, no windrows are to be left on the road after grading;
- Guideposts are to be used sparingly (sharp corners, culverts and floodways) to facilitate ease of maintenance grading;
- It is generally more economical and efficient to engage self-sufficient contractors well versed in building and maintaining roads in this environment, than by utilizing the Shires own resources, especially in the more remote areas of the Shire.
- The Works and Services Manager is to liaise with the Works Group prior to road formation works being undertaken and when there are circumstances that may require a departure from the maintenance grading techniques specified in this policy.

**POLICY 58
DIAGRAM**

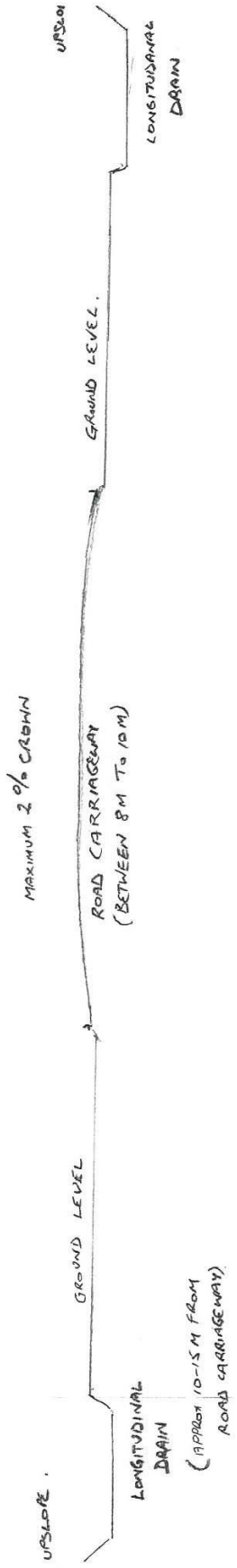


DIAGRAM 1 HORIZONTAL ELEVATION

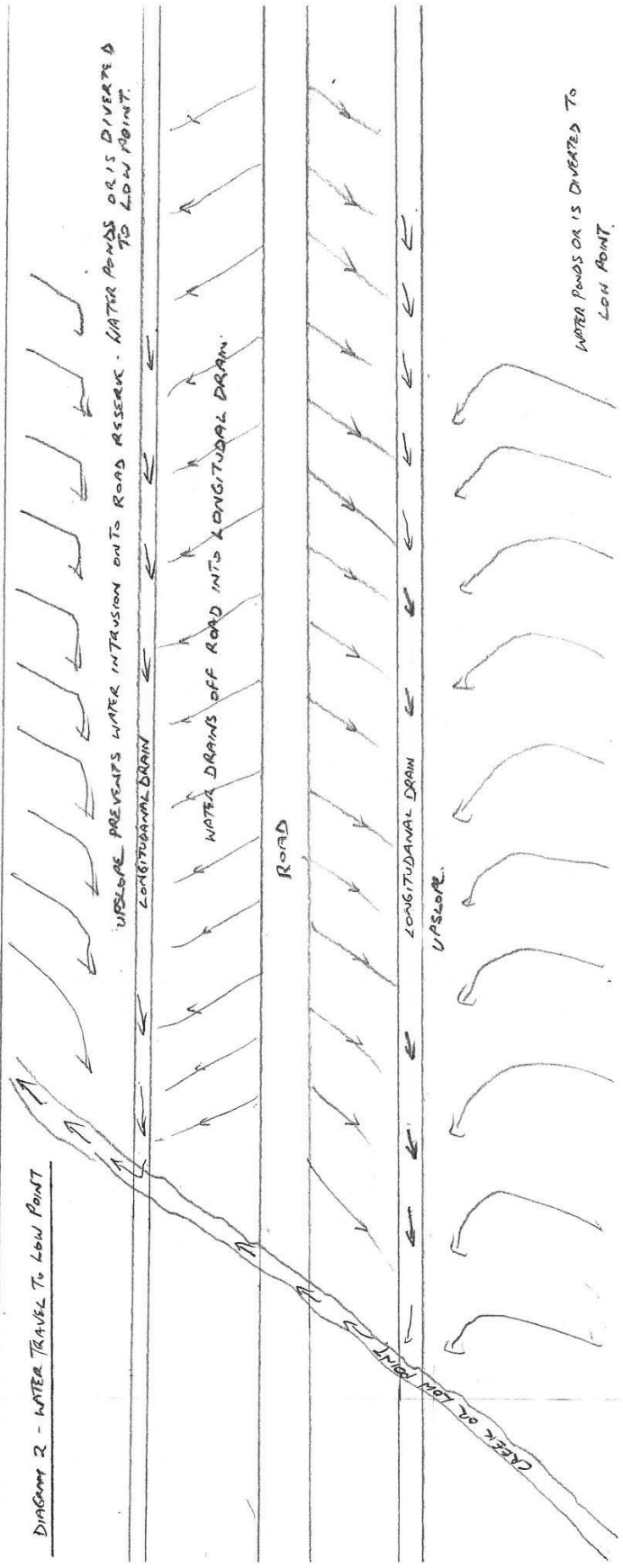


DIAGRAM 2 - WATER TRAVEL TO LOW POINT

05.08 - Maintenance of Shire Plant, Equipment and Vehicles

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- Adopted: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly prescribe and provide standards for maintaining council owned plant, equipment and vehicles.

POLICY:

The following policy be adhered to with respect to maintaining Shire plant, equipment and vehicles:

1. Subject to (2) below, all Shire plant, equipment and vehicles shall be maintained in a fully operational condition; and all minor defects repaired/rectified when the faults/defects become known.
2. If the probable cost of effecting repairs exceeds the replacement value of the plant/vehicle/equipment in question, then an economic decision is to be made as to whether the plant/vehicle equipment should be repaired, sold or scrapped in favour of incurring repair costs; and being replaced if still required.
3. That basic checks be made by the operator/driver (e.g. fuel/water/tyres/oil as applicable) on all plant /vehicles and equipment prior to usage to ensure serviceability.
4. That a maintenance regime be established to program, implement and record the regular servicing of all plant/vehicles and equipment.

In determining the replacement of plant and vehicles the CEO and Works & Services Manager should use the guide below to determine their changeover date. Plant is to be sold, replaced or changed over when:

- An optimum financial return is possible.
- The cost of maintenance, repairs and parts are considered excessive.
- The plant has reached the end of its useful life, and
- It no longer meets the operational requirements of the Shire of Meekatharra.

Generally, graders and other heavy duty plant items (e.g. loaders) will be changed over every five years.

Prime mover(s) and other trucks every seven to eight years and light vehicles (works vehicles) every two years or 40,000km. Executive administration vehicles every two years and/or 100,000km.

The Shire will purchase ANCAP (Australasian New Car Assessment Program) four (4) and five (5) star rated motor vehicles where practicable.

05.09 – Road Use Access & Maintenance Agreements

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To establish consistent guidelines and procedures for Road Use (RAV Haulage) Access and Maintenance Agreements between the Shire and the road user that enables Council to secure the required funding from the road users necessary to construct, maintain, preserve and renew the Shire's affected road assets to an appropriate standard of safety and access.

POLICY STATEMENT:

- Council is committed to maintaining its road assets in accordance with the integrated long term financial and asset management plans and associated policies.
- Council maintains its rural road assets for general light use and does not have funding to construct or maintain road assets for heavy haulage by Restricted Access Vehicles (RAV).
- Road users apply to Council for a CA07 authority to operate Restricted Access Vehicles on roads in the Shire of Meekatharra that are classified under the Main Roads WA permit network. The Shire of Meekatharra may require the user to enter into a Road Use (Restricted Access Vehicle Haulage) Maintenance Agreement with the Shire.
- The Agreement will be a legally binding contract in a standard format that will be developed and updated from time to time by the CEO under professional advice from the Shire's engineers and lawyers.
- Council will require the 'other party' to the Agreement to bear all costs associated with the Agreement including but not limited to legal fees involved in entering into the agreement, and the cost of all professional and engineering advice.
- The Agreement will cover the following minimum provisions:
 - a) Pre-work: road works that the user agrees to fund and complete before the haulage task commences, in order to prepare the road for the haulage task. The specification for such tasks will be established by the Shire in consultation with engineers and Main Roads as required.
 - b) Safety Management Plan: the user will be required to prepare and lodge a road safety risk assessment and management plan to the Shire for all of the route that is in the Shire.
 - c) Bond Cash Guarantee: the Agreement will stipulate lodgement by the user of a cash deposit monetary guarantee calculated at a minimum kilometre rate of \$10,000 per kilometre. Council will retain the cash deposit guarantee amount in a specific trust account for release in accordance with the terms and conditions of the relevant Road Use Access and Maintenance Agreement.
 - d) Inspections: the user will be responsible in accordance with the Agreement for quarterly inspections of the subject road that provides a report to Council regarding the condition of the road asset, and
 - e) End of Agreement: the parties entering into the Road Access and Maintenance Agreement are subject to the terms and conditions of the Agreement for the entirety of the Agreement until the Agreement ceases by mutual consent of both parties.

05.10 – Council Works Action Request

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To establish guidelines and procedures when requesting works to be undertaken on Council facilities.

