



# POLICY MANUAL

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Grace French (Acting Executive Manager Development & Administration )	Chris Linnell (Chief Executive Officer)	January 2020



## **POLICY MANUAL DISCLOSURE**

This Policy Manual is intended as a guide to Elected Members and Staff on the normal practices and activities of Council. The policies and procedures do not require strict adherence, but may be changed as circumstances dictate, and amended at any time by Council.

Staff are expected to use care and discretion in implementing the policies, to ensure the best possible outcome, whether or not a particular incident complies with the stated policy. At the same time, the implementation must be fair, consistent and effective with the emphasis on guidance and assistance rather than legal compulsion/action or inspectorial bias.

Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly, in part or not at all, any or all policies without notice.

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Chris Linnell  
**Chief Executive Officer**

**Date:** 20 December 2018

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# CODE OF CONDUCT FOR ELECTED MEMBERS & STAFF

## Conflict and Disclosure of Interest

### GENERAL

#### Conflict of Interest

Elected members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

1. Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided;
2. Elected members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence);
3. Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons;
4. Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity;
5. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognized that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

Members and staff will adopt the principles of disclosure of interest as contained within the *Local Government Act 1995*.

#### Disclosure of Interest

Members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.

Whenever disclosure is required, recommended in this Code of Conduct (Code), or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

#### Personal Benefit

#### Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are consistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

## **Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

## **Improper or Undue Influence**

Members and staff will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

## **Gifts or Bribery**

1. Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government;
2. If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register.

## **Conduct of Elected Members and Staff**

### **Personal Behavior**

Elected members and staff will:

1. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
2. Perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favor;
3. Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interest of the Local Government and the community;
4. Make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
5. Always act in accordance with their obligation of fidelity to the Local Government.

Elected members will represent and promote the interests of the Local Government while recognizing their special duty to their own constituents.

### **Honesty and Integrity**

Elected members and staff will:

1. Observe the highest standards of honesty and integrity and avoid conduct which may suggest any departure from the standards;
2. Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of a staff member to the Chief Executive Officer;
3. Be frank and honest in their official dealing with each other.

### **Performance of Duties**

1. While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favorably both on them and on the Local Government;
2. Elected members will at all-time exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

### **Compliance with Lawful Orders**

1. Elected members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer;
2. Members and staff will give effect to the lawful policies of the Local Government, whether they agree with or approve of them.

### **Administrative and Management Practices**

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

### **Corporate Obligations**

#### **Standard of Dress**

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

### **Communication and Public Relations**

All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

1. As a representative of the community elected members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so elected members should acknowledge that;
2. As an elected member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
3. Information of a confidential nature ought not to be communicated until it is no longer treated as confidential;
4. Information relating to decisions of the Council on approvals, permits and so on ought to only be communicated in an official capacity by a designated officer of the Council;
5. Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

### **Relationships between Elected Members and Staff**

An effective elected member will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if elected members and staff have mutual respect and co-operation with each other to achieve the Council's corporate goals and implement the Council's strategies.



To achieve that position elected members need to:

1. Accept that their role is a leadership, not a management or administrative one;
2. Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
3. Refrain from publicly criticizing staff in a way that cast aspersions on their professional competence and credibility.

### **Appointment to Committees**

As part of their representative role members are often asked to represent the Council on external organisations. It is important that members:

1. Clearly understand the basis of their appointment;
2. Provide regular reports on the activities of the organization.

### **Dealing with Council Property**

Use of Local Government Resources – elected members and staff will:

1. Be scrupulously honest in their use of Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
2. Use Local Government resources entrusted to them effectively and economically in the course of their duties;
3. Not use Local Government's resources (including the services of Council);
4. Staff for private purposes (other than when supplied as part of a contract of employment), unless properly authorized to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

### **Travelling and Sustenance Expenses**

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

### **Access to Information**

1. Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members;
2. Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.

**Acknowledgement**

I \_\_\_\_\_ acknowledge that I have received and read the Code of Conduct for the Shire of Morawa and understand that this document describes the conduct and behavior expected of me in my role as an Officer/Elected Member for the Shire of Morawa.

Signature

Witness Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Date

ADOPTED OCM	16/04/2003	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED – Policy adjusted/corrected and formatted	20/12/2018	181206

## 1.0 ADMINISTRATION

### 1.1 POLICY MANUAL

The Chief Executive Officer shall maintain a Policy Manual as an up to date recording of the various policies of the Council.

#### Objective

1. To provide elected members with a formal written record of all policy decisions;
2. To provide the staff with guidelines to follow in accordance with Council decisions;
3. To enable the staff to act promptly in accordance with Council requirements, but without continual reference to Council;
4. To enable elected members to adequately handle enquiries from electors without unnecessary referrals 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;
6. To enable electors to obtain immediate advice on matters of Council policy. Council is to carry out a review of the policies each year.

#### Policy Statement

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all elected members.

Changes to the Policy Manual shall be made only on:

1. A notice of motion;
2. An agenda item clearly setting out details of the amended policy;
3. By Absolute Majority Vote.

#### Scope

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

#### Legislative and Strategic Context

Act: Local Government Act 1995 – Section 2.7

Link to Strategic Plan 4.3 A local government that is respected, professional and accountable.

ADOPTED OCM	16/04/2003	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED – Policy adjusted/corrected and formatted.	20/12/2018	181206

## 1.2 RECORDS MANAGEMENT

### Policy Description

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

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

### Custodianship of Records

The Shire of Morawa 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 of Morawa.

### Roles and Responsibilities of Recordkeeping

#### Elected Members

All elected members are to create, collect and retain records relating to their role as an elected member for the Shire of Morawa in a manner commensurate with legislation and the Shire's policies and procedures for recordkeeping. Originals or copies thereof shall be delivered to the Chief Executive Officer for recording and safe keeping by the Shire of Morawa. Party political and personal records of elected members are exempt.

#### 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

All managers are to ensure recordkeeping policy and procedures are known and adhered to in their area of responsibility.

#### All Staff

All staff (including contractors) are to create, collect and retain records relating to Shire of Morawa 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 recordkeeping.

### 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.

### **Capture and Control of Records**

All records created and received in the course of Shire of Morawa 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.

### **Security and 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.

### **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 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.

### **Appraisal, Retention & Disposal of Records**

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

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED		

### 1.3 USE OF COUNCIL CHAMBERS

The use of the Council Chambers other than for official Council activities will be at the discretion of the Shire President or Chief Executive Officer.

ADOPTED OCM	21/05/1998	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM – Unchanged	20/12/2018	181206

## 1.4 COUNCIL PHOTOGRAPHS

A formal group photograph of all elected members will be taken after the election of each new Council.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	16/04/2003	
AMENDED OCM	19/12/2016	
REVIEWED OCM - Unchanged	20/12/2018	181206

## 1.5 CONFERENCE AND TRAINING EXPENSES

WALGA Annual Conference expenses will be met by the Shire of Morawa and is limited to registration fees, accommodation, breakfast and evening meals including those of partners. The cost of partners programs is excluded.

The Shire President, Chief Executive Officer and a maximum of three elected members may attend annually. Attendance by elected members is to be rotated.

Other conference and training expenses by elected members and/or staff are to be within normal approved budget allocation, and limited to registration, accommodation and meals for authorized attendees and their partners.

ADOPTED OCM	20/05/1999	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM - Unchanged	20/12/2018	181206



## **1.6 CONFERENCES ATTENDANCE – SENIOR STAFF**

### **State and Professional Conferences**

1. Senior Management Team members are encouraged to attend the annual State conference relating to their profession;
2. Senior Management Team members are encouraged to attend biennially, the Federal conference relating to their profession. (Note: where the officer's professional organization does not convene a State conference the senior team member is encouraged to attend the organisation's Federal conference, annually);
3. Funds for attendance at State and Federal professional conferences shall be provided in each annual budget under the provision for staff member training.

The Chief Executive Officer is authorized to approve the attendance of staff at State and Federal professional conferences in accordance with the following guidelines:

- a) Budget authority and funding arrangements are to be considered;
- b) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Shire of Morawa;
- c) The staff member is to provide a report on the issues, outcomes, etc. of the conference with recommendations as appropriate and the report is to be submitted to Council;
- d) Senior Management Team members will not be precluded from attending a Federal Conference only because the conference happens to be held overseas;
- e) If it is considered beneficial for the President and/or elected members to accompany Senior Management Team members to any State or Federal conference, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

### **Other Conferences**

Provision is to be made in each year's budget of an appropriate sum to cover Shire representation (President, elected members and staff) at other conferences (i.e. in addition to State & Federal professional conferences)

- a) The Chief Executive Officer may approve or decline staff attendance at other conferences;
- b) If it is considered beneficial for the President and/or elected member/s to accompany staff to any other conferences, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

### **Annual Study Tours**

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

The Chief Executive Officer in consultation with Council may approve attendance at study tours in compliance with the following guidelines:

- a) The maximum attendance at any study tour is to be two elected members and two staff;
- b) Attendance at a study tour shall only take place where there are appropriate funds provided for in the annual budget;
- c) A detailed report including recommendations on each study tour shall be submitted to Council;
- d) Budget authority and funding arrangements shall be considered.

ADOPTED OCM	16/04/2003	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED – Policy adjusted/corrected and formatted. Policy title changed. <b>From:</b> Conference Study Tours <b>To:</b> Conference Attendance Senior Staff	20/12/2018	181206

### 1.7 NOMINATION OF SENIOR STAFF MEMBERS

For the purposes of Section 5.37 of the Local Government Act 1995, the Council designates the following staff members to be “senior staff members”:

Chief Executive Officer  
 Executive Manager Development & Administration  
 Executive Manager Corporate & Community Services  
 Principal Works Supervisor

ADOPTED OCM	21/08/1996	RESOLUTION
AMENDED OCM	12/02/2011	
REVIEWED OCM	22/07/2015	
AMENDED OCM	19/12/2016	
REVIEWED OCM – Unchanged	20/12/2018	181206

**1.8 ORDINARY COUNCIL MEETINGS**

The Ordinary Meeting of Council shall be held on the third Thursday of each month, except for January.

Ordinary Meeting of Council commencing at 5.30pm.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 1.9 MEDIA STATEMENTS & PUBLIC RELATIONS

Publicity of Shire of Morawa activities through the media will be by the authority of the President or, where the President agrees, the Chief Executive Officer:

- a) Media releases and statements are to be confirmed by the President before distribution;
- b) A press release file shall be maintained for reference purposes.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 1.10 CONFERENCE & MEETINGS EXPENSES

Where an elected member is authorized to attend a conference, meeting, course or other Council business, the Shire of Morawa will pay for:

- a) Fees;
- b) Travel and elected member's accommodation;
- c) Meals and other incidentals with these expenses.

Additionally, the Shire of Morawa will pay for spouses to attend any official partner program (award/Gala Dinner Day), connected with the conference.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

**1.11 HOURS OF OPERATION – ADMINISTRATION & DEPOT**

Council sets the following as the hours of operation for the Administration Offices and Depot on normal working days:

- a) Administration Office Opening Hours 8:30am to 4:00pm;
- b) Staff Working Hours 8:30am to 4:30pm (30 minute lunch break);
- c) Depot Working hours 7:00am to 4:00pm. Every second Thursday's Working Hours are 7:00am to 3:30pm.

The Chief Executive Officer be charged with the responsibility to ensure the Administration Offices and Depot are open to the public in accordance with this policy.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## **1.12 CLOSURE OF ADMINISTRATION OFFICES DURING CHRISTMAS AND NEW YEAR**

To assist with the efficient and effective management of Shire of Morawa's Administration Offices (including Libraries) and Works Depot during the Festive Season holiday period ensuring that patrons receive sufficient notification of the closures.

Council provides guidelines to the Chief Executive Officer in the closure of Administration and Works Depot facilities across the Christmas and New Year holiday period.

The Administration Offices (including Libraries) and Works Depot will be closed for business from 4 pm on the last working day before Christmas and re-open on the second working day following New Year's Day.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days inclusive of public holidays, excluding weekends.

Provided:

- a) Staff use Annual Leave, Time in Lieu or Rostered Days Off to account for those days not designated as public holidays;
- b) Staff emergency contact details are made available to the public;
- c) The closures are advertised locally via newspaper and notice board notification.

Council may receive a report from the Chief Executive Officer no later than the Ordinary Council Meeting in October each year advising of the details of the forthcoming Christmas and New Year closure period.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		



### 1.13 COMPLAINTS HANDLING

A complaint is an expression of dissatisfaction made about current Council Policy or procedure, the standard of service, actions, or lack of action by the Council or its staff, affecting an individual customer or group of customers.

A complaint is therefore not:

- a) A request for service;
- b) A request for information or explanation of policies or procedures; or
- c) The lodging of an appeal in accordance with a standard procedure or policy.

A complaint should be responded to within one week or five working days. In the response to a complainant, a timeline for completion of any remedy or resolution should be included.

A record of complaints received and their resolution should be provided to Council on a monthly basis. The annual record of complaints should be included in Council’s Annual Report. The record should include details of:

All complaints will be resolved in a timely fashion in compliance with:

- a) Acts of Parliament;
- b) Council Local Laws;
- c) Council Policy; Council Objectives;
- d) Complaints and are to be actioned within one (1) working day where practicable;
- e) Provide quality customer service that addresses customer expectations whilst identifying any need for improvement to service delivery;
- f) Ensure that the complaints handling procedure is monitored and improvement made as necessary.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 1.14 CITIZENSHIP CEREMONIES

To recognise the importance of this occasion to new Australians.

The President is to conduct citizenship ceremonies. The Chief Executive Officer shall arrange formalities for the ceremony.

Suitable refreshments are to be provided for the ceremony and a book on Australiana or local history is to be presented to the recipient.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 1.5 AUSTRALIA DAY CELEBRATIONS

Council to support the following Australia Day celebrations (with the stated conditions):

- a) Hosting of Australia Day Breakfast;
- b) The Chief Executive Officer to organize Tournaments/Games/Awards.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 2.0 BUILDINGS

### 2.1 HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS

Property owners of buildings along Solomon and Winfield Streets are encouraged to keep the presentation of their shop frontages. The Shire of Morawa's preference is to retain heritage colours (Morawa Town Planning Scheme Report part 10 and Morawa Town-site Policy No.4 and 5) throughout the main streets, being Winfield and Solomon Streets.

The Shire will reimburse 100% cost of the paint (not painting costs) should property owners paint their shop frontages in the heritage colour scheme.