POLICY

- Council is committed to providing its public facilities and housing in a good condition.
- To ensure that any maintenance work is undertaken on Councils Public Facilities, Buildings, Hall, Active Reserves and Housing in an expedient manner.
- To ensure that any maintenance work is undertaken on Councils Public Facilities, Buildings, Hall, Active Reserves and Housing is documented and recorded.
- It is reasonable expected that a twenty day (28) maximum turnaround period is applied to the request for completion.
- This Policy is designed to ensure that any maintenance work requested on Councils Public Facilities, Buildings, Hall, Active Reserves and Housing is in accordance with this policy and the requirements outlined in Works Action Request Form.

05.11 – Extraction of Gravel & Sand

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To provide guidelines and procedures that are consistent with the relevant legislation regarding the extraction and supply of gravel and sand throughout Councils District.

POLICY

- Council is authorised to extract gravel and/or sand for road making and road maintenance from land that it does not own or control pursuant to provisions of Section 3.27 of the Local Government Act 1995 (LGA) and Schedule 3.2 of the LGA.
- In the extraction of gravel, Council acknowledges that consent of the owner/occupier of the land must first be obtained, or alternatively, notice is given to the owner/occupier, prior to removing the gravel in accordance with the provisions of the Act.
- Council acknowledges that native title holders do not fall within the meaning of “owners or occupiers” and therefore recognises the need to advise native title holders pursuant to Section 23 of the Commonwealth Native Title Act 1993.
- This policy applies to extraction of gravel from new gravel pits established from the date of adoption of this policy.

05.12 Pipes Under Roads & Drainage Construction

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To ensure that decisions are made in accordance with the following criteria for the construction and installation of drainage on/across any land in the Shire of Meekatharra and to provide procedures in regard to the installation of water pipelines under Shire roads.

POLICY

The following guidelines are provided for the installation of water pipelines under Shire roads and drainage construction:

- A written request must be completed and received by the Chief Executive Officer stating the location of the proposal prior to it being formally assessed and priced.
- The pipe(s) is to be buried at least 600mm beneath the roadway.
- The landowner/applicant is responsible for reinstating the roadway to the satisfaction of Councils Works Manager.
- White posts clearly marked "Water Pipe" must be placed at either end of the line where it crosses the road reserve, and
- The landowner/applicant is responsible for any damage that may occur.

Criteria

- The request for approval and/or assistance must be before Council no later than April 30th of any financial year, so that due consideration may be given for possible inclusion in the next financial year's budget, if approved. Applications that do not meet the deadline may be considered by Council only after all prior applications have been processed. The request must include a scaled locality map showing the position(s) of the drainage scheme, the proposed culvert crossing(s), flow direction and downstream properties that may be affected.
- The applicant must be prepared to pay all materials costs involved in the construction of the culvert(s) including any equipment hire and freight costs and when a request has been approved by Council for assistance, a pre-payment of the materials cost may be requested. Such pre-payment must be lodged with the CEO within two calendar months of notification of approval.
- The standard of culvert construction required as approved by Councils Works & Services Manager, and
- Council will only assist in the funding of culvert construction where Council's workforce is capable of doing the work within their normal allocated roadworks programme. Heavy demand for salt drain culvert construction during any financial year and/or impossible construction conditions, even for a scheduled construction time, may result in curtailment of Council assistance without obligation except for possibly refunding materials costs.

Council's Contribution to Culvert Construction

- Council will organise material requirements utilising its purchasing power.
- The adequate signing for traffic control and supervision of construction.
- The handling, laying, backfilling (including the mixing of cement stabilised material) and compaction.
- Road surface reinstatement.

- Supply and erection of guide posts (if required).
- Construction of aprons and headwalls where the depth between existing road level and the mean culvert invert level does not exceed 1.5 metres. Where the depth below the existing road level and the mean culvert invert level does exceed 1.5 metres, the proponent may be requested to either:
 - a) supply sufficient total pipe length and other materials and/or provide additional equipment (hire) to enable the actual culvert to span the full width of the road reserve so that culvert headwall and apron construction will be entirely the proponent's responsibility,
 - b) supply sufficient total pipe length and material and/or provide additional equipment (hire) to allow for a longer culvert to be constructed that will enable the surrounds of the culvert entry/exit to be simply battered with a minimum of cement stabilised material and without headwall and apron constructions.
- The maximum value of Council's contribution towards salt drain culvert construction will be per culvert and/or per farming property unless Council considers otherwise and will be reviewed on an individual application basis.

Procedure

- All applications are to be received by the CEO complete with all supporting documentation.
- The application is referred to the Shire Works and Services Manager for evaluation, and any recommendation in respect thereof is placed before the next available meeting of Council for determination, and
- Council at that meeting will deal with the application and may grant approval or otherwise, including referring it for budget consideration.

05.13 – Gates Policy

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To provide guidance to landowners in the Shire of Meekatharra regarding the installation of gates on their properties and regarding approvals being granted for any gate(s) across any road reserve or public thoroughfare in the Shire of Meekatharra.

POLICY:

The conditions under which approval will be given to erect a gate across any road reserve or public thoroughfare in the Shire of Meekatharra are as follows:

- Written application must be made to Council detailing the location and purpose for the installation of a gate(s) whereby approval will be given to the applicant subject to Councils Works Manager undertaking an inspection of the location.
- The structure is to be of suitable material as approved by Council.
- The structure is to be maintained in a condition satisfactory to the Council.
- The structure is to be removed by the applicant or subsequent owner when directed to do so by the Council.
- Approval of gates shall include the installation of a swinging gate for vehicle access and a large opening gate for machinery access.
- Council may consider the use of other devices on road reserves eg: grid to control for straying stock.

05.14 – Roadside Vegetation & Reserves

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To provide industry guidelines and standards to the community as specified in relevant codes of practice and other documents for the control of vegetation and vermin on roadside verges within the Shire of Meekatharra district.

POLICY:

The Shire of Meekatharra actively support the re-vegetation of road verges subject to landowners being advised that:

- Tree planting is to be restricted to 2 metres from property boundaries.
- Tree planting under powerlines is to be strictly in accordance with Horizon Power Guidelines and Policies.
- Wherever possible and practical tree planting in subdivisions shall be on the newly created lots rather than on the road reserve.
- To encourage local property landowners to eradicate noxious weed vegetation along local road reserves.
- To encourage local landholders to conduct appropriate weed management practices.
- To reduce the population of vermin such as wild dogs.
- To reduce the risk of fire in road reserves.
- Council delegates its authority to the Chief Executive Officer to determine applications and apply conditions to matters in accordance with the relevant legislation, and
- To comply with government legislation including the Environmental Protection Act 1986 and other relevant legislation.

05.15 – Rural Road Network Closures

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Engineering

History:

- New Policy: 18 May 2023
-

OBJECTIVE:

To ensure the safety of all road users and to mitigate damage to Councils road infrastructure by restricting the use of unsealed roads as a result of adverse weather conditions and/or heavy vehicle usage.

POLICY:

- Council shall practice its rights and obligations to partially or wholly close, and subsequently re-open, any road under its responsibility in accordance with provisions of the Local Government Act 1995, and the Local Government (Functions and General) Regulations 1996.
- Council may close unsealed roads to all vehicles greater than 3.5 tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur. This would usually occur when 15mm or more of rain has occurred.
- Rain events greater than 15mm may require unsealed roads to be closed until road conditions are suitable, as determined by the Chief Executive Officer under Delegated Authority.
- Road closure signs to be placed on any road(s) subject to closure and where any of these roads cross into bordering Shire's, then notification to be provided to these Shire's.
- Council shall communicate the condition of its rural road network regarding the status of the road(s) conditions to neighbouring Shire's and the general public through specific Road Condition Reports.
- This does policy not apply during a recognised genuine emergency period unless exceptional weather circumstances dictate the necessity to enforce road closures for public safety reasons.

Procedures

1. If there is a risk of damage to Shire road infrastructure and/or to public safety due to inclement or persistent wet weather the Shire shall exercise its right under the Local Government Act 1995 to close affected roads.
2. The Works and Services Manager has delegated powers as instructed by the CEO and/or President to:
 - (a) Close Roads; and
 - (b) Define and impose conditions for road use.
3. Condition of delegated power:
 - (a) Installing "Road Closed" signs where possible;
 - (b) Providing an information bulletin to affected agencies, neighbouring local governments and the general public that is distributed via email, local radio and by posting on the Shire of Meekatharra website.

Scope

1. This policy applies to:
 - (a) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - (b) vehicles which travel over road under the care and control of the Shire of Meekatharra.

2. Local traffic (For example: where a residence is situated on a road(s) which have been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
3. The delegated officer may exempt other certain vehicles that require access (for example school buses).
4. Affected agencies shall include but are not limited to:
 - (a) Heavy Haulage carriers;
 - (b) Main Roads Western Australia;
 - (c) Neighbouring Local Authorities;
 - (d) Department of Transport;
 - (e) Local residents; and
 - (f) Bus companies, Public Transport Authority.
5. This policy does not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.
6. This policy may apply to singular, multiple or all Shire roads.

Section 06- Building and Town Planning

06.01 - Municipal Heritage Inventory Policy on Development of Listed Places

Section: Building and Town Planning

History:

- Adopted: 21 May 2005
 - Reviewed 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance on dealing with Heritage listed buildings within the Shire of Meekatharra.

POLICY:

The following procedure shall be followed for any proposed demolition, development or redevelopment of a building or place listed in Council's Municipal Heritage Inventory. Any works of a minor internal nature including the painting and/or rendering of internal walls or ceilings are exempt from the requirements of this Policy.

1. All proposals for the demolition, development or redevelopment of a listed building or place shall be subject to a formal planning development application.
2. All proposals shall be dealt with in accordance with the Town/Local Planning Scheme.
3. Council shall, in assessing a proposal for development or redevelopment, give due regard to the level of management as applied to the building or place. In this respect conditions may be applied to a proposal to protect the integrity of the significance of the place. Council may also consider relaxing some development standards if it results in the protection of the integrity of the building or place, and provided it does not prejudice the orderly and proper planning of the site and area.
4. Where a building or place has been listed on the State Register of Heritage Places or has been recommended for listing by the Council on the State Register and a decision has not yet been made, Council shall refer a proposal for development or redevelopment of that site to the Heritage Council of WA for comment. Any comments provided by the Council shall be taken into account when applying planning conditions to the proposal.
5. Where a proposal will result in a physical change to any external part of a building or a significant alteration to a place then a photographic record will be taken by council prior to such works taking place.
6. Council shall review its Municipal Inventory on a two (2) year election cycle basis.

If an application is received to subdivide land upon which a listed building or place is situated the Council may support such subdivision only where the integrity of the building or place is not compromised.

06.02 - Pergolas, Sheds, Rainwater Tanks and Patios

Section: Building and Town Planning History:

- Adopted: 21 May 2005
 - Reviewed 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance on Council regulations on building sheds, pergolas, rainwater tanks and patios within the Shire of Meekatharra.

POLICY:

The Shire does not require the submission of an application for Building Licence for the following structures provided they are constructed in new materials and in a workmanlike manner.

1. Free Standing Garden Sheds

Garden sheds of a maximum area not exceeding 15m², subject to the following conditions:

- 1.1. to be located at the rear of the dwelling or unit;
- 1.2. to be located at least 1m from the rear and side boundaries. In the case of a corner block, to be located no less than 6m from the secondary street;
- 1.3. to be of a maximum height of 2.1m;
- 1.4. to be located not less than 1.8m from the dwelling or unit;

Where there already exists two separate outbuildings on the site, council approval is then required for a garden shed.

2. Patios

A 'patio' is a structure attached to the exterior of a dwelling and is roofed, but not enclosed.

Patios located at the rear of the dwelling or unit will be permitted provided the structure does not exceed the area occupied in length by the rear of the dwelling or unit and no wider than 2.4m.

The structure is to be no closer than 1.2m to any boundary.

3. Rainwater tanks

A suitable 'water tank' is a structure that allows for the capture of excess water run-off from other building structures such as patios, sheds and/or pergolas. In approving of 'oversize' sheds, Council will require that a suitable rainwater tank will be installed for the purpose of capturing the maximum amount of excess water.

4. Pergolas

A 'pergola' is a structure attached to the exterior of a dwelling and is partially roofed, but not enclosed.

Open-sided pergolas are to be permitted at the rear of the dwelling under the same conditions as patios.

06.03 - Building Licences – Fees and Duration

Section: Building and Town Planning

History:

- Adopted: 21 May 2005
 - Reviewed 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance on Council requirements for building licenses within the Shire of Meekatharra.

POLICY:

It is Council Policy that Building Licence applications be assessed before approval to determine the estimated value of the proposed construction in accordance with Regulation 24 of the Building Regulations 1989, for the purpose of setting Building Licence fees. The Chief Executive Officer is authorised to set minimum estimated rates for various methods of construction to assist in its assessment of applications.

If an applicant does not agree with the estimated value which has been calculated, the applicant may be required to submit such supporting evidence on construction value as considered necessary by the Chief Executive Officer to enable a revision of the estimated value.

It is Council's policy that all Building Licences issued are to be valid for a maximum period of 24 months.

An extension of time or renewal of Building Licences is to be limited to 12 months per extension.

The fee payable on the renewal of a Building Licence is to be in proportion to the extent of the building to be completed, e.g.:

If 50% completed then 50% of fee charged.

If 75% completed then 25% of fee charged.

06.04 - Used Transportable Dwellings

Section: Building and Town Planning

History:

- Adopted: 21 May 2005
 - Reviewed 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance on Council regulations on used/second hand buildings.

POLICY:

Planning consent will not be granted by the Council to applicants wishing to locate second-hand buildings within Meekatharra townsite, except when those requirements of Council's Town Planning Scheme, the Building Code of Australia, the Health Act 1911, regulations and local laws are met. The following guidelines are provided.

- An application to transport a second hand building shall only be considered and approved by Council if it is intended to re-erect the dwelling on a residential or industrial lot considered acceptable by Council.
- The building will be inspected in its existing location. An application must be submitted and an inspection fee paid pursuant to Council's current budgetary Fees & Charges. If the building is located in an isolated or different locality, a charge based on time and distance may be made.
- Transportable 'donga' type structures will not be considered for a building licence unless they are of good structural standard as determined by the building surveyor, treated to eliminate any evidence of manufacturers or other commercial markings or color strips etc.
- After payment of the inspection fee arrangements will be made for inspection of the building, and a report is then to be presented to Council for consideration.
- Following Council's approval of the structure as suitable for transportation, plans and specifications must be lodged and a building licence obtained before placement on site. Normal building fees are payable.

06.05 - Cemeteries

Section: Building and Town Planning

History:

- Transferred policy: 18 May 2023
-

OBJECTIVE:

To define the conditions for the use and maintenance of cemeteries within the Shire of Meekatharra.

POLICY:

Council Policy with respect to management of the Meekatharra Cemeteries:

1. All cemeteries vested in the Shire of Meekatharra are to be maintained in a good state of repair by the Shire.
2. All Meekatharra District (as gazetted) cemeteries are subject to the provisions of the Cemeteries Act 1986 and the Shire of Meekatharra Cemeteries Local Law 2021.
3. Council shall use the *Chronicle Digital Mapping and Database* system as its online cemetery management software program for entry of all burial data that shall be regularly updated. Council shall allocate annual budget provision to ensure updates are funded.
4. Council shall ensure it develops, implements and regular monitors the Meekatharra Cemeteries Management Plan. The Shire of Meekatharra Cemeteries Management Plan will provide guidance and recommendations for the use of all gazetted Meekatharra cemeteries.
5. At least 7 days prior notice is required to be given for preparation of a burial plot prior to funeral.
6. Under no circumstances is a burial to proceed unless an order for burial is submitted 72 hours in advance.
7. Grounds are to be thoroughly cleared, raked and watered prior to a funeral. Adjoining graves are to be reinstated to their original condition in a clean and tidy appearance.
8. The Shire is to ensure that the Hearse is to be checked for mechanical soundness at least 48 hours prior to a funeral (when the hearse is booked for use). Water, fuel and battery are to be checked in conjunction. The hearse must be cleaned and polished no earlier than 24 hours prior to the funeral.

06.06 – Asbestos Handling & Disposal

Section: Building and Town Planning

History:

- New policy: 18 May 2023
-

OBJECTIVE:

To provide guidelines to Shire employees, contractors and the general public regarding the correct advice and process for the removal of asbestos cement sheeting and other building products containing asbestos including the disposal of asbestos materials at the Shire of Meekatharra waste landfill site.

POLICY:

- The use of materials containing asbestos has been banned for many years and there are specific requirements for the safe removal and disposal of asbestos products.
- Asbestos Containing Materials (ACM) is the general term used to describe all products that contain asbestos; it is defined as any material, object, product or debris containing asbestos.
- No person shall erect or commence to erect a fence or building or any portion of a fence or building using either new or second-hand materials containing asbestos.
- No person shall dispose of any asbestos products in the Shire of Meekatharra's landfill site without the written approval of Councils CEO, Works and Services Manager or the Environmental Health Officer (EHO).
- The programmed removal of ACM will be based on the risk to health as identified by a competent and licensed person carrying out an inspection as authorized by Councils EHO.
- Ensure that information regarding the presence of asbestos is contained in any Tender and Request for Quotation documentation as may be appropriate, and that this information is available for contractors and sub-contractors as an obligation of Council.
- Ensure that employees of the Shire of Meekatharra are provided with correct information in regard to the handling and disposal of ACM and that regular training be provided to employees to maintain this awareness.
- Ensure the Register of Buildings for the Shire of Meekatharra accurately reflects those structures comprising of asbestos.

Scope

The following procedures apply to management of ACM in all buildings within the Shire of Meekatharra district. ACM is the general term used to describe all products that contain asbestos; it is defined as any material, object, product or debris containing asbestos. The presence of asbestos in premises, buildings and/or fencing will be identified and the risk to health evaluated. The programmed removal of ACM will be based on the risk to health as identified by a competent person carrying out an inspection. It is recognised that ACM in sound condition, left undisturbed, presents little risk to the general community. Removal may not be immediately necessary but should be completed prior to demolition or major renovation. The Council will manage the risks from ACM and provide a record of actions undertaken in a specific 'Asbestos Register' maintained by the Shire of Meekatharra that includes disposal in the legislative correct manner.