ADOPTED OCM	22/12/2005	RESOLUTION
AMENDED OCM	20/07/2006	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 2.2 APPLICATION FOR PLANNING CONSENT

The following Town Planning Policies have been prepared in accordance with Clause 9 of Local Planning Scheme No. 3.

Applications for planning consent made in accordance with Part 9 of the Scheme shall be in the form of Schedule 6.

Unless the Shire of Morawa waives any requirement every application for planning consent shall be accompanied by a plan or plans to scale, showing:

- a) Street name, lot number(s), north point and the dimensions of the site;
- b) The location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site;
- c) The existing and proposed means of access for pedestrians and vehicles to and from the site;
- d) The location, number, dimensions and layout of all car parking spaces intended to be provided;
- e) The location and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas;
- f) The location, dimensions and design of any landscaped, open storage, or trade display area and particulars of the manner in which it is proposed to develop those areas;
- g) Details of development and uses of lots immediately surrounding the subject land; and
- h) Any other plan or information that may reasonably be required to enable the application to be determined.

The Chief Executive Officer is authorized to waive any requirement, or to require additional information as is deemed necessary in order for the application to be determined.

The notice of an application for planning consent advertised in accordance with Part 9 of the Scheme shall be in the form of Schedule 6 with such modifications as circumstances require. The decision regarding an application for planning consent shall be notified in the form of Schedule 9.

The Chief Executive Officer is authorized to determine and approve planning consent where the proposed development:

- a) Is permitted under the Scheme;
- b) Is consistent with the provisions of the Scheme and all relevant Planning Policies;
- c) Is to be constructed of all new materials.

The Chief Executive Officer shall refer any application not complying with the delegated authority to Council for determination.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 2.3 DOG KENNELS/DOG KEEPING

### Dog Kennels/Dog Keeping

An “A” use is one that is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4 of the LPS.

Clause 9.4 outlines the process by which the proposal is to be advertised and the opportunities for public submissions to be made.

The Shire of Morawa shall not permit the establishment or maintenance of a kennel establishment in any area if in its opinion such a kennel would adversely affect the environment, be a nuisance to or in any way be detrimental or prejudicial to adjoining residents and land.

The owner or occupier of any land within the Shire of Morawa shall not, unless the premises have been granted exemption under Section 26 (3) of the Dog Act 1976, keep, or permit to keep more than two dogs over the age of three months and the young of those dogs under that age within a townsite or four dogs over the age of 3 months and the young of those dogs under that age, if the premises are situated outside the townsite, unless such premises are:

- a) Situated within the zone approved for the establishment of a kennel under the LPS;
- b) Is a kennel establishment approved under the LPS.

The Shire of Morawa considers that dogs licensed as dogs used for droving or tending to stock under the Dog Regulations (1976) (commonly referred to as ‘working dogs’) up to a maximum of 6 dogs as an exemption under Section 26 (3) of the Dog Act (1976) provided they are located on premises in the “General Farming” zone of LPS No. 3.

Nothing in this policy precludes compliance with the relevant State Government Legislation eg. The Dog Act 1976, this includes the issuing of a license for a kennel establishment under the Shire of Morawa Dogs Local Law as well as obtaining planning approval.

The applicant is reminded of his/her general environmental responsibilities, as required by the Environment Protection Act 1986, to take all reasonable and practical measures to ensure that the activities on the whole site, including during construction, do not pollute the environment in a way which causes or may cause environmental harm.

The purpose of the Policy is:

- a) To provide guidance to applicants who wish to keep dogs or seek to establish kennels on their property;
- b) To guide the Shire of Morawa in determining the appropriateness and adequacy of proposed kennel development in the “General Farming” zone;
- c) The policy has been adopted by Council as a Local Planning Policy in accordance with the provision of Part 2 of Local Planning Scheme No. 3;
- d) Under sub clauses 2.3.2 and 10.2 of the Scheme, the Shire of Morawa shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

### Definition of Kennels

For the purposes of this policy, dog keeping and kennels are considered to be a commercial Operation and excludes the maintenance of a kennel for private purposes:

- a) Kennels may be “Breeding Kennels” or “Boarding Kennels”;
- b) A “Breeding Kennel” is a formal establishment for the propagation of purebred dogs,

- whether or not the animals are actually housed in a separate shed, garage, a state of the art facility or the family dwelling;
- c) “Breeding Kennels” are heavily regulated and must follow rules laid down by the breed club, the Kennel Council and relevant legislation;
  - d) A “Boarding Kennel” is a place where dogs are temporarily housed for a fee. Many kennels offer grooming and training in addition to boarding. Day boarding is when a dog is housed during the day only and not overnight.

For the purposes of this policy, dog keeping or dog kennels includes:

- a) The keeping of a significant number of dogs (ie. more than two);
- b) Dog keeping in confined accommodation (ie. in a kennel, shelter or pound);
- c) Involving a boarding or racing or training establishment or dog breeding for commercial, show or private purposes.

### **Planning Considerations**

- a) Dog keeping, which may include the use of dog kennels, can have minimal social and environmental impact if it is in an appropriate area and sited, designed and managed property;
- b) The main impacts are noise, visual impact, loss of productive agricultural land and compatibility with adjoining uses.

The following information is required by the Shire of Morawa to undertake an adequate assessment:

- a) Number of kennels;
- b) Survey of surrounding properties to establish separation distances from residential or other sensitive receivers;
- c) Air quality protection measures;
- d) Noise mitigation measures;
- e) Water demand and use;
- f) Water and soil protection measures including, wastewater containment and disposal, chemical storage and work areas, storm water pollution prevention, solid waste storage and disposal.

### **Management Measures**

#### **Noise**

- a) The potential for noise may be increased where animals are kept in close proximity to other animals or to sites where other animals are kept (e.g. one dog barking may lead to other dogs barking in the same, or nearby, kennels). Therefore, the more dogs kept on the premises the greater the potential for noise impact and complaint. Strategies to reduce nuisance noise may need to be implemented, such as citronella collars or advice from a qualified noise consultant or both;
- b) Boarding kennels in particular may give rise to noise problems because of the large numbers of dogs, the range of different breeds and the stress experienced by the dogs in unfamiliar conditions;
- c) The number of dogs (including pups over the age of four months) kept on the site may therefore need to be limited to a specific number;
- d) A minimum separation distance of 500 meters from sensitive receptors (i.e. houses on neighboring properties) is recommended unless it can be demonstrated that management measures can be put in place to ameliorate the noise impact.

#### **Noise disturbance should be minimized by:**

- a) Locating and constructing kennels and other facilities to visually screen dogs from external

- stimuli such as other dogs, animals, traffic or passers-by;
- b) Use of earth banks and/or vegetation and/or manually constructed sound barriers. Barriers should have no gaps;
- c) Management regimes that minimize opportunities for noise generated external stimuli. Some kennels may need to be fully enclosed or acoustically buffered at a ratio of 1:15 for particularly noisy animals (electronic masking noise devices to reduce audible stimuli to the dogs);
- d) Restriction of feeding to within hours of 7am – 6pm where practicable;
- e) Exercise of dogs to be performed between the hours of 9am and 5pm;
- f) Appropriate construction materials for kennels which reduces the impact of noise. Use of sound absorption materials (eg. glass, fiber or wool) on the side of the barrier facing the noise source can help to reduce noise levels by reducing noise reflections;
- g) Ventilation needs to be considered in conjunction with any noise insulation work – air conditioning if installed should ensure that external units are located so as to avoid any impact on neighbors;
- h) Buffers appropriate to the size of the facility and based on the requirements for ongoing compliance with the above noise controls, be largely provided within the boundaries of the property.

### **Waste management**

- a) Attention to the cleanliness of the kennels and effective waste management will minimize the potential for odor nuisance. Kennels should be cleaned daily. All fecal matter, old bones and uneaten food must be collected from the kennels and yards at least twice a day and temporarily stored in lined and sealed containers prior to removal from the site so that odor does not cause a nuisance beyond the boundaries of the site. Such waste must be disposed of to a licensed waste depot, by an appropriate waste disposal service;
- b) All kennels must have an impervious floor draining to an appropriately sized septic tank and subsurface soakage system designed and constructed to meet the Shire of Morawa's public health standards;
- c) Materials should be selected for ease of maintenance and cleaning, durability and non-toxicity. Floors of animal housing areas of kennels must be made of an impervious material to assist clearing and drainage. Wood, brick, dirt or grass floors are not acceptable;
- d) The internal surfaces of the external walls of kennels must be constructed of impervious, solid, washable materials optimally curved at the wall/floor junctions to facilitate cleaning and disinfection;
- e) Kennel floors must be sloped to enable wastes and water to run off. A collection drain must be provided to take away water after cleaning;
- f) Owner to ensure land is free from excrement, food waste and all other matter likely to become or create a nuisance. Land must be free from excrement, food waste so that it cannot attract or breed pests.

### **Public Liability**

- a) All boarding establishments must carry a minimum of \$10,000,000 Public Liability Cover;
- b) All animals entering boarding establishments must be identified and all reasonable and special requirements in particular relating to vaccination must be complied;
- c) The proponent (or nominated manager) of a kennel establishment is responsible for the operation of the kennel in accordance with these guidelines.

### **Enclosures**

Fencing between enclosures (both internal & external) must prevent dogs from escaping from one enclosure to another and must be in such condition that they prevent injury.



## Security

- a) Kennels must be able to be securely locked to prevent unauthorized entry;
- b) Each individual kennel, module or colony pen must be fitted with a secure closing device that cannot be opened by the dogs;
- c) Any security methods used must allow for ready access to dogs and ready exit for staff and animals from the premises in the event of an emergency;
- d) All boarding establishments must have an external perimeter fence surrounding the establishment to prevent the escape of dogs.

## Facilities

- a) Each animal boarding establishment must provide an area for reception, records storage, and include washing and toilet facilities for staff;
- b) Boarding facilities must be designed, constructed, serviced and maintained in a way that ensures the good health and well-being of the animals, whilst preventing escape or injury to humans;
- c) Pens may be separated by either solid partitions, galvanized chain wire or weld mesh wire dividers. Pens must be completely enclosed having either a solid or wire roof or have an overhang of 700mm at an angle of 35 degrees to the horizontal;
- d) All kennels must be provided with a weatherproof sleeping area containing raised beds;
- e) Where dog kennels are constructed indoors, temperature, humidity and ventilation must be considered. Ventilation must be adequate to keep animal housing areas free of dampness, noxious odors and draughts. Cage or pen areas must have an ample supply of fresh air;
- f) Suitable facilities for bathing, drying and grooming animals must be available and must be hygienically maintained. These facilities may be provided by a grooming service provided that the boarding establishment has a business agreement with the service;
- g) Housing must provide protection from the weather (wind, rain, sun and extremes of climate), vermin and harassment from other animals;
- h) Facilities must have appropriate fire extinguishers or other fire protection.

## Exercise

- a) The proprietor (or nominated manager) must ensure that dogs housed in pens of the minimum recommended size for more than two weeks are exercised daily;
- b) Dogs in enclosures larger than 20m<sup>2</sup> do not require additional exercise unless they are boarded for longer than four weeks. Care must be taken to ensure that dogs being exercised cannot escape and are not in danger of attack or other injury;
- c) Exercise areas must be well maintained, not muddy or bare and dusty. Health and hygiene of both animals and humans must be taken into consideration;
- d) Dogs can also be exercised/socialized during daylight hours in the same manner as for day boarding establishments provided all requirements for day boarding are met including supervision levels and the owner has given written permission for this to occur;
- e) Dogs must not be walked on roads but confined within the premises for safety reasons unless:
- f) They are on a lead at all times.

## Information Requirements from Applicant

An application must be supported with the following information, to the satisfaction of the Shire of Morawa, as appropriate:

- a) A fully dimensioned site context plan showing adjoining land and the closest residences;
- b) A detailed site layout plan, including elevations, drawn to an appropriate scale showing the location of all proposed pens, runs and buildings on the site;
- c) Full details of all landscaping, including the type and location of all plants and the type of ground surface treatment (ie. lawn, sand, concrete, gravel etc);
- d) Details of the height, style and location of all fences;

- e) Details of lighting;
- f) Materials of construction of all kennels and buildings associated with the use including type and method of insulation;
- g) A site storm water management plan;
- h) Number of dogs kept on the site and the proposed number of litters per year;
- i) Details of exercising and training which will occur on the site;
- j) Method of waste collection, storage and disposal;
- k) Details as to whether boarding of dogs not belonging to the operator will take place, including the number and frequency of turnover;
- l) Details of day to day operations of the facility to include such items as exercising times and feeding times and visiting procedure;
- m) Response to the relevant Environmental Protection Authority guidelines.

**Determination of the Application**

In determining an application for a planning approval, the Shire of Morawa is to have regards to:

- a) Any written submissions received on the proposed use of the premises;
- b) Any economic or social benefits which may be derived by any person in the district if the application for a planning approval is approved;
- c) The effect which the kennel establishment may have on the environment or amenity of the neighborhood;
- d) Whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- e) Whether or not the imposition of and compliance with appropriate conditions of an approval will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 3.0 FINANCE

### 3.1 FINANCIAL HARDSHIP POLICY FOR WATER SERVICES

#### Purpose

This Financial Hardship Policy outlines how the Shire of Morawa's ("we") will assist a residential customer ("you") who cannot pay a rate notice because of financial hardship.

Our policy applies only to the water services portion and the rateable sections of your rate notice.<sup>1</sup> Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

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

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

#### What is financial hardship?

You will be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs<sup>2</sup> – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- a) Loss of your or a family member's primary income;
- b) Spousal separation or divorce;
- c) Loss of a spouse or loved-one;
- d) Physical or mental health issues;
- e) A chronically ill child;
- f) Budget management issues associated with a low income; and
- g) Other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

#### Identifying customers in financial hardship

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

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also consider any information we may have on your payment history. As soon as we have made our assessment, we will advise you of the outcome.

#### Payment plans

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

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

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

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

If appropriate, we will review and revise your extension or payment plan.

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

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

### **Debt reduction and collection**

Upon confirmation of your financial hardship the Chief Executive Officer will consider reducing the total debt incurred and will confirm that no legal procedure will commence to recover your debt:

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

Not complying with your payment plan, legal procedures will commence without notice. The Shire of Morawa holds the right to appoint a debt collection agency and additional fees will apply. (ACCC & ASIC's Debt Collection Guidelines).

### **Useful information**

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

Payment options: You may pay your rate notice by direct debit, Centrepay, internet, telephone or post. Paying by direct debit or Centrepay may help you manage your bills more easily as your bills will be paid through regular deductions

Concessions and other financial relief and assistance: You may be eligible for the concession(s) and/or financial relief for the water services portion of your rate notice:

To receive a Concession, you must hold an appropriate Pensioner or Senior's cards and follow instructions as detailed below:

Seniors Card (SC) - Owner is entitled to receive up to 25% rebate on Local Government rates and FESA Emergency Services Lev. The rebate is limited to a maximum amount and the deferment option is not available.

Seniors Card (SC) and a Commonwealth Seniors Health Card (CSHC) - Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

Pensioner Concession Card (PCC) or State Concession Card (SCC) - Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

As at 1<sup>st</sup> July of current year – Be the owner or co-owner of the property or have a right to reside at the property under the terms of a Will (documentation required) and occupy the property as your "ordinary place of residence".

### **Have registered with the Council or Water Corporation**

A pro-rata rebate may be available from the date of registration to Pensioners and seniors who become eligible after July 1 of the rating year.

## Financial counselling

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

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

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

The FCAWA's contact details are:

Financial Counsellors' Association of WA

Phone: (08) 9325 1617

Financial Counselling Helpline: 1800 007 007

Email: [afm@financialcounsellors.org](mailto:afm@financialcounsellors.org)

Website: [www.financialcounsellors.org](http://www.financialcounsellors.org)

## Fees and Charges

We may charge you penalty interest which is calculated on a simple interest basis, set by council at a rate displayed on the front of the rate notice each year (currently 5.5%) on all unpaid rates. Penalty interest will accrue on any rates and service charges that:

- a) Are carried forward from previous rating periods.
- b) Remain unpaid after they become due and payable.

Rate payers hold the right to consult agencies to respond to complaints and dissatisfaction and contact details are:

Energy and Water Ombudsman Western Australia

2<sup>nd</sup> Floor, Albert Facey House

469 Wellington Street - Perth WA 6000

Phone; (08) 9220 7588 Free call 1800 754 004

TIS – Translation and Interpreting Service: 131 450

Email: [energyandwater@ombudsman.wa.gov.au](mailto:energyandwater@ombudsman.wa.gov.au)

## Approval and Review

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

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

Shire of Morawa details

Shire of Morawa

In Person 66 Winfield Street Morawa WA 6623

Postal Address PO Box 14, Morawa WA 6623

Phone: (08) 9971 1204

TTY1800 555 727

TIS 131450

Fax: (08) 9971 1284

Email: [admin@morawa.wa.gov.au](mailto:admin@morawa.wa.gov.au)

OPENING HOURS: Monday to Friday 8:30am – 4:30pm

ADOPTED OCM – Adjusted – Highlighted throughout.	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

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### 3.2 PROJECT MANAGEMENT

The objective of this Policy is to enable the Shire of Morawa to develop and sustain an appropriate level of project management capability, for Council to undertake and conclude projects over a specified time frame, to achieve a pre-determined goal or set of outcomes within a specified cost parameter and meet the requirements of the *Local Government Act 1995*.

A project can be broadly defined as a series of tasks over a specified timeframe to achieve a pre-determined goal or set of outcomes within a specified cost parameter. There is a critical need for local government to be flexible, efficient and competitive in the delivery of projects for its constituents, to pre-determined outcomes, within cost and time limitations.

To achieve best practice, the following aspects are to be undertaken, documented and authorized by the Chief Executive Officer:

- a) Allocation of a single responsible Project Manager;
- b) Appropriate project concept formulation and approvals;
- c) Relevance of the project to Council's Community Strategic Plan;
- d) Identification of any risks or opportunities for improvement that may arise during or as a consequence of the project;
- e) Accurate cost estimation and budget provision for the project;
- f) Stipulated monitoring and reporting milestones;
- g) Completion of a written Project Plan including risk, communication, procurement and cost allocations sub plans;
- h) Appropriate project control mechanisms to be in place as per the Shire's Project Management Procedure;
- i) Relevant Project Procedure to be audited periodically.

Project management principles utilizing the methods and techniques and set out in the above documentation are to be followed. The Council's designated responsible officer for the project is accountable for adherence to this policy and relevant procedures.

#### Definitions

Community Strategic Plan	Council's corporate publication outlining the long term priorities for the community.
Council	Shire of Morawa
Project Manager	The person responsible for the day to day management of the project objectives, tasks, progress and project team.

#### Risk Management

Risk Management is an important obligation Council takes very seriously and proactively manages especially in regard to its projects delivery. In the formulation and delivery of projects, the Shire of Morawa is very aware that there are risks to be assessed and systematically managed, to which elected members, staff members, community and interested parties may be exposed.

The Shire has a Risk Management Policy, Framework and system to be applied. In the concept formation, approval, planning, delivery, cost, quality and assurance control, monitoring and evaluation of projects, all elected members, managers, project managers, contractors, staff members and interested parties are encouraged to consider and assess applicable perceived risks and, if necessary, communicate them to the Chief Executive Officer or Project Manager prior to the commencement of the project or relevant project phase or activity.

ADOPTED OCM	16/10/2014	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM - Adjusted	20/12/2018	181206



### 3.3 RISK MANAGEMENT

#### Objective

The Shire of Morawa Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

#### Policy

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

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

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

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

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

Definitions (from AS/NZS ISO 31000:2009)

#### **Risk: Effect of uncertainty on objectives:**

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

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

#### **Risk Management:**

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

#### **Risk Management Process:**

Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk.

#### **Risk Management Objectives:**

- a) Optimize the achievement of our vision, mission, strategies, goals and objectives;
- b) Provide transparent and formal oversight of the risk and control environment to enable effective decision making;
- c) Enhance risk versus return within our risk appetite;
- d) Embed appropriate and effective controls to mitigate risk;

- e) Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
- f) Enhance organisational resilience;
- g) Identify and provide for the continuity of critical operations.

### **Risk Appetite**

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

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

### **Roles, Responsibilities & Accountabilities**

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

### **Monitor & Review**

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends. This policy will be kept under review by the Shire's Management Team and its staff. It will be formally reviewed two years.

ADOPTED OCM	16/10/2014	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

### **3.4 PURCHASING POLICY**

#### **Objective**

- a) To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*;
- b) To deliver a best practice approach and procedures to internal purchasing for the Shire of Morawa;
- c) To ensure consistency for all purchasing activities that integrates within all the Shire of Morawa operational areas.

#### **Why do we need a Purchasing Policy?**

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

- a) Provides the Shire of Morawa with a more effective way of purchasing goods and services;
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner;
- c) Strengthens integrity and confidence in the purchasing system;
- d) Ensures that the Shire of Morawa receives value for money in its purchasing;
- e) Ensures that the Shire of Morawa considers the environmental impact of the procurement process across the life cycle of goods and services;
- f) Ensures the Shire of Morawa is compliant with all regulatory obligations;
- g) Promotes effective governance and definition of roles and responsibilities;
- h) Uphold respect from the public and industry for the Shire of Morawa's purchasing practices that withstand probity.

#### **Ethics & Integrity**

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

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 of Morawa policies and code of conduct;
- c) Purchasing is to be undertaken on a competitive basis in which 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 and audit requirements;
- e) Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- f) Any information provided to the Shire of Morawa by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

#### **Value for Money**

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

## Application

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

- a) 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;
- b) 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.;
- c) 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); and
- d) 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.

## PURCHASING THRESHOLDS AND PROCESSES

### Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Purchasing Policy.

Purchasing that is **below \$150,000** in total value (excluding GST) must utilize a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (such as a WALGA Preferred Supply Contract).

Purchasing that **exceeds \$150,000** in total value (excluding GST) must be put to public Tender unless a regulatory Tender exemption is utilized by the Shire. Tender exemptions apply in the following instances:

- a) An emergency situation as defined by the *Local Government Act 1995*;
- b) The purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilizing a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector;
- c) The purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- d) The purchase is under auction that has been authorized by Council;
- e) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- f) Any of the other exclusions under Regulation 11 of the *Local Government (Functions and General) Regulations 1996* apply.

Determining purchasing value is to be based on the following considerations:

- a) The actual or expected value of a contract over the full contract period (including all options to extend);
- b) The extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

*Note: When making a decision about whether to conduct a Public Tender or utilize a Tender exempt arrangement, the Shire 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.

### Purchasing Thresholds - Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Morawa:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$5,000	Obtain at least one (1) verbal quotations from suppliers. If a written quotation is received, it must be supported by evidence of the quotation (eg email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts.
\$5,000 - \$19,999	Obtain at least two (2) written quotations (eg email, fax or original copy). OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.
\$20,000 - \$49,999	Obtain at least two (2) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least two (2) Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
\$50,000 - \$149,999	Obtain at least three (3) written quotations (eg email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
\$150,000 and above	Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy. OR Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Where considered necessary, the Shire may consider calling Public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a Public Tender for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

**Note:**

*The thresholds specified in the Purchasing Thresholds Table are determined purely on dollars values, however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works, suppliers, contracts, or any other item that the Shire considers appropriate.*

**Purchasing Procedures**

Tender or Request for Quotation through Tender Exempt Panels (\$150,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$150,000, the Shire must either undertake :

- a) A Public Tender process; or
- b) Requests for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

**Using a Tender Exempt Panel of Pre-Qualified Suppliers**

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire must utilize a Request for Quotation process through eQuotes or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a Public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilized by the Shire to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

## eQuotes

eQuotes is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on eQuotes and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. The Shire can also upgrade eQuotes to include their local suppliers.

## Request for Quotation Process

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- a) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- b) Selection Criteria to be applied;
- c) Price Schedule;
- d) Conditions of responding;
- e) Validity period of offer;
- f) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- g) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- h) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- i) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

### Note:

*While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Government with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a Public Tender process due to legal process contract risks.*

## Public Tender

In the event that the Shire elects to call a Public Tender:

- a) Before Tenders are publicly invited, the Shire must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted;
- b) The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders, the Evaluation Panel must contain a minimum of two (2) members;
- c) A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday;
- d) The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum;
- e) The Tender Notice must include:
  - f) A brief description of the goods or services required;
  - g) Information as to where and how Tenders may be submitted;
  - h) The date and time after which Tenders cannot be submitted;
  - i) A contact person to supply more detailed information if required. Detailed information must include:
  - j) Such information as the Shire decides should be disclosed to those interested in submitting a Tender response;
  - k) Detailed specifications of the goods or services required;
  - l) The criteria for deciding which Tender response should be accepted;
  - m) Whether or not the Shire has decided to submit a Tender response; and
  - n) Whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.

## Additional Information

1. Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire not to compromise its duty to be fair;
2. If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation;
3. A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected;
4. No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline;
5. Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Local Government officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present;
6. The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialed by at least two (2) Local Government officers or representatives present at the opening of Tender responses.

Where the Shire has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a) A sufficient number of quotations are obtained;



- b) The process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
  - c) The specification for goods and/or services remains unchanged;
  - d) Purchasing is arranged within six (6) months of the closing date of the lapsed Tender.
1. Tender responses that have not been rejected must be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous;
  2. If after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire and Tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- a) The name of the successful Tenderer;
- b) The total value of consideration of the winning offer;
- c) The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Shire.

To comply with the requirements of Regulation 18(4) of the *Local Government (Functions and General) Regulations 1996*, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

### **Request for Quotation (\$50,000 or over to \$149,999 in value)**

For the procurement of goods or services where the value **exceeds \$50,000** but is **less than \$149,999**, it is recommended that at least three (3) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that a Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a Request for Quotation that includes as a minimum:
  - b) Written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
  - c) Selection Criteria to be applied;
  - d) Price Schedule;
  - e) Conditions of responding; and
  - f) Validity period of offer.
1. Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;

2. New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
3. Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
4. Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire can utilize the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (eg volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

*Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

## **Request for Quotation (\$20,000 - \$49,999 in value)**

### **Written Requests for Quotations**

For the procurement of goods or services where the value is \$20,000 - \$49,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;

- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

*Note: The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

### **Request for Quotation (\$5,000 - \$19,999 in value)**

#### **Written Requests for Quotations**

For the procurement of goods or services where the value is \$5,000 - \$19,999, it is recommended that at least two (2) written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire elects to call a Request for Quotation, the following process should be followed:

- a) Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations;
- b) Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- c) Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through eQuotes or directly to suppliers;
- d) New information that is likely to change the requirements must be offered to all prospective suppliers at the same time;
- e) Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented;
- f) Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through eQuotes or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

*Note: The WALGA Procurement Handbook has a model Request for Quotation Template and a Verbal Form Template which provide best practice documentation and will assist with recording details.*

#### **Verbal Requests for Quotations**

For the procurement of goods or services where the value is under \$5,000 the Shire may undertake a verbal Request for Quotation process.

The verbal quotation must be obtained from the market or the Shire may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- a) Ensure that the requirement/specification is clearly understood by the Shire employee seeking the verbal quotations;
- b) Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- c) Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

**Note:** *The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.*

## **FINANCIAL REQUIREMENTS AND DELEGATIONS**

All procurement activities shall be undertaken in accordance with the requirements of authorized purchasing limits as delegated to, and by, the Chief Executive Officer (Delegation 7.2.11 – Incurring Liability and Making Payments).

## **RECORDS MANAGEMENT**

Records of all Tenders and Requests for Quotation must be retained in compliance with the *State Records Act 2000 (WA)* and the Shire's internal Records Management Policy.

All records associated with the Tender or Request for Quotation process must be recorded and retained.

For a Tender process, this includes:

- a) Tender documentation;
- b) Internal documentation;
- c) Evaluation documentation;
- d) Enquiry and response documentation;
- e) Approval documentation;
- f) Notification and award documentation.

For a Request for Quotation process, this includes:

- a) Quotation documentation;
- b) Internal documentation;
- c) Approval documentation;
- d) Order forms and requisitions.

## **SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY**

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

Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how the Shire can procure goods and services in a socially responsible way.

The Shire is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Shire shall endeavor to design Requests for Quotation and Tenders 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.

### **Application**

In practical terms sustainability and corporate social responsibility in procurement means the Shire shall endeavor at all times to identify and purchase products and services that:

- a) Have been determined as necessary;
- b) Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- c) Demonstrate environmental best practice in water efficiency;
- d) are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;
- e) Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimize waste will be given priority;
- f) Demonstrate a regard for the local economy and a supply chain that supports local business development;
- g) Are ethically sourced from sustainable and fair-trade supply chains;
- h) With regards to motor vehicles (where practicable) - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- i) With regards to new buildings and refurbishments (where practicable), use renewable energy and technologies where available.