Demolition and Disposal of Asbestos Products

Conditions shall be placed on demolition permits issued by the Shire of Meekatharra as follows:

- A licence is required in Western Australia for an employee and/or contractor to undertake the removal of materials that contain asbestos. Persons or businesses involved in removing more

than 10 square metres of bonded (non-friable) asbestos in a workplace must be licensed by WorkSafe. Only a licence holder or an employee of a licence holder may carry out this type of work.

- All asbestos removal is to be carried out in accordance with the Occupational Safety and Health Act and accompanying Regulations and the requirements of the Code of Practice for the Safe Removal of Asbestos 2nd Edition [NOHSC:2002 (2005)].
- Disposal of materials containing asbestos is to be carried out to the satisfaction of the Shire's Environmental Health Officer and to be in accordance with the Health Act 1911 and other regulations dealing with the safe handling and disposal of asbestos.

06.07 – Sea Containers

Section: Building and Town Planning

History:

- New policy: 18 May 2023
-

OBJECTIVE:

To ensure adequate amenity/streetscape provisions and protection when the installation and use of shipping and/or sea container(s) are approved through correct development controls and guidelines for the installation of container(s).

POLICY:

- To regulate the use of sea containers within the Shire of Meekatharra townsite and district so as to ensure that they do not detract from the amenity of the area.
- To clearly outline the requirements, exemptions and conditions for approval to provide the community, landowners and Shire staff a clear and precise understanding on the use of sea containers within the Shire of Meekatharra townsite.
- This policy does not apply to sea containers already approved by Council.

General Conditions and Procedures

The specific procedures for the installation of sea containers within the Shire of Meekatharra townsite are as follows;

- A planning application will be required to be submitted for assessment and approval and is to be obtained prior to locating a shipping/sea container on-site or changing the use and purpose of a shipping/sea container.
- This policy is based on shipping and/or sea containers up to 12 metres in length for Commercial, Industrial, Residential, Rural Residential and Rural zones.
- Container(s) shall be wholly located within the boundaries of any property the subject of an application for approval.
- A Building Licence is also required prior to the placement of a shipping/sea container on-site.
- Container(s) shall be maintained in good and orderly condition to the satisfaction of Council.
- Council may require the applicant to advertise the proposal for a container(s) in accordance with the requirements contained within Councils Town Planning Scheme.

Residential Zone Conditions and Requirements

- Container(s) to be in good condition prior to location upon any property.
- Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council. A container will not be permitted within the front setback area.
- Container(s) must satisfy the setback requirements according to the Building Code of Australia classification.
- Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- A maximum of one (1) sea container will be considered per property.
- Container(s) shall comply with the setback requirements contained within Councils Town Planning Scheme relevant for the zone in which they are located.
- Sea containers are to be used for purpose of storage only.
- Sea containers are to be painted and/or re-clad and suitably screened from public view.
- Additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container may be required by Council.

Commercial and Industrial Zone Conditions and Requirements

- Container(s) to be painted and in good condition prior to location upon any property.
- Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council.
- A container will not be permitted within the front setback area.
- Container(s) must satisfy the setback requirements according to the Building Code of Australia classification.
- Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- Container(s) shall comply with the setback requirements contained within Councils Town Planning Scheme relevant for the zone in which they are located.
- Sea containers are to be used for the purpose of storage only (not accommodation).
- Sea containers are to be painted and/or re-clad and suitably screened from public view.
- Additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container may be required by Council.

06.08 – Street Stall Traders Permits

Section: Building and Town Planning

History:

- New policy: 18 May 2023
-

OBJECTIVE:

To objective of this policy is to enhance the participation and involvement of Council in community based events that will contribute to the social wellbeing of the community and to provide guidelines for the issuing of Street Stall and Traders Licence Permits.

POLICY:

That Council support the operation of Street Stalls on condition that:

- The Street Stall proponent discusses the details of the proposed event with Councils Environmental Health and/or Building Officer to ensure the proposed event complies.
- The Chief Executive Officer or Community Development Services Manager be authorised to issue permits for Street Stalls in accordance with Councils Delegations 2023 Register 2.1, 2.2 and 6.3 (if applicable).
- The Business Proprietor outside of which the stall will be held is consulted for agreement.
- The Street Stall proponent completes the correct permit forms available from the Shire at least one (1) week prior to the proposed event.
- The Street Stall permit holder be responsible for complying with the terms and conditions of the permit.
- The Street Stall proponent to complete the required permit form.

Section 07 – Health and the Environment

07.01 - Smoking in the Workplace

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Health and Environment

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To clearly provide guidance regarding smoking in Council workplaces and property.

POLICY:

As an employer, the Shire has a duty under the *Western Australian Occupational Health, Safety and Welfare Act*, to provide a safe working environment and to protect the health of all employees from hazards at the workplace.

To protect the health of all employees from the ill effects of cigarette smoke at workplace and all Council buildings, Council has adopted the following policy relating to smoking in the workplace.

The policy applies to the areas listed below which have been declared “non smoking” and “permitted smoking” areas respectively.

Non-smoking areas are signposted accordingly, and any employee who smokes in these areas will be in breach of the Shire’s Health and Safety requirements.

Non-smoking Areas

1. Buildings
2. Administrative – All Areas
 - 2.1. Individual and shared offices
 - 2.2. Reception areas
 - 2.3. Chambers
 - 2.4. Staff kitchen
 - 2.5. Storage rooms
 - 2.6. Passageways
 - 2.7. Toilets
 - 2.8. Library/ MuseumDesignated external areas approved.
3. Works Depot
 - 3.1. Individual and shared offices
 - 3.2. Staff Room
 - 3.3. Passageways

- 3.4. Mechanical workshop
- 3.5. Storerooms
- 3.6. Toilets

- 4. Swimming Pool – all areas inside and outside.

- 5. All Shire Owned or Occupied Buildings.

- 6. Vehicles/Plant/Machinery
 - 6.1. Smoking is not permitted in any of Council’s vehicles, caravans, plant or machinery.

Permitted Smoking Areas

- 1. Outdoor areas
 - 1.1 Any outdoor workplace that does not have a smoking restriction applied for safety reasons – designated areas only.

- 2. Shire owned residential buildings

07.02 - Septic Tank and Leach Drains

Section: Health and Environment

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To set out the conditions septic tank installations within the Shire of Meekatharra.

POLICY:

Septic tanks and leach drains are to be sized by the Health / Building Surveyor using the *Bacteriolytic Treatment of Sewerage and Disposal of Effluent Waste Amendment Regulations*.

- Septic tank lids to be sealed correctly as per the regulations
- A minimum of 100mm of fall between inlet and outlet in the first (1500mm) S/Tank.
- Tank bottoms must be concreted to comply with the regulations.
- Tanks to be no less than 1000mm, and no greater than 1800mm apart.
- Notwithstanding the above conditions, the septic tanks must comply with all aspects of the Bacteriolytic Treatment of Sewerage and Disposal of Effluent Wastes Regulations.
- Construction and excavation to comply to the following conditions:
- Excavate 1m either side of the leach drain to a depth of 300mm below the final invert level of the drain segments.
- The ground under each leach drain to be shot fired every 610mm along the entire length of each drain to a depth of 2.00 metres (i.e. 2300mm below the final invert level of the leach drain).
- The top of each drain to be kept as close as possible to the finished ground level, and in any case, no further than 300mm from the finished ground level.
- Backfill to be clean river sand and/or fine aggregate up to within 300mm of finished ground level.
- Leach drain segments must be those approved by the Department of Health WA and approved by the Environmental Health Officer on application.

NOTE: These conditions to be complied with before habitation occurs.

07.03 - Environmental Policy

Section: Health and Environment

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE

The objective of this policy is to commit the Shire of Meekatharra and by association its contractors/lessees to:

- identify, monitor, assess and manage environmental risks to minimize the potential for Shire operations to impact on the safety, health and the environment of Shire employees/contractors/lessees;
- ensure employees, contractors and lessees work in a safe and environmentally responsible manner by providing them with appropriate environmental information, supervision and training as required;
- involve employees environment matters and consult with them in ways to reduce work place risks and prevent incidents;
- communicate openly with stakeholders and the community on environmental performance;
- protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- to develop, implement and evaluate environmental policies, programs and management plans;
- provide appropriate financial and other resources for environmental programs;
- Investigate actual and potentially injurious occurrences in order to eliminate the cause and reduce the level of risk.

POLICY

The Shire is responsible for the management of roads, waste facility and services, parks and gardens, airport, social services and other community facilities, and has taken the responsibility, in line with the Shire of Meekatharra Community Strategic Plan, to enhance social, environmental and economic well-being through leadership and working in partnership with the community.

The Shire of Meekatharra is committed to a high standard of harm and pollution prevention throughout its operations, and to the continuous improvement of its safety, health and environmental performance. This policy is to be read in conjunction with Councils Policy 03.25.

07.04 – Waste Management

Section: Health and Environment

History:

- Adopted: 20 January 2007
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE

To provide policy guidelines to ensure the efficient and effective collection, disposal and treatment of all domestic and commercial waste within the prescribed areas of the Shire of Meekatharra.