## **BUY LOCAL AND REGIONAL PRICE PREFERENCE**

### **BUY LOCAL**

Under the State Government's Buy Local Policy, Government Agencies and Local Governments (including the Shire of Morawa) are encouraged to maximize participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that businesses locally are provided with every opportunity to bid for work. It is recognized that not every category of goods, services or works that is purchased by the Shire will lend itself to supply by local businesses.

### **Application**

As much as practicable, the Shire's purchasing must:

- a) Ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;
- b) Ensure that procurement plans address local business capability and local content;
- c) 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;
- d) 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
- e) Provide adequate and consistent information to potential suppliers.

## REGIONAL PRICE PREFERENCE

Non-metropolitan Local Governments (such as the Shire of Morawa) are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area.

### Application

The Shire of Morawa may give a price preference to a regional Tenderer or Supplier by reducing the bid price by:

- a) 10% — where the contract or quote is for goods or services, up to a maximum price reduction of \$50 000;
- b) 5% — where the contract or quote is for construction (building) services, up to a maximum price reduction of \$50 000; or
- c) 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire.

The amounts, or levels of price preference, in (a) and (b) and (c) above are applicable to businesses/contractors located within the Mid West Region of Western Australia.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

An example of how the price preference policy works is as follows:

Quote Received	Price Received	Price Reduction 10%	Adjusted Price
<b>Quote 1</b> – Mid West Supplier	\$100,000	\$10,000 (10% of \$100,000)	\$90,000
<b>Quote 2</b> – Metropolitan Supplier	\$95,000	No preference is applicable	\$95,000
<b>Quote 3</b> – Metropolitan Supplier that uses \$50,000 of local goods and services	\$97,500	\$5,000 (10% of local content i.e. \$50,000 is applied)	\$92,500

It can be seen from the above table that, in terms of price, the quote from the regional supplier is the most advantageous, once the preference has been applied.

## PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to State Government policy, the Shire is encouraged to consider the option of purchasing goods and services from registered WA Disability Enterprises. This is contingent on the provision of fair value and quality.

### Application

The Shire is encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in Section 5 (Purchasing Thresholds and Processes) of this Policy. There are seven (7) Disability Enterprises registered in Western Australia.

A complete list of approved organisations is available from the following website:

[www.wade.org.au](http://www.wade.org.au)

*Note: Local Governments can also purchase from WA Disability Enterprises via WALGA Preferred Supply Contracts and State Government Common Use Arrangements (CUAs).*

**ADOPTION**

Adoption of this Purchasing Policy was endorsed by the Shire on:

Responsible Officer	Date	Signature
CEO		
President		

ADOPTED OCM	15/12/2007	RESOLUTION
AMENDED OCM	18/12/2015	
AMENDED OCM	19/12/2016	
REVIEWED OCM – Adjusted and formatted.	20/12/2018	181206

### 3.5 INVESTMENT POLICY

The purpose of this policy is to ensure Council conforms to its responsibilities under:

*Local Government Act 1995* – Section 6.14  
*The Trustees Act 1962* – Part III Investments

*Local Government (Financial Management) Regulations 1996* – Regulations 19, 28 and 49  
Australian Accounting Standards.

- a) That Council has in place a current set of policies and delegations for its Officer's responsible for the investment of Council held funds;
- b) Adherence to the guidelines and procedures outlined in this document by all officers with delegated authority to invest/control Council funds.

#### **Objective**

- a) Preservation of Capital;
- b) To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds;
- c) To achieve an adequate level of diversification to spread risk;
- d) To achieve a high level of security;
- e) To have ready access to funds for day-to-day requirements;
- f) To ensure that surplus funds are invested appropriately and that appropriate records are kept.

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

#### **Legislative Requirements**

All investments are to comply with the following:

- a) Local Government Act 1995 (as amended) – Section 6.14;
- b) Trustees Act, 1962 – Part III Investments;
- c) Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C, Regulation 28 and Regulation 49; and
- d) Australian Accounting Standards.

#### **Delegated Authority**

- a) Officers authorized to make investment decisions and sign investment lodgments, withdrawals etc., are outlined below and must be named in Council's Delegated Authority Register;



- b) In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council;
- c) Any investments made under delegated authority are to comply with the Authorized Investments List;
- d) Decisions in excess of \$800,000 unauthorized investments or for terms > 12 months should be referred to Council.

### **Prudent Person Standard**

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

### **Ethics and Conflicts of Interest**

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

### **Approved Investments**

Without approval from Council, investments are limited to:

- a) State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- b) Fixed term deposits placed with an authorized institution\* for a term not exceeding 12 months; and
- c) Interest-bearing deposits placed with an authorized institution.

### **Prohibited Investments**

This Investment Policy prohibits any investment carried out for speculative purposes including:

- a) Derivative-based instruments;
- b) Principal-only investments or securities that provide potentially nil or negative cash flow; and
- c) Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of anykind.

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

In accordance with the Local Government (Financial Management) Regulations 1996 Reg 19C, this policy also prohibits the following:

- a) Deposits with any institution other than an authorized institution;
- b) Deposits for a fixed term of more than 12 months;
- c) Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- d) Investment in bonds with a term to maturity of more than three years; and
- e) Investment in a foreign currency.

\*Authorized Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

### **Risk Management Controls**

Risk Management Controls include:

- a) Delegated Authority to invest;
- b) Documented investment procedures;
- c) Investment Register to be maintained;

- d) Maturity of investments to be monitored at least monthly;
- e) Monthly statements to be received from counterparties;
- f) Monthly bank reconciliations to be prepared for each account;
- g) Monthly report to Council.

**Risk Management Guidelines**

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and
- c) Term to maturity Framework: limits based upon maturity of securities.

Portfolio Credit Framework - limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

Counterparty Credit Framework - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

Term to Maturity Framework - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1-3 years	60%

**Investment Advisor**

It may be appropriate to seek external advice from an investment advisor and if so this person must be:

- a) An independent person who has no conflict of interest in relation to investment products recommended;
- b) Approved by Council; and
- c) Licensed by the Australian Securities and Investment Commission.

**Reporting and Review**

- a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register;
- b) The investment policy will be reviewed annually or as required in the event of legislative

- changes;
- c) A monthly report must be provided to council detailing the investment portfolio. The monthly report shall include information about the term and the rate of return of each Investment;
- d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

**Liquidity**

- a) Liquidity ratio - at least 70% of total investment portfolio must be liquefiable within ten (10 days);
- b) Maturity and Cash flow to be monitored to ensure cash funds are available to meet commitments.

**Separate and Common Accounts**

- a) Separate accounts must be established the following purposes;
- b) Money required to be held in the municipal fund;
- c) Money required to be held in the trust fund; and Money required to hold in reserve accounts;
- d) Money required to be held in the trust fund; and Money required to be held in reserve accounts;
- e) Money from different accounts may be placed in a common account for investment purposes;
- f) Interest earned on each individual “Reserves/Restricted Assets” will be applied to that particular account.

ADOPTED OCM	15/12/2007	RESOLUTION
AMENDED OCM	18/12/2015	
AMENDED OCM	19/12/2016	
REVIEWED OCM – Adjusted and formatted.	20/12/2018	181206

### 3.6 COMMUNITY FUNDING POLICY

To provide an equitable, transparent framework for the allocation and distribution of community grants or donations.

This policy defines the rules in regards to the use of the Community Grants Funding (The Fund). This policy is separate to the funding that is provided through the Morawa Sinosteel Future Fund (Formerly the Community Development Fund).

The Shire of Morawa aims to foster inclusive local communities in its district through providing funding that will support eligible local individuals and community organisations or groups to either: undertake or participate in an event, activity or project.

A key part of this process is to provide a funding program through the Fund that both individuals and community organisations in the Morawa District can apply for each year.

#### **The funding can be used for:**

- a) Supporting local events, activities and projects that occur inside the Morawa District;
- b) Supporting individuals and community organisations to participate in events, activities and projects that occur outside of the Morawa District.

#### **Community Grants Funding Budget Allocation (Available Funds)**

The amount that the Shire will make available each year through the Budget for the Fund is a total of \$5,000.

#### **Administration of the Application Process**

Applications for the Fund are to be administered (executive authority to process and approve) by the CEO according to the following principles:

- a) Applications are open all year round with the Fund advertised each quarter;
- b) Applications are to be processed and approved or rejected according to the guidelines developed and administered by the CEO in accordance with this policy. Typically the guidelines will encapsulate:
  - c) The application criteria including the eligibility criteria;
  - d) The acquittal process;
  - e) A review mechanism for the guidelines;
- f) Once the funding pool of \$5,000 has been reached for each financial (budget) year, no other applications will be considered by the CEO;
- g) Applications that are in excess of the available funds may be presented to Council for consideration.

#### **Eligible Application**

- a) Applicant must be a local resident, community organisation or group;
- b) Only one application can be received from an applicant each financial year.

#### **Responsible Officer**

Executive Manager Administration & Development

#### **Level of Review**

This policy is to be reviewed every two years

ADOPTED OCM	17/08/2017	RESOLUTION
AMENDED OCM – Adjusted and changed sentence highlighted	20/12/2018	181206
REVIEWED OCM		

### 3.7 CORPORATE CREDIT CARD

#### Objective

To provide Executive Staff with the flexibility to make purchases on behalf of Council, in accordance with budget provisions. The following are the guidelines for the use of the Council Credit Card:

- a) All Council Officers issued with a Corporate Credit Card shall sign a register acknowledging receipt of the card and the responsibilities associated with holding a Credit Card on behalf of Council;
- b) All credit card receipts are to be handed to the accounts department for reconciliation and allocation purposes;
- c) At the expiration of employment, the cardholder is to return their Corporate Credit Card to the CEO or Council;
- d) The card is not to be transferred to another user;
- e) Any lost or damaged Credit Cards must be reported immediately to the CEO or Council;
- f) Any purchase made must relate to expenditure on behalf of Council. No personal expenditure may be incurred;
- g) Any reward schemes associated with the holding of a Corporate Credit Card can only be redeemed for council benefit, not the individual.

The following indicates the authorised amount to use a Council provided Corporate Credit Card for fuel purchases and council approved expenditure limit for each executive Staff:

- a) Chief Executive Officer – a credit limit of \$10,000 monthly as approved by council;
- b) Executive Manager Corporate and Community Services – a credit limit of \$5,000 monthly as approved by council and the Chief Executive Officer;
- c) Executive Manager Development and Administration – a credit limit of \$5,000 monthly as approved by council and the Chief Executive Officer;
- d) Principal Works Supervisor – a credit limit of \$5,000 monthly as approved by council and the Chief Executive Officer.

The Chief Executive Officer is to authorize the monthly purchases made on all Corporate Credit Card.

Failure to comply with the requirements of this policy may result in the cardholder losing their Corporate Credit Card or, in the event of a serious breach of policy, further disciplinary action.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### **3.8 CORPORATE FUEL CARD**

This policy applies to all Shire employees and associated parties with Shire issued Fuel Cards. Employees driving a Shire supplied vehicle, where required will be issued with a Shire owned Fuel Card.

#### **Objective**

To provide an alternative mechanism for the purchase of fuel for Shire supplied vehicles and relevant associated parties (e.g. Bushfire Service), employees and associates are away from Morawa or on weekends. (Employees are required to fuel up at sites only accepting the Shire issued fuel Card).

#### **Procedure**

- a) To ensure that only goods and services obtained are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records;
- b) To ensure that all fuel docketts not relating to the fuel card for the designated vehicle are to be forwarded onto Council's accounting staff in a timely manner;
- c) To ensure that all purchases made on Shire's Fuel Cards are correctly accounted and recorded;
- d) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel or Gas.

As a minimum, employees must provide the following information to the console operator after fueling the vehicle:

- a) Card PIN number and or signature if required;
- b) If the Plant or Registration is not printed on the fuel docket the driver is required to write the information on the docket;
- c) The fuel card docketts must be sent to Shire's accounting staff in a timely manner (once a week) this is preferably the next working day. However, an acceptable time will be within 5 working days of returning to work;
- d) Fuel docket not relating to the designated vehicle should have the plant number written on it and be signed by the employee or associate using the vehicle;
- e) Accounting Staff will then verify that all fuel docketts have been received and will then process the fuel card statement for authorization by the Executive Manager Corporate & Community Services;
- f) The accounting staff will maintain a register of all employees and associates who have been issued with Shire Fuel Cards.

#### **Risk Management and Fraud Control**

- a) All employees issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council;
- b) All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card;
- c) Employees are to use the fuel card for the purchase of fuel relating to Shire business and for authorized private usage;
- d) Annual reviews of the usage of the fuel card will be conducted by the Executive Manager Corporate & Community Services. A report will be submitted to the Executive Management Team as required detailing any issues on the use of the fuel cards;
- e) Where a card is lost, stolen or damaged the holder must notify the Executive Manager Corporate & Community Services immediately. Steps will then be taken to cancel the card and reissuing a new fuel card;

- f) Appropriate measures will be taken to ensure cardholders adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Chief Executive Officer. This could include disciplinary action;
- g) It is the responsibility of the cardholder to return the fuel card to the Finance department on resignation or termination from the Shire of Morawa. The Shire’s Senior Finance Officer will follow up on any cards that are not returned;
- h) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Shire operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Shire operated fuel card;
- i) In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorized by the Executive Manager Corporate & Community Services or Chief Executive Officer.

**Acknowledgement and Acceptance of Conditions of Use of Fuel Card.**

Cardholders must ensure that:

- a) They have read and understand policy number “Fuel Card Usage Policy”. It is essential that each cardholder understands his or her responsibilities in relation to the correct use of the card;
- b) Shire Fuel Card is maintained in a secure manner and guarded against improper use;
- c) Cards are only used for official business purposes and authorized private usage, as per Council’s Policy;
- d) Cards are returned to the Senior Finance Officer upon resignation or termination of employment.

**Acceptance of conditions:**

I \_\_\_\_\_, acknowledge and accept the above conditions and the conditions written in the Fuel Card Usage Policy.

I have read and understand the correct procedures in the operation of the Shire Fuel Card.

Signature \_\_\_\_

Date \_\_\_\_\_

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		



### 3.9 OUTSTANDING RATES & CHARGES – WRITE OFF/WAIVER OF SMALL BALANCES

#### Statement

That Council delegate authority to the Chief Executive Officer to write-off outstanding balances on individual rate assessments of amounts not exceeding \$10.00.

The objective is to assist Finance and Administration staff in end-of-financial year procedures by the removal of small debtors' balances within Council's Rates Ledger.

The procedure is undertaken only at the end of each financial year. Every endeavor is made by the Rates department personnel to ensure that ratepayers meet their annual financial commitments in relation to all rates and charges levied on their property.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### 3.10 RATES DISCOUNT

#### Statement

That Council gives a rate discount for rates paid before the close of business on the due date, to provide an incentive for ratepayers to pay their rates in full by the due date.

A discount on rates will be given in the following circumstances:

- a) Payments by cheque, cash or EFTPOS received and receipted before close of business on the due date; and
- b) All Electronic payments made before close of business on the due date.

Council sets the rate discount percentage when adopting Council's Annual Budget.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### 3.11 BANK ACCOUNTS SIGNATURES & PAYMENTS

#### Objective

To designate a hierarchy of signatories for Shire bank and investment accounts.

The Shire of Morawa shall maintain the following bank accounts:

- a) Municipal Account;
- b) Trust Account;
- c) Reserve Account;
- d) Investment accounts – where surplus funds and reserves are being held.

All transactions are to be authorized by two signatures, with at least one signatory being from an Authorized Primary Signatory. This includes payments by cheque, electronic funds transfer, transfers between accounts, payroll payments and investment of surplus and reserve funds.

Where an officer has been involved in the preparation of a payment batch, the payment will be approved by two other signatories.

#### Authorized and Secondary Signatories.

Authorized Primary signatories are the Chief Executive Officer, the Executive Manager Corporate and Community Services, the Executive Manager Development and Administration and the Shire President.

Authorized Secondary signatories are the Senior Finance Officer, the Finance Officer, and all elected members with the exception of the Shire President who is a Primary Signatory.

The Bank Account Signatory and Payment Policy will be reviewed at least annually and revised in the event of legislative changes.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### 3.12 DONATIONS

Council may sponsor members of the community or provide financial assistance to community organisations for the provision of services that are of benefit to the community.

Requests for financial assistance will be invited in March and are to be in writing for consideration by Council duly budget deliberations.

#### Amount of Grant/Donation/Sponsorship Available

The Shire will award grants or donations or sponsorship from the Fund of up to a total of \$1,000 per annum per eligible application.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

**3.13 SUNDRY DEBTORS RECOVERY**

Recovery of sundry debtors is to follow the procedure:

- a) After 30 days from the raising of the invoice, a statement is to be issued;
- b) After 60 days from the issuing of the statement, a letter of demand for payment of debt in full within 21 days is to be issued;
- c) At the end of the 21 days, the Chief Executive Officer may authorize a Notice of Intent to Summons if the debt is not paid in full within 14 days;
- d) At the end of 14 days the Chief Executive Office may authorize the issue of a summons;
- e) The Chief Executive Officer is authorized to negotiate with debtors unable to pay sundry debts, an extension of time or a repayment plan. Where conditions of the extension are not complied with, the Chief Executive Officer is authorized to give 14 days' notice of intent to commence legal action and institute recovery proceedings.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### 3.14 ASSET MANAGEMENT

#### Objective

To provide clear direction in the provision and management of all Shire of Morawa assets that ensures sustainable outcomes and appropriate levels of service, for present and future stakeholders.

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

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

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

Physical assets are:

- a) Land;
- b) Buildings;
- c) Infrastructure;
- d) Plant & equipment; and
- e) Cultural collections.

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

ADOPTED OCM	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

### 3.15 FIXED ASSETS VALUATION, CAPITALISATION & DEPRECIATION

#### Objective

To meet legislative requirements with regard to valuation, capitalization and depreciation of fixed assets held by the Shire of Morawa.

The current written down values of non-current assets are to be recognized at Fair Value in line with AASB13 on a three year's revaluation cycle as per Local Government (Financial Management) Regulations 1996.

Assets with a value of over \$10,000 are to be capitalized and added to the asset register.

Where appropriate, assets valued at less than \$1,000 may be entered into an Inventory register for control purposes.

Asset depreciation rates are set by classification and are as follows:

- a) Land not depreciated Buildings 50 years 2.0%;
- b) Furniture and Equipment 10 years 10.0%;
- c) Computer & Electronic Equipment 3 years 33.0%;
- d) Plant and Equipment Earthmoving Plant 15 years 7.0%;
- e) Heavy Trucks 10 years 10.0%;
- f) Light and Heavy Trucks 8 years 12.5%;
- g) Sedans & Utilities 5 years 20.0%;
- h) Minor Miscellaneous Plant 3 years 33.0%;
- i) Sealed roads and streets clearing and earthworks (Formation) not depreciated construction/road base (Pavement) 40 years 2.5%;
- j) Original surfacing and major re-surfacing Seal) bituminous seals and 40 years 2.5%;
- k) Asphalt surfaces 40 years 2.5%;
- l) Gravel roads clearing and earthworks (Formation) not depreciated construction/road base (Pavement) 20 years 5.0%;
- m) Gravel sheet 20 years 5.0%;
- n) Formed roads (unsealed) clearing and earthworks (Formation) not depreciated construction/road base (Pavement) 50 years Footpaths - slab 40 years 2.5%;
- o) Bridges 60 years 1.7%;
- p) Drainage (Storm Water Channels) 40 years 2.5%.

The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each month.

The assets carrying amount is written down immediately to its recoverable amount if the assets carrying amount is greater than its estimated recoverable amount.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 4.0 STAFF

### 4.1 STAFF HOUSING

Council shall determine, based upon the particular position and the various factors relevant at the time, whether housing is applicable to a certain position. Issues such as housing availability and the procurement of a local applicant can be determining factors.

Any staff member utilizing Shire provided housing is required to provide a \$1,000 bond to be used in the event of additional cleaning or maintenance (outside normal wear and tear) being required to a Shire owned or leased property at the time of the staff member's departure from the Shire of Morawa. Any preference as to the bond structure, (either cash and/or accrued leave entitlements) is to be at the discretion of the new staff member.

Telephone service will be provided at the residences occupied by the following officers in consideration of overtime worked:

- a) Chief Executive Officer
- b) Executive Manager Development and Administration
- c) Executive Manager Corporate and Community Services
- d) Principal Works Supervisor

The Shire will pay the telephone rental and all Shire related and reasonably incurred private calls upon the receipt of appropriate documentation.

The Shire will pay 70% of electricity and 100% of gas charges at the residences of the following officers in consideration of overtime worked:

- a) Chief Executive Officer
- b) Executive Manager Development and Administration
- c) Executive Manager Corporate and Community Services
- d) Principal Works Supervisor

The *Chief Executive Officer* is authorized to offer all new staff living in Shire housing the benefit where the Shire will pay up to 70% of power consumed. The benefit can be withdrawn by the Chief Executive Officer if the consumption is considered to be excessive.

#### **Morawa Shire Housing Rental Policy**

- a) Water Charges – all water charges are met by the Shire in consideration of occupiers undertaking reasonable garden maintenance;
- b) Equipment use – use of minor gardening equipment such as lawn mowers and whipper snippers is permitted by liaising with the Principal Works Supervisor. Normal mechanical checks to be undertaken prior to use (fuels & oils);
- c) Maintenance – minor maintenance items should be initially assessed by the tenant. Contact to be made with the Shire Office if a tradesman or major works are apparent;
- d) Gardens – the Shire will be responsible for replacement of native and existing plants. Direct purchased manure, fertilizer, seedlings and any annual or exotic plants remains the responsibility of the tenant. Approved reticulation systems are to be installed at the Shire's expense. Provision of top-dressing soil, mulch (if available) may be arranged through the Principal Works Supervisor at no cost;
- e) Presentation – property is to be kept in a neat and tidy condition at all times, including if the tenant is away. Arrangements for watering of gardens when away is the responsibility of the tenant;



- f) Wall Picture Hooks – permitted although use of existing hooks is requested where possible;
- g) Fixtures & Fittings – blinds and curtains will be replaced on a fair wear and tear basis at the Shire's expense. If damaged occurs due to tenant misuse, the tenant will be responsible for repairs and/or replacement;
- h) Pets – pets are permitted. Any damage, wear and tear on carpets, gardens or furnishings remain the tenant responsibility if caused by the tenant's pets;
- i) Improvements – costs for minor improvements such as paving slabs, garden edging, fence painting or brickwork that will enhance the property asset may be met by the Shire. The works should be confirmed with the Chief Executive Officer prior to commencement;
- j) Gutters – cleaning of leaves from gutters is the responsibility of the tenant;
- k) Inspection – A member of Council and / or the Chief Executive Officer or the Deputy Chief Executive Officer be included in the six monthly housing inspections (with authorized notice) to liaise with tenants on maintenance, housekeeping and upgrade items. Inspections will occur at least biannually and on departure from each premise.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	20/12/2007	
REVIEWED OCM	19/12/2016	
REVIEWED OCM – Adjusted and formatted. Senior title changed. From Manager Accounting & Finance to Executive Manager Corporate & Community Services	20/12/2018	181206

#### 4.2 REMOVAL EXPENSES

The Shire of Morawa reimburses removal expenses up to a maximum of \$4,000,00. 25% following 3 month's satisfactory service, 25% following 6 months satisfactory service and 50% following 1 year service. This policy can be varied by agreement of the Chief Executive Officer if the removal costs are of a minor amount.

ADOPTED OCM	22/04/1999	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM	19/12/2016	
REVIEWED OCM – Adjustment. Last sentence removed	20/12/2018	181206

### 4.3 ROSTERED DAYS OFF

With the exception of the Executive Managers, it is the policy of the Shire of Morawa to provide staff with Rostered Days Off (RDO).

To obtain access to RDO's the staff member staff must commit to and undertake reasonable amounts of extra hours' work over and above the standard working hours relating to each staff member's paid employment.

All outside staff and the Principal Works Supervisor are able to accrue one day RDO for every nine days worked.

All remaining staff (excluding the Executive Managers) are able to accrue one day RDO for every nineteen days worked.

Staff are not permitted to accrue in excess of three days RDO. Once a three day accumulation is reached staff are unable to accrue any additional RDO time until the accrued balance falls below three days.

ADOPTED OCM	17/02/2005	RESOLUTION
AMENDED OCM	20/12/2007	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 4.4 DRUGS AND ALCOHOL

### Objective

The Shire of Morawa is committed to safety as the major priority for all of its operations.

The objective of this policy is to implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all staff, elected members, volunteers and contractors of the Shire.

The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where staff, elected members, volunteers and contractors recognize the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

### The Shire of Morawa's Commitment

The *Shire of Morawa* and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the *Shire of Morawa* in any capacity.

### 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, except in relation to any authorized and responsible use of alcohol at workplace social functions. 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.

### Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

### Drug Use on the Premises

Employees who buy, take, or sell drugs on *Shire of Morawa* premises, may be found to have engaged in serious misconduct. Such behavior may result in disciplinary action up to and including dismissal. Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause.

### Consumption of Alcohol on the Premises

Except in situations where the *Shire of Morawa* holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace.

## **Drug/Alcohol Treatment Programs**

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee:

- a) The Local Government will allow an employee to access any accrued personal or annual leave they are undergoing treatment;
- b) The Local Government will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances;
- c) Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken;
- d) This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the requirements of their role.

## **Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions**

Team managers shall:

- a) Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- b) Ensure that the following is made available: - Low alcohol beer, soft drinks and water - Beverages: Tea, Coffee and Food;
- c) If the manager believes a person may be over the BAC 0.05 limit, assist the person with safe transport home (including contacting a family member or arranging a taxi); and
- d) If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

## **Pre-Employment Medical Tests**

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

## **Identification of Impairment & Testing**

If the *Shire of Morawa* has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behavior, or otherwise appears to be affected by drugs and/or alcohol.

If the *Shire of Morawa* suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- a) Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- b) Require that an employee undergo drug and alcohol testing administered by a representative of the *Shire of Morawa*;
- c) Direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the *Shire of Morawa* may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The *Shire of Morawa* may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs:

- a) The employee tested and the supervisor (or respective employer) will be informed of the result;
- b) A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the *Shire of Morawa*.

An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to an including the termination of employment.

### **Education, Training & Awareness**

Employees who recognize that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to the get the appropriate help.

The *Shire of Morawa* engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

### **Consequences of Breaching this Policy**

An employee engaged by the *Shire of Morawa* who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

### **Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

### **Acknowledgement**

I \_\_\_\_\_ acknowledge that I have received read the Drugs and Alcohol Policy for the Shire of Morawa and understand that this document describes the conduct and behavior expected of me in my role as a staff member or contractor of the Shire of Morawa.

Signature

Witness Signature

Date

Date

ADOPTED OCM	18/02/2016	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM – Adjustment. Related Documents item removed.	20/12/2018	181206

## 4.5 PERSONAL PROFESSIONAL DEVELOPMENT

The Shire of Morawa is committed to the personal development of its staff and encourages staff to undertake formal study.

The Shire recognizes that staff who undergo formal study will be of benefit to the Shire's development as well as increasing the staff knowledge and expanding their career prospects. As part of the Shire's pledge to support their staff, this policy has been put in place, to provide a fair system suitable to both staff and the Shire of Morawa's needs.

Council will provide a budget for the purposes of formal external study to the value of \$10,000.00. This figure will be reviewed annually.

The review process will include the Chief Executive Officer requesting an expression of interest from staff, held in March, as part of the budget preparation. Staff members will be required to show their intention of commencing or continuing study and provide an estimate on the cost involved.

A budget figure will be presented to Council as a result of the information sourced from the staff. The allocation of the adopted budget to staff is based on a first- in first- served basis, with each staff member initially allowed to undertake one unit at a time. However, should the budget allow, staff members may be able to claim more than one unit. Approval to do so will be at the discretion of the Chief Executive Officer.

Staff can claim 50% of the cost associated with their studies upon enrolment for the required unit. The remaining 50% may be claimed from the Shire upon successful completion of the unit. Cost associated refers to the enrolment and purchase of required course textbooks and materials.

Staff who fail a unit that the Shire has paid the first 50% for will be required to reimburse the Shire, unless they re-enroll within 6 months. Any costs associated with the re-enrolment will be at the expense of the staff member. Staff who have re-enrolled and successfully pass the unit, are still able to claim the remaining 50%. The amount will not include any costs associated with there-enrolment.

If a staff member fails a second time when attempting the unit, the staff member is required to reimburse all of the Shire's expense for that unit.

Applicants must be employed by the Shire for a minimum of three months. The Chief Executive Officer may use his/her discretion and approve a staff member with less than three month's tenure under exceptional circumstances.

Study undertaken must have a degree of relevance to the position held currently within the Shire. Courses must be provided by an accredited educational facility such as TAFE or a University.

The Shire will allow paid study time at the discretion of the Chief Executive Officer.