POLICY:

- To ensure that domestic and commercial waste is managed in a manner that minimises the risk to public health.
- To ensure that effluent waste is collected and managed in a manner that minimises the risk to public health.
- To determine and regulate the hours of operation to the Meekatharra waste facility.
- To ensure that a regular kerbside collection of residential and commercial properties is maintained.
- Additional kerbside waste collection containers consisting of a single 240 litre container are available to properties within the collection area on request to be charged at a rate equal to the rate as defined in the Shire of Meekatharra annual budget Fees and Charges.
- To determine and regulate the acceptance of effluent waste to the Meekatharra waste facility in accordance with the Department of Water and Environmental Regulation (DWER) Licence conditions that includes regulated access.
- To ensure that the Shire of Meekatharra complies with its Department of Water and Environmental Regulation (DWER) Licence conditions for the management and operation of the waste facility.
- The Shire of Meekatharra will inform the community of any changes to its Waste Management Policy that are likely to affect the community in regard to the management of the waste facility.
- The Shire of Meekatharra will continue investigating and researching alternative methods to process and manage waste at the facility in collaboration with DWER and the community.
- That Fees and Charges for the collection and management of waste be reviewed each year in accordance with Councils annual budget process, and
- The Shire of Meekatharra will retain the right to accept or decline any waste (including effluent) to its waste facility that originates from outside the Shire of Meekatharra local government district.

Section 08- Airport

08.01 - Airport – Landing Fees

Section: Airport

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To set out the conditions under which charges to use the Meekatharra Airport will be levied.

POLICY:

A charge based on the certified maximum take-off weight of each aircraft using the Airport is to be levied. Charges as determined in the setting of the Shires annual budget will apply.

For the purpose of establishing liability for charges, a flight by an aircraft may be identified by documentation which includes information supplied by the Civil Aviation Authority; recordings of messages broadcast to or from the aircraft; visual observations of aircraft activity; aircraft refueling at airport.

Airport charges are payable by the certificate of registration holder for the aircraft as recorded by the Civil Aviation Authority.

Aircraft for which charges are overdue for payment, or whose pilots fail to follow CAA procedures, may be prohibited from using the airport except in a declared emergency.

Exemptions

- The Royal Flying Doctor Service (R F D S) is charged landing fees; however, these are reimbursed by Council to the RFDS as a donation.
- Locally based Church (Flying Ministers) are exempt from landing fees.
- Skippers Aviation scheduled flights (RPT) are not exempt from landing fees however Council will
Endeavor to keep RPT landing fees at a minimum to coincide with the State Government 'Community Capped Airfares' and may also levy "head tax" charges as part of its annual review of fees and charges.
Airlines contracted to provide Fly In Fly Out (FIFO) services are not exempt from landing fees.
- Local landing fees for ratepayers are set annually by Council and are listed in the schedule of fees and charges.

Notes: Fees to be reviewed in the annual budget.

NOTE: This Policy Referenced in Airport Contract – liaise with contractor prior to amendment + copy to contractor on amendment

08.02 - Airport – Fuel Dispensing

Section: Airport

History:

- Adopted: 21 May 2005
 - Reviewed: 21 November 2009
 - Reviewed: 14 November 2015
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To set out the how the Shire of Meekatharra dispenses Fuel at the Airport.

POLICY:

Council operates fuel dispensing outlets located at the Meekatharra Airport for:

JET A1 and Avgas (AirBP)

- 24 hour self-serve card swipe facility for purchase of Avgas and Jet A1 overwing only. All Jet A1 underwing (or pressure) refuelling is done by the Airport refueller.
- If airport contractor is required to fuel aircraft.
- Bulk aircraft fuel into drums/tanks (other than into aircraft) is available by appointment only during normal trading hours between 0700 and 1800 hours Monday to Friday excluding public holidays.
- The quality of fuel provided and the provision of *fit for purpose* drums is the responsibility of Air BP
- Charges: Air BP bills customer direct if in receipt of Air BP account otherwise customers will be charged through the Shires debtor or cash systems.

Bulk Diesel

Council's diesel facility is made available to local ratepayers and/or businesses that provide a service to Meekatharra under the following conditions:

- Minimum quantity to be purchased is 1,000 litres. Consumers are not allowed to combine orders to achieve the minimum.
- Fuel purchases are restricted to 0800 hours to 1700 hours Monday to Friday only by appointment.
- Fuel is supplied only into 200 litre or more containers
- Charges: Fuel is sold at cost price plus freight and handling plus 4 cents per litre.
- Payment must be made at time of pick up by cheque. Payment may be prepaid at the Shire Administration Office and dispensed on production of receipt.
- Additional payment option: To allow purchaser to provide credit card details to the Office Administration staff while still on site. This will allow purchaser to have payments processed through the office EFTPOS terminal prior to leaving the fueling site.

Payments and Call Out Rates

- The Shire receives a flat rate to manage and dispense fuel from the AirBP facility. The monthly payment rate is in accordance with the relevant 'AirBP Airfield Representative Agency Agreement'.

- The Shire pays the refueller (as part of their contract) in accordance with the contract.
- Call out rates are set annually as part of the fees and charges deliberations.

NOTE: This Policy Referenced in Airport Contract – liaise with contractor prior to amendment + copy to contractor on amendment.

08.03 - Air Services Statement

Section: Airport

History:

- Adopted: 20 June 2015
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure the highest possible standard of Air Services for the Meekatharra community that is both effective and consistent.

POLICY:

The purpose of this policy/position statement is to express Council's policy/position on Air Services to the Shire of Meekatharra.

Actions

The Council will;

- Actively lobby for continuing a Regulated Public Transport (RPT) service, with the minimum acceptable level of service being three flights per week.
- Actively participate in stakeholder meetings.
- Encourage resource companies to make greater use of Regulated Public Transport (RPT) flights.
- Maintain the airport at an appropriate standard, to encourage Airline and passenger use of the facility.
- Seek funding to assist maintaining the high standard of the airport infrastructure.

Section 09- Recreation & Community Services

09.01 – Use of Town Hall & Recreation Centre

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 May 2005
 - Reviewed & Amended: 21 November 2009
 - Reviewed & Amended: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To establish guidelines and procedures for the hire of the Shire of Meekatharra Town Hall and Recreation Centre facilities for the benefit of the Meekatharra community.

POLICY:

- Council is committed to providing its Community Facilities, the Hall and Recreation Centre for use by the Meekatharra community.
- Priority for the use of Community Facilities, Town Hall and Recreation Centre will be given to local groups within the Shire of Meekatharra for the purpose of social, sporting, charitable and entertainment functions which are held for the benefit of the local community.
- To ensure that a fair, equitable and transparent model is applied to the setting of fees and charges for the use of Councils Community Facilities, Town Hall and Active Reserves.
- Council provides community facilities for overall community benefit and as such subsidises the use of these facilities to a substantial level in support of this expectation. The fees and charges levied for the use of these facilities are not intended to recover the full cost of provision.
- The Shire of Meekatharra is committed to the provision of a safe and secure environment and the contribution to the protection of public health in our community. As such, Council has no objection to the sale and consumption of liquor by local organisations in Council facilities provided the organisation has obtained relevant liquor licensing approval and satisfied all requirements.
- A letter of authority is to be issued by the CEO in order for the CEO to satisfy compliance requirements under the Liquor Licensing Act without constant referral to Council.
- This Policy is designed to ensure the users of the Shire of Meekatharra's Community Facilities, Town Hall and Recreation Centre Shire operate in accordance with this policy and the conditions of hire procedures outlined below.

Conditions of Hire

Application for hire of a facility or equipment shall be made on the appropriate form. The following regulations apply:

Tentative Bookings

When a booking is made no keys/ equipment will be handed over until the hire fee and bond are paid in full. Payment of bond by organisations can be made by Purchase Order. Until payment is received

the booking will not be confirmed.

Bond

A bond is payable in addition to the hire fee, to cover possible costs associated with cleaning/ damage/ loss of keys/ additional usage or failure to turn off air conditioner.

Arrangements will be made to refund the bond, minus any sum payable for the above costs, upon advice from the Cleaning Supervisor and Management that the facility has been left in a clean and damage free condition.

Cleaning

The facility is to be left in a clean condition – if any cleaning is required to be organized by the Shire, the cost will be deducted from bond monies.

Floors should be mopped with water –NO DETERGENT TO BE USED AS IT STRIPS FLOOR POLISH.

The hirer shall replace all furniture in the position designated by the CEO or his representative. Decorations, food scraps and rubbish must be removed, and the facility area swept and left in a clean and tidy condition by the time the booking expires.

Vacating Premises

All functions must be finalized and the facility cleaned and vacated upon expiration of the period of hire. If the premises are not vacated, additional hire cost will be deducted from bond.

Number of Persons

Hirers are to limit the number of persons participating in functions of events to 350 which is the maximum number that the hall can accommodate.

Noise

There must be compliance with the provisions of the Environmental Protection Act 1986 and sound level output must be reduced if requested by Shire Staff or the WA Police.