Other conference and training expenses by elected members and/or staff are to be within normal approved budget allocation, and limited to registration, accommodation and meals for authorized attendees and their partners.

ADOPTED OCM	16/12/2004	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206



## 4.6 CORPORATE UNIFORMS

The Shire of Morawa supports the wearing of a corporate uniform for administrative staff. In line with this, the Shire will purchase clothing to the value of the annual allocation as outlined below. Any purchase over the annual allocation amount is to be reimbursed by staff. It is permitted that this be done by way of salary deduction arrangements.

Chief Executive Officer	As per Contract
Executive Managers	As per Contract
Office Staff	\$300
Principal Works Supervisor	\$500
Swimming Pool Manager	\$300

ADOPTED OCM	21/04/1994	RESOLUTION
AMENDED OCM	20/12/2007	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 4.7 OCCUPATIONAL HEALTH AND SAFETY

### Objective

The Shire of Morawa (“the Shire”) is committed to providing a safe and healthy workplace for employees, contractors, elected members, visitors, volunteers and any other person whose health or safety could be affected. The Shire has a legislated “duty of care” to provide a safe and healthy workplace.

### Policy Statement

Our goal of zero injuries and illnesses may be reached through a strong commitment from management and involvement of our employees and relevant others at all levels.

Our performance continually improves through:

- a) Achieving compliance with all relevant legislation, standards and codes of practice and exceeding these where possible whilst maintaining a practical approach to all tasks;
- b) Effective communications systems, including a proactive approach to front line management;
- c) Continued focus on compliance through a consultative and cooperative approach;
- d) Identifying and assessing health and safety risks, implementation of controls and monitoring for continuous improvement through an effective management system;
- e) Setting achievable targets and objectives, assessing training needs and providing various other levels of support for employees;
- f) Ensuring employees at all levels understand, accept and are held accountable for breaches of health and safety;
- g) Engaging competent employees and contractors who can preferably demonstrate a commitment to safety management systems which meets or exceeds the Shire’s standards.

The Shire accepts responsibility for the development, implementation and maintenance of its health and safety (OHS) management system. Adequate resources shall be provided by the Shire to enable satisfactory implementation of all policies and procedures.

The Shire shall continue to actively encourage a positive OHS culture through open communication and consultation with employees, contractors and others.

Any person acting under the direction of the Shire is expected to comply with all requirements contained in any OHS related procedure.

This policy applies to the Shire of Morawa employees, volunteers, elected members and contractors when acting for or on behalf of the Shire of Morawa.

### Legislative and Strategic Context

Act	Occupational Safety & Health Act 1984
Regulations	Occupational Safety & Health Regulations 1996
State Policy/Guideline/Standard	Western Australian Worker’s Compensation and Rehabilitation Act
Link to Strategic Community Plan	4.3 – A Local Government that is Respected, professional and accountable

**Associated Documents**

**Internal:**

Accident/Incident Report Form  
 Contractor/Employee Induction  
 Injury Management Procedure  
 Safe work Method Statements, relevant to work practices

**External:**

Australian Standards, relevant to work areas and work practices  
 Codes of Practice, relevant to work areas and work practices  
 WorkCover 2B Workers Compensation form.

**Version Control**

Revision Date: This policy is to be reviewed every two years.

Responsible Officer: Executive Manager Development and Administration.

Revision History:

Version	Author	Version Description	Date Completed
1.0	EMDA	Council adoption reference: 7.2.3.1 OCM: 15 February 2018 Resolution: 180217	27 March 2018

ADOPTED OCM	20/12/2007	RESOLUTION
AMENDED OCM	20/12/2018	181206
REVIEWED OCM		

## 4.8 DISCIPLINARY POLICY

### Objective

The Shire of Morawa may from time to time consider that issues of employee behavior, misconduct or unacceptable performance levels require disciplinary action.

This policy applies to all employees who work at the Shire of Morawa including contractors, volunteers and any person performing work for or with the Shire of Morawa in any capacity.

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

### Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer or Executive Managers. This is to be done only after consultation with Human Resources.

### When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of Shire of Morawa policy and procedures including, but not limited to:

- a) Breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- b) Poor performance such as frequently attending for work late or producing a poor quality of work; or
- c) Inappropriate personal behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

### General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

- a) 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 ensue, in accordance with the Grievances, Investigations & Resolution Policy and Procedure;
- b) 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;
- c) Confidential: All parties must keep matters related to a disciplinary process confidential;
- d) Fair and impartial: The Shire of Morawa strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

### Serious Misconduct

Serious misconduct pursuant to the *Fair Work Regulations 2009 (Cth)* includes, but is not limited to:

- a) Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- b) Conduct that causes serious and imminent risk to:

- c) The health or safety of a person; or
- d) The reputation, viability or profitability of the Shire of Morawa's organisation;
- e) The employee, in the course of the employee's employment, engaging in:
- f) Theft;
- g) Fraud;
- h) Assault;
- i) The employee being intoxicated at work;
- j) 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).

### **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 Morawa's Policies, the employee could be disciplined as follows:

- a) Verbal warning – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the 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;
- b) Written warning – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning;
- c) 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 Morawa 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 Morawa's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

### **Principles to be Applied**

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Morawa's Grievances, Investigations, and Resolutions Procedure.

### **Investigation Procedures for Alleged Misconduct**

Investigations into alleged misconduct should follow the processes detailed in the Shire of Morawa's Grievances, Investigations, and Resolutions Policy and Procedure.

### **Reporting Obligations**

If an officer or employee of the Shire of Morawa has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

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

### Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

ADOPTED OCM	20/12/2012	RESOLUTION
AMENDED OCM – Adjustment. Table highlighted. No longer required.	20/12/2018	181206
REVIEWED OCM		

## 4.9 DISCRIMINATION HARASSMENT & BULLYING

### Objective

The Shire of Morawa and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Morawa in any capacity.

An employee is directly discriminated against if they are treated less favorably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement. The Shire of Morawa acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The Shire of Morawa and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- a) Age;
- b) Family responsibility or status;
- c) Race or colour;
- d) Sex including gender identity, sexual orientation and intersex status;
- e) Physical or mental disability;
- f) Marital status;
- g) Political or religious conviction;
- h) Pregnancy;
- i) Criminal record;
- j) Breastfeeding;
- k) Gender history;
- l) Impairment;
- m) National extraction or social origin; and
- n) Trade union activity

### Sexual Harassment

The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984* provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favors, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- a) Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- b) Gestures of a sexual nature;
- c) Leering or staring;
- d) Offensive telephone calls, emails, text messages or notes;
- e) Sexual suggestive jokes or comments;
- f) Tales of sexual exploits;
- g) Repeated requests for a date;
- h) Unwelcome comments or questions about a person's sex life, appearance or dress; and
- i) Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

## **Bullying**

Bullying is defined as repeated and unreasonable behavior directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimizing, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

### **Some examples of bullying include, but are not limited to:**

- a) Loud, abusive or offensive language or comments;
- b) Yelling and screaming;
- c) Unjustified criticism and insults;
- d) Unjustified threats of dismissal or other disciplinary action;
- e) Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- f) Spreading malicious rumors or misinformation;
- g) Inappropriate comments about an employee's appearance, lifestyle of family;
- h) Deliberately excluding an employee from workplace meetings or activities;
- i) Hiding documents or equipment or withholding vital information required for effective work performance;
- j) Constantly changing targets or work guidelines;
- k) Overloading an employee with work and impossible deadlines;
- l) Setting tasks that are unreasonably below or beyond an employee's level of skill;
- m) Threats of assault or violence or actual violence;
- n) Teasing and practical jokes; and
- o) Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

### **Reasonable Management Action**

The Shire of Morawa has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

### **Some examples of reasonable management action include, but are not limited to:**

- a) The establishment and regular use of performance management systems;
- b) The setting of reasonable performance targets and deadlines;
- c) Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- d) Issuing a lawful and reasonable direction to an employee to complete a work task;
- e) Preparing and amending a roster for employees;
- f) Transferring an employee to a different work location for operational reasons;
- g) Implementing organisational change;
- h) Informing an employee about inappropriate behaviour in a confidential manner; and
- i) Taking disciplinary action against an employee.

### **Other Behaviours not considered to be Bullying**

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Additionally bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.



### **What are the Ways in which Bullying can occur?**

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.

### **What to do if you think you are being discriminated Against, Sexually Harassed or Bullied?**

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

### ***Roles & Responsibilities***

To ensure the intent of this policy is realized, various roles within the Shire of Morawa must assume certain responsibilities.

#### **The Employer**

The Shire of Morawa will endeavor to:

- a) Provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- b) Provide and maintain safe systems of work;
- c) Provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- d) Treat all employees fairly; and
- e) Take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimized another employee.

#### **All the Organisation's Employees**

Employees are required to:

- a) Report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- b) Follow all policies and procedures of the Shire of Morawa;
- c) Ensure they do not victimize any person making a complaint of sexual harassment, discrimination or bullying; and
- d) Treat all employees fairly and with respect.

#### **Support**

The Shire of Morawa engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see Human Resources for details of the Employee Assistance Provider.

#### **Consequences of Breaching This Policy**

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

**Variation to This Policy**

This policy may be cancelled or varied from time to time. All the Shire of Morawa’s employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents:  
 Grievance Policy  
 Grievance Procedure

Policy Number	
Policy Version	
Policy Owners	
Creation Date	
Next Review Due	This policy should be reviewed every 12 months (annually), or more often where circumstances require.

ADOPTED OCM	20/12/2003	RESOLUTION
AMENDED OCM	20/12/2018	181206
REVIEWED OCM		

## 4.10 GRIEVANCES, INVESTIGATIONS & RESOLUTION POLICY

### Objective

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Morawa in any capacity.

### Complainant

A 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 Local Government to assist the process by providing relevant information regarding the complaint.

### What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government’s policies, procedures or guidelines (Policies), 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 contact their Manager or Human Resources directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the Human Resources Manager.

The employee who receives the complaint must contact Human Resources and 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:

- a) **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Morawa 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;
- b) **Impartial** (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant

- information has been collected and considered;
- c) **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;
  - d) **Timely** – The Shire of Morawa aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
  - e) **Documented** – All complaints and investigations must be documented. 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;
  - f) **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.
  - g) **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;
    - A Respondent is entitled to receive verbal or written communication from the Shire of Morawa 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 Morawa 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 Making a Complaint**

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

### **Vexatious or Malicious Complaints**

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Victimization of Complainant**

A Complainant must not be victimized by the Respondent or any other employee of the Shire of Morawa for making a complaint. Anyone responsible for victimizing a Complainant may be subject 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. All the Shire of Morawa’s employees will be notified of any variation to this policy by the normal correspondence method.

Related Corporate Documents  
 Discrimination, Harassment & Bullying Policy  
 Code of Conduct  
 EEO Policy

Policy Number \_\_\_\_\_

Policy Version \_\_\_\_\_

Policy Owners \_\_\_\_\_

Creation Date \_\_\_\_\_

Next Review Due                      This policy should be reviewed every 12 months (annually), or more often where circumstances require.

ADOPTED OCM	20/12/2003	RESOLUTION
REVIEWED OCM	20/12/2018	181206
REVIEWED OCM		

## 4.11 PERFORMANCE MANAGEMENT POLICY

### Objective

This policy applies to all employees at the Shire of Morawa, where unsatisfactory performance is identified. This policy applies outside of the annual performance review process and can be introduced at any time when unsatisfactory performance is identified.

Key Performance Indicators	The parties acknowledge key performance indicators as a means of measuring what has been achieved and the need for any further improvements.
Performance Management	Performance management is a cyclical process that aims to: a) Achieve a shared understanding of organisational and job goals; and b) Demonstrate how clear objectives and standards of behaviour enable the achievement of such goals.

This policy has been designed to ensure that supervisors and employees are supported by a clear framework for identifying, managing and documenting instances of unsatisfactory performance, in a manner that is consistent with the principles of natural justice and procedural fairness.

### Identification of Unsatisfactory Performance

In considering whether an employee's performance is unsatisfactory, supervisors should ensure the expectations of performance are reasonable and are consistent with the:

- a) Position Description for the role;
- b) employee's key performance indicators;
- c) requirements of the relevant classification under the [Local Government Industry Award 2010/insert relevant classification system being used]; and
- d) Shire of Morawa's required standards.

### Responsibilities

It is agreed that as part of any performance management process, the responsibilities of those involved will be as outlined below:

#### Employee

- a) Actively participate in the performance management process;
- b) Meet the performance expectations outlined by the Shire of Morawa;
- c) Report immediately to the line manager any circumstances that may impact on the employee's ability to meet the performance expectations;
- d) Contribute to the development of the Performance Improvement Plan and actively participate in the review meetings.

#### Line Manager

- a) Actively participate in the performance management process;
- b) Conduct regular review meetings for the duration of the performance management process;
- c) Document progress in a Performance Improvement Plan;
- d) Provide honest, constructive, timely feedback and reasonable support on an ongoing basis;
- e) Identify and provide reasonable support to the employee to achieve the performance expectations;

- f) Ensure the process identified in this document is adhered to in accordance with the principles of natural justice;
- g) Address any issues that arise through this process with the relevant employee.

### Human Resources

Provide support and guidance on the policy to line managers.

### **Process**

It is the responsibility of line managers to provide continual feedback on an employee's performance and any unsatisfactory performance. This should be done so informally on a continual basis. Should the informal process not sufficiently address the unsatisfactory performance the following process will apply.

- 1) Where unsatisfactory performance is identified, the line manager will identify and document what specific performance is unsatisfactory. The line manager will then discuss the unsatisfactory performance with Human Resources to determine whether it warrants formal action;
- 2) The line manager will invite the employee to a meeting to outline the specific performance concerns and give the employee an opportunity to respond. If the employee can provide an explanation or reasonable mitigating circumstances for the unsatisfactory performance, this may end the performance management process. If not, the process will continue;
- 3) The line manager will confirm in writing to the employee that they are under formal performance management;
- 4) The line manager will meet again with the employee to determine a written Performance Improvement Plan. The Plan will provide an opportunity for the employee to address their unsatisfactory performance and allow the parties to plan how to bring the performance of the employee up to the required level. In creating the Plan, consideration should be given to what support mechanisms are required for the employee to improve their performance to the required level. Examples of support mechanisms include, but are not limited to:
  - a) Coaching and mentoring;
  - b) Attendance at a training course or workshop; or
  - c) An arrangement for time off work and/or the provision of the details of the Employee Assistance Provider where the employee advises that personal events/issues are affecting their performance;
  - d) The line manager will establish reasonable timeframes, which generally would not exceed six months from the date of the performance management commences, for the employee to achieve the required levels of performance;
  - e) The line manager and employee will meet on a regular basis to review the Performance Improvement Plan and assess if the employee is meeting the required performance standards;
  - f) At the expiration of the timeframes set by the line manager, a review meeting will be held with the employee to assess whether the employee has achieved the required levels of performance.

If the employee has achieved the required levels of performance, the performance management process will cease.

If the performance of the employee is still unsatisfactory, then disciplinary action may be taken. This disciplinary action may include termination of employment.

At any stage of the performance management process, should the actions or unsatisfactory performance of the employee be considered sufficiently serious, disciplinary action may be taken without completing the entire Performance Improvement Plan.

### Disciplinary Action

At any stage of the performance management process, disciplinary action may be taken.

### Confidentiality

The parties to the performance management process will:

- a) Maintain confidentiality throughout the performance management process; and
- b) Keep documentation produced during the performance and unsatisfactory performance process secure as part of official Shire of Morawa records.

### Variation to this Policy

This policy may be cancelled or varied from time to time. All the Shire of Morawa’s employees will be notified of any variation to this policy by the normal correspondence method.

#### *Related Corporate Documents*

Policy Number	
Policy Version	
Policy Owners	
Creation Date	
Next Review Due	This policy should be reviewed every 12 months (annually), or more often where circumstances require.

ADOPTED OCM	20/12/2003	RESOLUTION
REVIEWED OCM	20/12/2018	181206
REVIEWED OCM		



## 4.12 RECRUITMENT AND SELECTION POLICY

### Objective

This policy is designed to ensure appropriate and consistent recruitment standards are maintained throughout the Shire of Morawa operations. It provides a resource to assist managers to carry out the recruitment of employees in accordance with the principles outlined in section 5.40 of *the Local Government Act 1995 (WA)* (the Act) and maximize the probability of successful recruitment and selection decisions.

### Principles:

#### Merit and Equity

The Shire of Morawa is committed to recruitment, selection, promotion, and other personnel decisions being fair, consistent and compliant with the principles set out in section 5.40 of the Act. These principles include but are not limited to:

- a) Employees are to be selected and promoted in accordance with the principles of merit and equity; and
- b) No power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- c) Employees are to be treated fairly and consistently; and
- d) There is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e) Employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*.

Recruitment and selection practices must evidence reasonable measures to attract a broad range of suitable candidates from which the most suitable candidate may be selected. Practices shall not be designed to limit or exclude the ability for suitable candidates to apply.

#### Confidentiality of Information and Conflict of Interest

All employees involved in the recruitment and selection process shall be bound by:

- a) strict standards of confidentiality; and
- b) disclosure of interest requirements;

As outlined in the Shire of Morawa's Code of Conduct and the Shire of Morawa's Recruitment and Selection Process.

#### Equal Employment in the Workplace

The Shire of Morawa recognizes its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

The Shire of Morawa will ensure:

- a) All advertisements, job descriptions and titles are non-discriminatory;
- b) The most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude;
- c) All personnel forms are non-discriminatory and relevant in phrasing and requirements; and
- d) Benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

### **Application:**

This policy covers the recruitment and selection of all Shire of Morawa vacant positions other than the Chief Executive Officer.

Chief Executive Officer recruitment and employment procedures are prescribed in the relevant sections of the Act and the Local Government (Administration) Regulations 1996.

Recruitment and selection of positions which have been previously determined as 'senior employees' in accordance with section 5.37 of the Act, will accord with the requirements of this policy in addition to requirements for the Chief Executive Officer to inform Council of any decision to employ or dismiss a 'senior employee'.

### **Authorities and Responsibilities**

An Executive Manager is responsible for the recruitment and selection of employees:

- a) Including assessing the need to recruit for a position;
- b) Within the scope of their direct or indirect supervision;
- c) Within approved budget allocations only;
- d) In accordance with this policy and relevant operational procedures;
- e) In consultation with the Human Resources Manager / Officer; and
- f) May execute resulting employment contracts on behalf of the Shire of Morawa.

An Executive Manager may nominate by written authority for recruitment and selection of an employee to be undertaken by a line-manager who is responsible for the direct supervision of the position, subject to compliance with the Director / Executive Manager's responsibilities above.

The Human Resources Officer is responsible for working with the Executive Manager, or their appointed nominee, to ensure procedural integrity of the recruitment and selection process.

### **Process and Procedures**

Documented recruitment procedures must reflect favorably on the organisation and ensure that practices are transparent, professional and fair, and in accordance with the principles of section 5.40 of the Act.

### **Review of Positions**

The Shire of Morawa reserves the right to review the continuing need for any position within the Shire of Morawa's existing organisational structure and in context of the allocation of resources to meet the objectives of the Workforce Plan, Community Strategic Plan and Corporate Business Plan.

### **Recruitment Strategy**

The Recruitment Strategy documents the need to undertake recruitment, based upon:

- a) Present and future corporate needs;
- b) Alternative staffing needs i.e. structural change and/or redistribution of duties to other positions;
- c) Selection methods (psychometric testing, interviews, reference and background checks);
- d) Selection criteria, skills and capabilities required for the role;
- e) Attraction strategy - advertising, remuneration, benefits and candidate sourcing methods;
- f) Alternative methods if the process is unsuccessful or preferred candidate declines;
- g) Use of external consultants, appointed in accordance with the Purchasing Policy.

The Chief Executive Officer (or Executive Manager) must approve the Recruitment Strategy before recruitment commences.

### **Selection & Appointment**

Selection must demonstrate substantial alignment with the requirements of the role, as determined in the Recruitment Strategy.

### **Probation**

Unless otherwise agreed by the Chief Executive Officer, appointments of more than six months shall require a probation period of at least three months.

### **Record Keeping**

Records must be created and maintained to evidence compliance with this policy, in accordance with the *Local Government's Record Keeping Plan and the State Records Act 2000*.

### **Policy Governance**

The Chief Executive Officer determines this policy and may cancel or vary the policy from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with the relevant legislation. All the organisation's employees will be notified of any variation to this policy by the normal correspondence.

### **Variation to This Policy**

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with the relevant legislation. All the organisation's employees will be notified of any variation to this policy by the normal correspondence.

ADOPTED OCM	20/12/2003	RESOLUTION
REVIEWED OCM	20/12/2018	181206
REVIEWED OCM		

### 4.13 ACCRUAL OF LONG SERVICE LEAVE & ANNUAL LEAVE

#### Objective

To provide clear parameters in relation to taking Long Service and Annual Leave, with the aim of ensuring that employees do take leave as it falls due, at a time in which the taking of leave does not unreasonably affect Council's operations.

To ensure that staff leave entitlements are taken within a reasonable time span and that the leave liability owed by Council is reduced.

#### Guidelines

- a) Leave shall be taken in full within the twelve (12) month period immediately following the anniversary date upon which the leave becomes due. Such leave shall be taken by mutual agreement having regard to Council's operational requirements. Failing agreement as to the taking of leave the Chief Executive Officer shall have the right to direct the officer to take leave;
- b) Leave shall be taken in accordance with award and legislative provisions and staff are encouraged to take leave in not more than two (2) periods;
- c) The Chief Executive Officer may upon written application allow leave to be deferred for a period not exceeding three (3) years;
- d) Leave shall be taken at a time convenient to both Council and the employee and shall be subject to prior written approval by their Supervisor;
- e) Annual Leave may be taken in advance without leave loading being applied at the discretion of the Chief Executive Officer or his authorized representative. Leave loading will be paid to the employee on the annual leave anniversary date;
- f) Where Long Service Leave has been deferred to meet the convenience of Council, the rate of pay shall be the rate applicable at the time the leave is taken or at termination of employment;
- g) Where Long Service Leave has been deferred to meet the convenience of the employee, the rate of pay shall be the rate applicable six (6) months after the leave became due, unless otherwise agreed in writing;
- h) The Shire of Morawa maintain a leave reserve fund, to cash back 100% of Accrued Annual Leave provision and to cash back 100% of current Accrued Long Service Leave provisions.

ADOPTED OCM	20/12/2018	RESOLUTION 181206
REVIEWED OCM		
REVIEWED OCM		

#### 4.14 SUPERANNUATION

Superannuation is based on the compulsory Commonwealth Government legislation. If a staff member contributes an additional 5%, the Shire will match that 5% with an additional 5%.

Shire of Morawa	Staff Member
Legislated amount	0%
<u>5%</u>	<u>5%</u>

ADOPTED OCM	16/07/1998	RESOLUTION
AMENDED OCM	22/12/2005	
REVIEWED OCM	19/12/2016	
REVOKED - Updated below	20/12/2018	181206

#### Objective

To encourage and promote the benefits of superannuation to all Council employees.

That Council meets its obligations relating to the Superannuation Guarantee Charge (SGC) as well as contributing matching amounts to an employee's superannuation funds subject to the employee making their own contributions.

Council will contribute 9% of ordinary time earnings and allowances as its Superannuation Guarantee Contributions (SGC) in accordance with legislative requirements.

This is to increase each year effective from 1 July 2013 to reach a total of 12% as determined by Federal Government Policy and Budget changes.

Council will continue to contribute matching funds, on a dollar for dollar basis of up to 6% of ordinary time earnings and allowances subject to the employee making their own personal contributions.

This policy does not apply to employees whose contract of employment stipulates otherwise.

ADOPTED OCM – Adjustment made	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## **4.15 EQUAL EMPLOYMENT OPPORTUNITY**

This policy outlines Council's commitment to equal opportunity as an employer and as a service provider to the community.

### **Objective**

- a) To ensure that all persons employed or engaged by Council understand Council's commitment to equal employment opportunities;
- b) To make people aware of what constitutes equal employment opportunities;
- c) To provide guidelines to ensure the principles of equal employment opportunity are adhered to.

Council recognizes its legal obligations under the Equal Opportunity Act 1984 (as amended) and will actively promote the principles of equity and diversity in the workplace. This means that Council aims to provide a work environment that fosters good working relationships where employees, contractors and volunteers are treated fairly and equally and that unlawful discrimination does not take place.

### **Equal Employment Opportunity**

Council aims to be respected for its commitment to equal opportunity as an employer and as a service provider to the community by adopting the following practices.

### **Appointments, promotion and training**

Access to employment, contracts, promotion and training is to be fair and equitable. Decisions on matters affecting (prospective and current) employees, contractors and volunteers will be made on merit and are based on relevant experience, skills and ability required for the role. No decisions will be made on the basis of nepotism or patronage.

### **Diversity**

Council recognizes, values, and respects social, cultural and linguistic diversity. Where it can reasonably be achieved, assistance will be provided to employees and volunteers with special needs in order to assist them in undertaking their roles effectively.

### **Discrimination and harassment free environment**

Council promotes an environment where people are able to work effectively without the fear of unlawful discrimination or harassment. Discrimination is treating one person less favorably than another because of a personal attribute which is covered by equal opportunity laws, and includes: gender, marital status, pregnancy, family responsibilities or status, race, religious and/or political conviction, impairment, age, gender history and sexual orientation.

Discrimination is unlawful. Harassment is also not tolerated. Harassment is defined as any unwelcome, offensive action or remark concerning a person's gender, race, age, impairment or one of the other attributes as covered in the Equal Opportunity legislation.

### **Good working relationships**

Council aims to provide an enjoyable, challenging and harmonious work environment. Workplace bullying is one activity that detracts from this environment. It can create a risk to health and safety and will not be tolerated.

Workplace bullying is defined as repeated, unreasonable behaviour directed towards a person or a group of persons at a workplace.

## Responsibilities

All employees, volunteers and contractors have a shared responsibility to apply and promote the equal opportunity principles.

## Confidentiality

The Equal Opportunity Coordinator is required to protect the confidentiality of complaints. This requirement means information about a complaint cannot be revealed to the media or any person, other than parties to the complaint or those required to provide evidence about the complaint.

Complaints are more likely to be resolved easily and satisfactorily if the complaint is kept confidential.

## Investigation

The purpose of an investigation is to allow both parties to submit evidence to reveal facts. This process is both impartial and confidential.

The Equal Opportunity coordinator may request additional information to support the complaint. Such information may include the dates of specific incidents or witness statements.

Depending upon the circumstances a written statement of the allegations is provided to the respondent who is then required to provide a written response.

## Conciliation

Generally the written response is relayed to the complainant. If the complaint remains unresolved a conciliation conference may be arranged between the parties.

## Complaint Outcomes

The options for finalizing complaints are listed below:

- a) The complaint may be withdrawn at any time by the complainant;
- b) Conciliation can successfully take place and the parties reach a satisfactory agreement;
- c) When a complaint appears to have substance and attempts at conciliation have failed, the Equal Opportunity Coordinator must refer the complaint to the Chief Executive Officer for inquiry, unless the complainant does not wish to continue with the complaint;
- d) The Equal Opportunity Coordinator may dismiss the complaint at any stage if he/she is satisfied the complaint is misconceived, lacks substance, is frivolous, vexatious or relates to an act that is not unlawful by reason of a provision of the Act;
- e) A complainant can require the Equal Opportunity Coordinator to refer any dismissed complaint to the Chief Executive Officer for independent inquiry.

## Onus of Proof

Under the Act the onus of proof rests with the person who has made the complaint.

This protection is also afforded to anyone giving evidence about a complaint, or to someone who complains about unlawful discrimination, even if they have not made a complaint to the Equal Opportunity Commission.

ADOPTED OCM	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 4.16 ALCOHOL & DRUGS IN THE WORKPLACE

### Objective

To provide guidance to management, elected members, employees, contractors and volunteers as to the procedures and consequences arising from the use and impact of alcohol and other drugs within the Shire of Morawa workplace.

The Shire of Morawa is committed to providing a safe, healthy and productive working environment for all staff. The Shire recognizes that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and others. Co-workers may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

This policy applies to all Shire of Morawa employees including elected members, contractors, consultants and volunteers.

Statutory Environment: Occupational Safety and Health Act 1984 3.2 Occupational Safety and Health Regulations 1996 3.3 Guidance Note – Alcohol & Other Drugs at the Workplace 3.4 Misuse of Drugs Act 1981 3.5 Road Traffic Act 1974 3.6 Public Sector Management Act 1994 3.7 Workers' Compensation and Rehabilitation Act 1981.

Definitions: Shire Environment – This includes Shire of Morawa property and any official venue the Shire of Morawa may use for a Shire of Morawa sponsored function or event.