Live Flames

Are not permitted within the facility due to fire regulations. Please note the importance of adhering to the strict no-smoking policy within the Shire buildings.

Indemnification

Hirers are required to bind as The Hirer to hold the Shire of Meekatharra and employees of the Shire of Meekatharra indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the property of the Shire of Meekatharra, during all periods when such venue is on hire to The Hirer.

Double Bookings

In the event of two (2) or more applications being received for the hire of the building at the same time and date, the Council may, without considering priority of applications, determine which hirer is successful.

Charges

Shall be at rates set from time to time by Council and may include any furniture or equipment.

Additional Equipment

The facilities are equipped with a certain amount of equipment. Any additional equipment is to be provided at the hirer's expense.

Hirer's Responsibility

Each hirer will be responsible for the actions of its attendees/participants whilst using the premises. Consideration must be shown at all times for other persons using the premises. A hirer may not use equipment belonging to another hire group, without written consent of the leaders or officers of that hirer group and in such cases, the borrower shall be fully liable for any loss or damage occurring to such equipment whilst under his/her jurisdiction. A person who is intoxicated or whose behaviour is considered detrimental to other patrons of a Shire facility, or who uses profane language, or who marks, damages, or defaces any property of the facility shall be directed to leave the premises.

Movement of Furniture and Equipment within the facility building

Hirer's may not move plant, furniture or fittings (apart from portable trestle tables and chairs) without first obtaining the permission of staff at the Shire. Extreme care must be taken in transporting and positioning tables and chairs, so that such equipment does not damage the floor. Tables are to be left clean and stacked away. Chairs are to be left clean and stacked also.

Hanging of Decorations

The driving of tacks, nails, screws or affixing of glues and adhesive materials etc. into or on any of the woodwork or walls or any part of the buildings, furniture or fixtures is strictly forbidden. All decorations are to be hung on the fixtures provided and must be removed after the functions.

Authorized Representative

Any officer of the Shire of Meekatharra on duty or any authorized agent of the Shire shall be permitted free ingress and egress to the facility during the engagement and shall be given every assistance in enforcing these conditions.

Compliance with Regulations

The hirer of any portion of a facility shall comply with the provisions the Health Act, Police Act and the Criminal Code and Electricity Regulations, Liquor Control Act and Regulations and any other Act in force for the time being, applying to such hiring of the facility.

Liquor being Sold

Hirers must comply with the requirements of all relevant liquor control legislation including the Liquor Control Act 1988 and Liquor Control Regulation 1989. If liquor is being sold or supplied at the function or is included in the price of the admittance ticket, an Occasional Licence may need to be obtained from the Director of Liquor Licensing (by online process only).

The Hirer Must Ensure that

- No light and no lighting fixture or fitting is interfered with, covered or decorated in any way.
- No live flame i.e. Candles, kerosene lanterns etc., are brought into or used in the building without prior approval by the Chief Executive Officer.
- No confetti is brought into or used in the building.
- Any kitchen or food preparation room is left in a clean condition and that all rubbish is placed in the bags or other receptacle provided.
- All decorations, including flowers and all equipment brought into the building are removed by the time the period of hire terminates.
- No damage is caused to the building or any property, chattels, equipment, fixtures or fittings therein or used in connection therewith.
- No property, chattels, equipment, fixtures or fittings are removed from the building.
- No nuisance or annoyance is caused to owners or occupiers of property in the vicinity of the facility.

- Where liquor or other drinks are to be serviced from a keg or other bulk container, such keg or container is located in the place designated by an officer of the Shire.

09.02 - Gymnasium – Use Of

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 May 2005
 - Reviewed & Amended: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidelines and conditions for the public use of the Shire of Meekatharra Gymnasium.

POLICY:

This Policy is designed to ensure the users of the Shire of Meekatharra Gymnasium operate in accordance with the following conditions and procedures.

Conditions of Use

MEMBERSHIP DEFINITION

A member is a singular person. The member may use the facility within the allowable hours of attendance.

Procedures

GENERAL

1. The gym (large white building) is situated within the recreation complex located on the Landor Road. The complex has toilets and air-conditioning and water is provided.
2. Entry to the gym by use of a Swipe Card is only permitted between the hours of 5:00am and 10:00pm daily.
3. Ideally use of the gym should occur when at least two persons are present. The gym is not staffed/supervised. If no other person is present extra care should be taken to prevent injury and it is recommended to keep a phone handy to call for help if need be.
4. Only persons 16 years of age or over will be authorized by Council to have access to the gym. Parents/guardians of members under the age of 18 years must sign the membership agreement.
5. The member shall be responsible for the Swipe Card and shall not permit other persons access to the gym and in particular children under the age of 16 years are not permitted to accompany the member unless prior written approval of Council is obtained. Swipe Cards are not transferable and are not to be lent. Should this occur membership will be cancelled immediately.
6. The member acknowledges and is aware that the Gym is under 24 Hour CCTV surveillance.
7. Users should be familiar with the correct way to use the equipment and should observe posters in the room showing correct lifting procedures and warm up routines.
8. Users are required to ensure that loose equipment is stored safely. Failure to store equipment safely or damage being caused may result in the facility being withdrawn from use.

9. A defibrillator is located next to the entry door. First aid equipment is located in the emergency-only-access storage room. **ALL USE TO BE REPORTED TO THE SHIRE.**
10. Users should report any equipment that needs repair or maintenance to the Shire.
11. The Council accepts no liability for any death or injury to any person or any loss of or damage to property of any person arising directly or indirectly out of use or access to the gym at any time.
12. The member hereby indemnifies and agrees to indemnify and keep indemnified the Council, its officers, agents and employees in respect of any liability whatsoever in respect of any death or injury to any person or any loss or damage to any property of any person arising directly and indirectly out of use or access to the gym by the member or any person obtaining access to the gym with the member's Swipe Card. Sharing the use of the card will result in the cancellation of the Swipe Card and loss of bond for said member.
13. Members are required to pay the fees in accordance with Council's annual budgetary Fees & Charges including the administration fee for and cancellation during the Cooling-off Period.
14. A further payment of a **\$50.00 cash** bond is also required and is refundable when the Swipe Card is returned. The bond will be forfeited if the Swipe Card is not returned within 14 days of expiry date.
15. The member will be deemed a member until the Swipe Card has been returned to the shire office and the Agreement has been terminated. In accordance with above clause, the Shire may terminate the agreement if the card has expired and has not been returned within 14 days of expiry.
16. The Shire does not offer Direct Debit payment plans. Memberships must be pre-paid. Renewal is achieved by purchasing monthly or annual extensions.
17. **Termination of the agreement during the cooling-off period**
A member can terminate a membership agreement during the 7-day cooling-off period if they give the Shire written notice of termination. The paid membership fees will be refunded within 14 days. An administration charge will apply in accordance with Council's Fees & Charges. The bond will not be returned until the Swipe Card has been returned to the Shire office. The cooling-off period commences at 8am of the date that this agreement is signed.
18. **Termination of the agreement outside of the cooling-off period:**
The member can cancel the agreement at any time by returning the Swipe Card. There is no termination fee. The bond is refunded upon return of the Swipe Card. Membership fees for unused months do not get refunded unless extenuating circumstances apply.

09.03 - Squash Courts

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidelines and conditions for the public use of the Meekatharra Squash Courts.

POLICY:

Conditions of use

The following Hire Agreement defines the conditions of use for the Meekatharra Squash Courts. Fees and Charges are set by Council during annual budget deliberations.

- Squash Court Facility Hire Agreement

09.04 - Liaison with Sporting Clubs

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 18 June 2016
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To promote a positive and productive working relationship between the Shire and major sporting and community organisations/clubs operating in the Shire of Meekatharra district.

POLICY:

With respect to the following buildings and facilities that are owned and/or vested with the Shire:

- Speedway facility – leased to Yulella.
- Meekatharra Racecourse complex – operated by the Meekatharra Race Club.
- Meekatharra Golf Course – operated by the Meekatharra Golf Club.
- Meekatharra Rifle Club - not on a Shire managed reserve but which buildings and facilities are leased by the Shire to the Club and insured by the Shire.
- All above facilities are insured by the Shire.

The Shire will seek approval from the lessees prior to entering their respective premises and carrying out any maintenance work.

09.05 – Library Services

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 18 June 2016
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To ensure the Shire of Meekatharra is committed to providing a high quality library service that also develops the library as a center of cultural and educational activities for the benefit of the whole community.

POLICY:

In order to achieve this policy, the library service will:

- maintain collections that are responsive to community needs that includes the purchase of history publications related to the Shire of Meekatharra and/or the Murchison region.
- provide materials accessible by all individuals and in a variety of formats to cater for all needs.
- promote membership and use of the library service to residents and visitors to the Shire of Meekatharra.
- conduct awards and programs which promote community participation.
- promote partnerships which encourage a variety of activities to benefit and appeal to a wider range of the community.
- provide information on activities and developments within the community.
- encourage the use of the library as a community focus and meeting place that includes all age groups, and
- provide monthly statistical reports to the Council agenda process that will inform Council and community on the activities and developments at the library on a regular basis.

09.06 – Community Bus Hire

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 18 June 2016
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To establish guidelines and procedures for the hire of the Shire of Meekatharra Community Bus.

POLICY:

- Council provides the community bus as an initiative for community building. It is available for hire by not for profit community based organisations and sporting/school/church groups.
- Preference is given to local organisations.
- The Community Bus is available for hire in accordance with the current Shire of Meekatharra Fees and Charges Schedule where Council will set a range of fees which apply for each category of users annually as a function of its budget process.
- The CEO has discretion to waive any hire fee based on request and compelling reasons.
- Councils Insurance Policy provides cover for any organisation who hires the Community Bus on the condition that the nominated driver is to hold a current LR class licence. The cover is extended to all passengers on the bus in addition to any damage to property that may belong to a third party.
- The kilometres, the driver's details and any mechanical faults are to be recorded. All passengers must wear fitted seatbelts.
- No form of banner or advertising, other than that of the Shire of Meekatharra can be displayed from the Community Bus.
- It is the responsibility of the hirer to ensure the bus is cleaned and re-fuelled prior to its return.
- The bus is to be driven on gazetted public roads only.
- This Policy is designed to ensure the users of the Shire of Meekatharra's Community Bus operate in accordance with this policy and the following procedures.

Procedures

The purpose of the community bus is to provide transport for local Meekatharra community organisations, sporting and not for profit groups in accordance with the following terms and conditions:

- When booking the bus each 'hirer' is required to complete the relevant booking form and nominate a driver who has been authorised by the Shire of Meekatharra.
- A bond is applicable to all bus hirers and comprises of up of the following:
 - a) A bus hire bond to the value of the vehicles insurance excess; and
 - b) A cleaning bond in accordance with Councils Fees & Charges (from time to time).
- The Community Bus will be located at the Shire of Meekatharra Works Depot located at Oliver Street, Meekatharra., and
- A copy of the Community Bus Hire Agreement Form must be completed irrespective of any hire charge being applied.

09.07 – Public Swimming Pool

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 18 June 2016
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

To provide guidelines for the public use of the Shire of Meekatharra Memorial Swimming Pool.

POLICY:

- Council is committed to providing a safe and enjoyable swimming pool facility for use by the community.
- Having regard to prevailing weather conditions, the swimming pool season will normally commence approximately the 1st of October each year and close approximately the 31st of March of the following year. The swimming pool shall be open to the public seven days a week (excluding Christmas Day) for the season period.
- Having regard to prevailing weather conditions, the swimming pool shall be open to the public seven days a week (excluding Christmas Day) from Midday to 7pm daily – Monday to Friday and 11am to 6pm on Saturday and Sunday for the season period.
- No child under 10 years of age shall be admitted unless accompanied by a person aged 16 years or older and the Swimming Pool Manager has the right to refuse persons entering the premises.
- Entrance fees and season passes shall be determined annually in accordance with Councils Budget Fees and Charges.
- All patrons of the swimming pool are to follow the instructions of the Swimming Pool Manager and obey signage displayed around the facility and the Health (Aquatic Facilities) Regulations 2000 that includes no running, pushing, jumping, ducking or bombing.
- No dogs (unless approved Guide Dogs) or any other animal is allowed on the pool premises.
- No littering, abusive language or alcohol is permitted on the pool premises and no food or drink is allowed unless approved by the Swimming Pool Manager. No glass containers of any description are permitted on the pool premises.
- The Swimming Pool Manager shall have delegated power to ban individuals from using or entering the facility should the Swimming Pool Manager deem any person to have maliciously caused damage or otherwise behaved in an offensive manner (including verbal abuse or physical assault etc), and that person be informed both verbally and/or by formal correspondence that they are not permitted to enter the facility for a certain period that may mean the remainder of the season.
- The Swimming Pool Manager, in liaison with the Meekatharra District High School (MDHS) is to exercise a 'Pool for School' policy whereby students who attended school are entitled to a wristband from the school which will allow them free entry to the pool that day. If they've attended school all week, they also obtain free entry over the weekend.
- The Swimming Pool Manager has discretion to close the swimming pool due to inclement weather that involves lightning in consultation with the Community Development & Services Manager and/or CEO.

- Where prior authorization and arrangement has been made with the Swimming Pool Manager, the swimming pool hours may be varied to support special programming events or activities. Such as Vacation Swimming classes.
- The Council accepts no responsibility for any loss of patron possessions (ie money, clothing etc), and
- The Swimming Pool Manager (from time to time) is to enforce this Policy as required.

09.08 – Tourism Promotion & Development

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Recreation & Community Services

History:

- Adopted: 21 November 2009
 - Reviewed: 18 June 2016
 - Reviewed: 13 April 2019
 - Reviewed & Amended: 18 May 2023
-

OBJECTIVE:

That the Shire of Meekatharra recognizes that a growth in tourism presents an opportunity to increase the benefits that tourism brings to the local community.

POLICY:

The objectives the Shire of Meekatharra has regarding tourism promotion and development are:

- To recognise tourism as a social and economic benefit to the Shire of Meekatharra and the community.
- To foster and create a community awareness of the benefits of tourism within the Shire of Meekatharra.
- To ensure that Council will guide and influence the development of tourism in the Shire of Meekatharra.
- To continue involvement by the Shire of Meekatharra in the Murchison Geo Region project that includes the continual development of identified Geo Region sites in the Shire of Meekatharra, the continued promotion and marketing of the Murchison Geo Region that includes the maintaining of identified sites and availability of merchandise, and ensuring Council allocates sufficient funding annually to support the Murchison Geo Region project.
- To provide the facilities and infrastructure required to encourage tourism development that includes supporting the Meekatharra Community Resource & Visitor Centre. To ensure these facilities are supported as a viable entity delivering quality information and services that continually develops tourism.
- To ensure that facilities within the area are adequate to cater for visitors and residents. This particularly includes the Visitor Centre and Murchison Geo Region sites within the Shire of Meekatharra District.
- Liaise with the Western Australian Tourism Commission, Mid West Development Commission (WA), Regional Development Australia Mid West Gascoyne (federal), and other relevant tourism organisations, Government agencies and members of the community in all aspects of tourism development.
- Ensure specific tourism planning and marketing functions within the Shire of Meekatharra organisation are able to promote and develop tourism activities within the Shire of Meekatharra, its District and the Murchison Region.
- Ensure Council provides an adequate annual budget allocation for tourism related expenditure.
- Endeavour to assist (financially and/or by other means) community organisations or events which have the potential to develop tourism in the Shire of Meekatharra.
- Seek representation where appropriate on tourism organisations operating in the Murchison region.

- In developing or reviewing planning instruments including Town Planning Schemes, Strategic Plans, Local Laws etc., have regard for the requirements of tourism development(s) and consider policies on tourism.
- Encourage tourism product development and investment throughout the area that facilitates the development application process.
- Encourage a high standard of design and aesthetics in all forms of tourism development that considers the social, cultural, economic and environmental impact of any tourism development proposal, and
- Within the region, support the enhancement of specific natural features, areas of outstanding beauty, and recognise items and areas of heritage significance wherever practicable.

09.09 – Picking of Wildflowers

Note: This is a Management Procedure ultimately under the authority of the Shire CEO

Section: Tourism & Economic Development

History:

- New policy 18 May 2023
-

OBJECTIVE:

To provide approval process for the picking of Wildflowers on reserves and roads vested in the Shire of Meekatharra and within its District.

POLICY:

- The Shire of Meekatharra is committed to promoting tourism opportunities within its district and the region and recognizes the economic and social value that the Wildflower season has on its community.
- Collection of flora (including firewood) from land under control of Council (i.e. road reserves, vested reserves, freehold etc) is prohibited unless with appropriate approval.
- The Shire of Meekatharra will provide information regarding the matter to tourism related organisations (ie Meekatharra Visitor Centre) to ensure a level of awareness.
- This policy is to be read in conjunction with Policy 05.14.
- Council approval is granted subject to applicant obtaining approval from the WA Department of Biodiversity, Conservation and Attractions (DBCA).
- Collection of flora must be undertaken in accordance with the WA Environmental Protection Act and Regulations, and
- Information on legislative requirements can be obtained from WA Department of Environment or the Shire of Meekatharra.

Section 10 – Information Technology

10.01 – Information Communication Technology

Section: Information Technology

History: Former Policy: Information Technology

- • Adopted: 20 January 2007
 - • Reviewed: 21 November 2009
 - • Reviewed and Amended: 19 January 2019
 - Reviewed and Amended: 18 May 2023
-

OBJECTIVE:

This policy outlines the terms and conditions governing use of all Information Communication Technology (ICT) equipment and facilities provided by the Shire of Meekatharra and applies to elected members, staff and others (ie consultants) to whom access to Councils IT facilities.

POLICY:

- To ensure that the Shire's investment in computer hardware, software and services is used in the most productive manner to the greatest possible benefit of the Shire of Meekatharra.
- To ensure that all the Shire's electronic business interaction is preserved and available as corporate knowledge.
- To ensure that high quality security and protection is provided to the Shire of Meekatharra IT infrastructure.
- All users of the Shire of Meekatharra IT facilities should be aware that the Shire has installed an internet and e-mail management system that is regularly monitored to ensure that the Shire's IT policy is being adhered to.
- The Information Technology procedures process below details the conditions of use of Information Technology facilities where deliberate and/or continued non-compliance with the Policy may result in disciplinary action and/or termination of employment.
- All users of the Shire of Meekatharra IT facilities are fully aware of the terms and conditions of this
- Policy and the accompanying Procedures to ensure compliance.

Procedures and Purpose

1. General use

These procedures describe the Shire of Meekatharra's terms and conditions governing use of all Information Technology (IT) equipment and facilities (including computers, computer peripherals, voice mail, software, facsimile machines, fixed and mobile telephones, and any other equipment related to the storage and/or distribution of electronic data) provided by the Shire of Meekatharra. All elected members, employees and others to whom access to IT facilities has been provided and requiring the use of IT facilities, must sign a form as an acceptance of the terms and conditions described in this document.

- 1.1 These terms and conditions apply to all elected members, staff and others to whom access to Shire of Meekatharra IT facilities has been provided.
- 1.2 The Shire of Meekatharra reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.
- 1.3 The Shire of Meekatharra has ownership of all files and e-mail messages stored on Shire

computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy. In this regard regular audits of the Shire's IT facilities will be conducted where the Shire has installed an internet and e-mail management system that is regularly monitored to ensure that the Shire's IT policy is being adhered to. The DCEO has responsibility for undertaking this process.

- 1.4 Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.
- 1.5 Any facilities provided to users are for the business purposes of the Shire of Meekatharra only. The Shire of Meekatharra will not be responsible for meeting any costs resulting from the use of facilities for unauthorized non-business related purposes.
- 1.6 The facilities may be approved for use, by staff, for the purpose of the genuine business of community clubs or organisations. To allow this, a written request from the Club or group must be submitted to the CEO who will decide upon the matter, and the volume of use to be permitted. If approved, the club or group will be advised accordingly. A separate letter will be provided to the concerned staff member, who will be required to complete an appropriate form pertaining to the use of the facilities.
- 1.7 The Shire of Meekatharra supports only those facilities provided by the Shire of Meekatharra for business purposes. Hardware, software, operating systems and networking protocols not in use at the Shire of Meekatharra are not supported.

2. Storage

- 2.1 Any storage of corporate data on desktop computers or on thumb drives (USBs) is discouraged as this data is not backed up. Users will be responsible for any loss of data stored on these media.
- 2.2 Duplication of data is to be avoided.
- 2.3 It is the responsibility of users to store (or save) their documents on a regular basis as computer systems by their nature are not fault tolerant.

3. Installing Unauthorized Software or Files

- 3.1 Users must not purchase, install, copy or use any software without prior authorization from the Shire of Meekatharra CEO and/or DCEO.
- 3.2 The use of any files that are subject to Copyright regulations that have not been authorized in writing for use by the Copyright owner are not permitted to be used on the Shire of Meekatharra IT systems.
- 3.3 The installation and use of third party "screen savers" is not permitted.

4. Access to Computer Facilities

- 4.1 Users may only access and use those facilities which they have been properly authorized to use by the CEO or DCEO. Authorization must be provided to the DCEO in writing before access is provided and/or modified.
- 4.2 Users may not use any of the facilities provided by the Shire of Meekatharra in such a way as to reflect poorly upon the Shire either in part or as a whole.
- 4.3 The playing of software games on Council computers is not permitted.
- 4.4 Where the use of any IT facility is governed by a password then the password must not be inappropriately divulged to any other person.
- 4.5 Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected to deny any unauthorized access.
- 4.6 Any computer account or facility allocated to a user is for their exclusive use only. The user must not allow another person to use it without appropriate authorization from the CEO.

- 4.7 Users will comply with any directive (verbal, written or electronic) from the CEO relating to access to IT facilities or the application of software updates.
- 4.8 Users must treat IT facilities with respect. Any willful damage sustained to equipment will result in the costs of repair being reimbursed from the user of the equipment. Any damage sustained to equipment as a result of neglect may also result in the costs of repair being reimbursed from the user of the equipment.
- 4.9 Food and beverages should not be consumed in close proximity to IT equipment.
- 4.10 Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Mount Magnet will not be responsible for any excessive costs incurred.
- 4.11 Remote access to Shire of Meekatharra IT facilities is provided on an as needs basis. Those seeking such access will need approval in writing from the CEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to the CEO.
- 4.12 Council reserve the right to perform system maintenance tasks outside regular Administration Office working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. Should staff have a particular need for after hours access to IT facilities they should liaise with the CEO to arrange access options.

5. Security

- 5.1 Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or has been provided for their use.
- 5.2 Users must not attempt to rename, delete, or modify the data of another user without prior authorization from the CEO, except in the following circumstances:
 - for data or files stored on a shared network facility or transferred in/out via a shared network facility.
 - under direction of their supervising officer(s) to amend data or files stored in a personal directory.
- 5.3 Anti-virus software protection is provided at both server and desktop level. Should a user suspects that their machine has become infected with a virus (or similar type entity) it should be reported immediately to the CEO.
- 5.4 Users are encouraged to log out of their workstations when they are not in use. If users are aware that they are going to be away from their workstation for a period of at least thirty (30) minutes they should log out of the network.
- 5.5 Users should correctly shut their computer systems down before finishing work each day.
- 5.6 Users must report to the CEO and/or DCEO, without delay, any breaches (either real or perceived) of security.

6. Software Copyright/License Regulations

Under Australian Commonwealth law all software is copyright by the author whether it explicitly contains copyright notice or not. You must be aware of, and abide by, the relevant provisions of the Copyright Act as they apply to computer software including the following:

- Computer facilities provided by the Shire of Mount Magnet must not be used to make illegal copies of software.
- Users must comply with the conditions of the software licence.
- Illegal software must not be installed on the Shire of Meekatharra computer systems.

7. Regulating Internet Browsing Usage

- 7.1 Provision of internet browsing facilities to a user's personal computer must be approved by the CEO only.
- 7.2 Internet users must be aware that their use of the device will be monitored and as such all use of internet browsing facilities must be for the Shire of Meekatharra business purposes only. Deliberate and/or continued access to unauthorized sites will be a disciplinary matter.
- 7.3 Users must not plagiarize works that are found on the Internet without acknowledging the reference from which the source material came from in accordance with the Copyright legislation.
- 7.4 Internet users should not download large files (in excess of one (1) megabyte) unless absolutely necessary. If necessary, they must be downloaded at a time agreed with by the CEO.
- 7.5 The Shire of Meekatharra will not be responsible for any unauthorized financial obligations arising through the use or misuse of the Internet.

8. Provision of Electronic Mail (Email) Services

Emails should not be used as a substitute for formal written correspondence on Shire of Meekatharra letterhead when letterhead is required. Email messages are official corporate documents and are legally binding.

- 8.1 The majority of users of computer facilities will be provided with an email address (where a need is identified) and are able to send and receive e-mail correspondence.
- 8.2 The email signature of e-mail users must identify the user as working for the Shire of Meekatharra with the Council logo and the job title and details of the user. Users should communicate via electronic mail as they would in a public forum.
- 8.3 Email messages of a corporate nature that leave the Shire of Meekatharra which are destined for an external organisation, are public records. Any corporate email messages that officers receive are also public record and should be filed accordingly.
- 8.4 Email users must not post chain letters or engage in "spamming". Spamming is the sending of an
- 8.5 annoying or unnecessary (i.e. non-business related) message to a large number of recipients.
- 8.6 Virus warnings will be issued by the Shire of Meekatharra IT service provider. If you receive a virus warning by e-mail it should be forwarded to the DCEO to advise the IT service provider so that its authenticity can be determined. Warnings should not be forwarded to any other email user unless authorized by Councils IT service provider.
- 8.7 Email users must check their e-mail frequently, delete any unnecessary messages promptly and manage their email files wisely.
- 8.8 Email users must not use obscene, profane, lewd, inflammatory or threatening language. Email users must not make or engage in personal, prejudicial, slanderous, libelous or discriminatory attacks, remarks, statements or messages.
- 8.9 Email users must not harass other persons. Harassment is acting in a manner that distresses or annoys another person. If an employee is told by a person to stop sending them messages of this nature, the employee must stop.
- 8.10 Email users must not knowingly or recklessly post false or defamatory information about a person or organisation, including forwarding on such emails to other persons.
- 8.11 If you receive or continue to receive e-mails of a nature that does not comply with this Policy, or includes non-business related file attachments such as, but not limited to, sound files, games, presentations, images or movie clips, then the sender of the message(s) should be instructed to stop sending them immediately and the messages deleted. The sending (or forwarding) of such non- business related email attachments is not permitted.

8.12 The use of real time messaging services such as ICQ is not permitted.

9. Voice Mail

Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Wherever possible telephones should be diverted to another staff member. The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls. The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff are on leave. Users must work with each other to minimize the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

10. Disciplinary Measures

Any breach of this Policy will lead to disciplinary action against the employee, which may result in termination of employment. Employees should also be aware that breaches of this Policy may also be a breach of Councils Code of Conduct which may also incur legal action pursuant to the Copyright Act 1968, Disability Discrimination Act 1992, Sexual Discrimination Act 1984 and Equal Opportunity Act 1984.

POLICY DOCUMENT CONTROL

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