Other Drugs – for the purposes of this policy other drugs may include, but is not limited to:

- a) Cannabis;
- b) Opiate analgesics, such as heroin, pethidine or methadone;
- c) Stimulants;
- d) Amphetamines;
- e) Cocaine;
- f) Hallucinogens;
- g) Designer drugs such as ecstasy;
- h) Medications - prescribed or over the counter; or
- i) Inhalants such as petrol, glue or solvents.

This policy does not cover nicotine in the Shire of Morawa environment.

Alcohol and other drugs can cause a range of problems for employers. In some cases, their use may lead to loss of life, injury, damage to plant or equipment and negative publicity for business and can have serious adverse effects on the safety of staff, contractors, and visitors and on the reputation of the Shire.

The Occupational Safety and Health Act 1984 imposes on all employers a general duty of care to their employees. Although the provisions of the Act do not explicitly refer to alcohol and drugs, it is implied that the Shire must minimize employees' exposure to any hazards or incidences in the workplace that may be caused by an intoxicated or drug affected employee.

The Occupational Safety and Health Act 1984 also imposes on employees a general duty of care in the workplace. This specifically means that employees must act responsibly at all times and not expose themselves or others to safety risks due to impairment caused by alcohol or drugs. This includes not undertaking work if they believe they are impaired, and reporting to management if they believe another employee, or anyone in the workplace, is affected and creating a workplace hazard.



The Shire considers it improper for staff or elected members to conduct business in the Shire environment when impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, whilst driving a Shire vehicle, on Shire property, whilst representing the Shire elsewhere, and whilst attending events organized by the Shire but not on Shire property.

Official and unofficial Shire functions provide an opportunity for the Shire to host special events for promotional, public relations or social purposes. Provision of alcohol is an acceptable beverage that adds to the congenial atmosphere of the occasion provided that, in its consumption the legal blood alcohol levels are maintained. Managing the amount of alcohol consumed at such functions is the joint responsibility of Council and each individual.

Illegal drugs and substances are forbidden in the Shire environment. This includes possession, use and distribution of illegal drugs and substances. Actions to be taken against persons may include but is not restricted to disciplinary action. Where appropriate, Police involvement will be sought.

Some medications prescribed by doctors, or available over the counter, may affect a person's ability to work safely.

Staff have a responsibility to advise their Manager or Supervisor of any medication they are taking which may impact on their ability to safely perform their job. This is particularly relevant in high risk working areas such as if the employee is operating machinery, driving a vehicle, performing complex decision making tasks or any work that requires the ability to react to sudden changes.

Employees taking medication should find out how it affects them by consulting their doctor. During this consultation employees should explain their work duties to the doctor in order to determine if their ability to work safely will be affected by the medication. It may be appropriate for the employee to provide verification as to the side effects of the medication, such as a medical certificate to their Manager, particularly where the medication is to be taken over an extended period of time.

If the staff member is unable to perform his/her usual work tasks safely they are to discuss with their Manager who can then assess the risk involved and either provide alternative duties or instruct the employee to take leave for the period of the medication.

## **Strategy**

A number of strategies can be taken to minimize the risk of alcohol and drug related harm at such functions including:

- a) Providing low alcohol beer and non-alcoholic drinks;
- b) Providing a choice of beverages;
- c) Limiting the amount of alcohol that is available to a reasonable amount per person;
- d) Serving food at functions;
- e) Ensuring employees who drink excessively and display other forms of inappropriate behaviour are advised their behaviour is not acceptable; and
- f) Hosting family friendly functions or activity based functions.

Organizers of events should also encourage staff to arrange alternative transport prior to the function, to minimize the risk of driving under the influence of alcohol.

Persons who are identified as having a drug related problem shall be recommended to seek drug awareness counselling from a recognized drug counselling agency.

### **Provision of staff training including**

- a) Information regarding different drugs, their dangers as well as the effects they might have on performance and safety;
- b) How to recognize staff or contractors with symptoms of impairment from the use of alcohol or other drugs;
- c) Developing techniques for intervention for instances of impairment due to the use of alcohol or other drugs; and
- d) Medial risk assessment.

### **Intervention Strategies**

Intervention strategies shall include:

- a) Offering assistance to staff through referral to professional community based rehabilitation services and health treatment services for those with problems;
- b) Encouraging staff to assist in maintaining a drug free Shire environment.

### **Procedures for Staff**

The following guidelines are to be followed when approaching a person suspected to be impaired by alcohol or other drugs:

- a) Be brief, firm and calm. Use the affected person's name and repeat your message;
- b) Do not argue or debate, simply repeat your message;
- c) Make suitable arrangements to ensure the impaired person gets home safely; and
- d) Try to persuade the person not to drive his or her own vehicle.

If a staff member suspects another member of staff is impaired at work, he/she should contact the person's Manager/Supervisor to advise them of the situation. The staff member should not approach the impaired person directly unless an immediate risk is apparent.

Any drug or alcohol related incidents including the consequences of such incidents are to be treated with the utmost confidentiality with only the necessary staff being informed i.e. Manager and/or Chief Executive Officer.

Where a Manager/ Supervisor suspects a staff member is impaired or has received a report from another member of staff they must:

- a) Take the staff member aside into a confidential office environment;
- b) Query the staff member to ascertain if he/she is impaired and if so what is contributing to their condition;
- c) If the staff member provides a reasonable explanation and is not considered to be a risk to either themselves or others allow the staff member to return to work;
- d) If the staff member does not provide a reasonable explanation and/or presents a risk to either themselves or others advise the staff member that they are to leave Shire property, offering the staff member alternatives to driving their own vehicle such as calling next of kin, a family member or friend. The staff member is also to be advised to report to their Manager's office the following morning.

If the person is aggressive, or demonstrates unpredictable behaviour, more than one person should be involved in the initial approach. This should be kept as confidential as possible, quietly assertive without aggression, being argumentative or threatening. If the staff member becomes increasingly aggressive:

- a) Evacuate all surrounding people at risk from the location of the impaired person or isolate

- the impaired person;
- b) Contact the Manager or Supervisor to provide immediate assistance; and
- c) Manager/Supervisor or Manager to take appropriate action. For example, try to calm the staff member, call the Police, Ambulance etc.

The next working day following the incident the staff member is to report directly to their Manager's office for a meeting to discuss the incident. The Manager should discuss the following:

- a) That the behaviour was inappropriate and why;
- b) Give the employee an opportunity to discuss any issues or responds to allegations;
- c) The consequences of further breach of policy;
- d) That the employee will be required to take leave until a medical certificate is presented that they are fit to return to work (the cost of the medical visit is to be at the employee's expense); and
- e) The support/counselling services available.

Immediately following the meeting the Manager must write a file note outlining what was discussed in the meeting and forward the documentation to the relevant Manager or CEO to be placed on the employees Personal File.

## **Consequences of Policy Breach**

### **First Offence:**

The employee will be immediately suspended from duty without pay if found unfit to work:

- a) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances;
- b) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue;
- c) The employee will be counselled by their supervisor that will focus on;
- d) The unacceptability of the employee's behaviour;
- e) The risk that such behaviour creates for the safety of the individual and other employees or members of the public;
- f) The employee's responsibility to demonstrate that the problem is being effectively addressed;
- g) That any future breach of the policy will result in second offence or instant dismissal;
- h) Written confirmation of the verbal discussions will be provided following the counselling which constitutes a written warning to the employee.

The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on second offence. The Shire of Morawa will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

### **Second Offence:**

- a) The employee will be immediately suspended from duty without pay if found unfit for work;
- b) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue;
- c) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances;
- d) The employee will be counselled by their supervisor that will focus on:
- e) The unacceptability of the employee's behaviour;
- f) The risk that such behaviour creates for the safety of the individual and other employees or

- members of the public;
- g) The employee's responsibility to demonstrate that the problem is being effectively addressed;
- h) That any future breach of the policy will result in instant dismissal;
- i) Written confirmation of the verbal discussions will be provided following the counselling which constitutes a written warning to the employee.

**Third Offence:**

- a) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue;
- b) The employee will be immediately dismissed from duty without notice.

In addition to the above procedures any staff member involved in an incident or accident involving another member of staff who is suspected of being under the influence of alcohol or other drugs at the time of the incident may, at the Shire's discretion, be required to undergo a Drug or Alcohol test and disciplinary action may be taken.

Council reserves the right to deal with any breach of its drug and alcohol policy relating to staff in accordance with the "Fitness For Work" procedure issued by Council's insurer. This includes the right to summarily dismiss an employee for any breach of this policy that is considered serious.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 4.17 STAFF TRAINING & DEVELOPMENT

The Shire of Morawa is committed to developing a highly skilled and flexible workforce. Council is committed to providing training and development opportunities and ensuring fair access for all staff to these opportunities.

### Objective

- a) To ensure consistency in the level of support and opportunities for training and development for all employees;
- b) To assist employees in developing knowledge and skills relating to their current roles and future career paths.

Employees are encouraged to be involved in the Performance Management Review process where training and development plans are established at the commencement of a review period.

Providing development opportunities such as working in other positions “acting” rotation and multi-skilling are to be encouraged to develop skills, knowledge and flexibility.

The Shire of Morawa is committed to removing barriers to utilize skills acquired in accordance with the Individual Training and Development Plans.

The Shire of Morawa shall allow employees to attend course requirements, on or off the job, during ordinary working hours where training is undertaken as part of the Training Plan resulting from the Performance Management review discussions. Training attended must be critical to Council activities and not solely personal development. Training attended should develop skills and knowledge that can be used in the workplace.

The Shire of Morawa shall pay course fees associated with structured training programs but shall not pay fees if the employee is repeating a subject or section of the course/program. Course/training costs shall not be paid for personal development, if not work related.

The Shire of Morawa shall either provide transport or reimburse travel expenses incurred. Travel time involved cannot be claimed if such hours of travelling fall outside their standard spread of hours. Reasonable other expenses shall be paid including books, accommodation and meals.

Up to four hours leave with pay each week may be granted or alternatively block release and additional day/hours to an aggregate equivalent in a year will be approved. If time exceeds four hours then flex time or leave without pay is applicable.

An application for the purpose of attending a certified course or tertiary qualification must directly relate to the present occupation of the employee.

If employees cease to attend earlier than the predetermined length of the course, they will reimburse the Shire of Morawa for expenditure incurred on course fees and materials to that point.

The granting of study leave does not confer a right upon the employee to reimbursement of fees or any other forms of education assistance.

Council employees who are undertaking approved course and are required to pay admission/administration or HECS fees up front may apply for financial assistance. Each application for educational assistance shall be considered in relation to impact upon the work environment and available funds.

The Shire will support the resourcing of individual training and development plans and ensure staff are trained, educated and developed to do their jobs in a proper, responsible manner.

The Shire of Morawa will encourage employees to gain formal educational qualifications or upgrade those existing. Participation in training will be encouraged and time allowed for attendance and paid study leave.

Given that Council has a limited budget for training and development, the following provide some alternative avenues available for training costs:

- a) Utilize training programs available through funding bodies;
- b) Utilize low cost/free training offered by organisations such as the Western Australian Local Government Association;
- c) Run in-house training utilizing expertise within the organisation and existing training resources. Many organisations will provide speakers free of charge, and
- d) Share training sessions with other organisations to reduce the cost of training.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

#### 4.18 INJURY MANAGEMENT & REHABILITATION

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

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

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

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

To assist in the timely and effective injury management of employees, the employer will appoint an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures.

This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual. Further to this, the Scheme’s claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker’s claim.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 4.19 PROTECTIVE CLOTHING – OUTSIDE STAFF

### General

Outside staff are to be issued with protective clothing and equipment appropriate to their duties.

Protective clothing issues may include the following:

- a) Annually – work clothing, safety boots or shoes; and
- b) As necessary – sunscreen, water bottles, safety vests and wet weather gear.

Upon cessation of employment with the Shire of Morawa for whatever reason within 8 weeks of commencement, the employee concerned shall return to the Principal Works Supervisor such protective clothing and footwear which has been issued or make arrangements with the Chief Executive Officer to produce the items.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		



## 4.20 FITNESS AT WORK

The Shire of Morawa, as an employer, is committed to providing a safe and healthy place for its workers and approved visitors at its workplaces in accordance with the Occupational Safety and Health Act 1984.

This policy applies to all workers (a worker includes employees, apprentices, trainees, cadets, interns, work experience student, contractors, subcontractors, consultants and volunteers) employed or engaged by the Shire of Morawa at any of its workplaces, events and functions.

The policy also applies to approve visitors when attending a Shire of Morawa workplace.

Shire of Morawa line managers and any other worker charged by the Shire of Morawa to supervise other workers and approved visitors at any of the Shire of Morawa's workplaces are expected to abide by and enforce this Policy at all times.

Shire of Morawa's workers are required to attend fit for work to ensure duties are performed in a safe, efficient and productive manner. Workers should be aware that many factors may affect fitness for work, and these can often interact with each other.

These may include:

- a) General health and fitness;
- b) Secondary employment or volunteer activities;
- c) Recreational activities and sport;
- d) Medications;
- e) Insufficient sleep;
- f) Fatigue;
- g) Excessive work hours or demands;
- h) Injury or illness – work or non-work related;
- i) Consumption of alcohol or other drugs; and
- j) Personal factors – psychological, psychiatric issues, family issues or illnesses.

A worker, or approved visitor, who attends any Shire of Morawa workplace in an unfit manner is operating outside the Shire of Morawa's Policy and may be subjected to counselling, disciplinary action, or eviction from the workplace.

In managing this Policy, the Shire of Morawa will ensure, whenever possible, that confidentiality is maintained at all times.

### **To meet the Policy objective the Shire of Morawa will:**

- a) Aim to provide a safe and healthy working environment free of work-related injury or illness;
- b) Minimize the risk of workers, or approved visitors to the workplace, entering the workplace, presenting for work or conducting work while impaired;
- c) Establish appropriate steps to manage workers, or approved visitors to the workplace, who are not fit for work;
- d) Encourage workers who are not fit for work for any reason to independently seek assistance;
- e) Maintain appropriate health and fitness standards for its workers and provide encouragement for workers to sustain their fitness for work;
- f) Promote and assist the physical, psychological health of workers so that they can safely and efficiently sustain their work requirements;
- g) Provide the resources necessary to allow for monitoring, testing, education and counselling services within the workplace; and
- h) Encourage behaviour and attitudes that are conducive to a healthy and safe workplace.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 5.0 LAW, ORDER AND PUBLIC SAFETY

### 5.1 FIRE BURNING PERIODS

The following fire burning periods are to be observed in the District of the Shire of Morawa.

Any appending information regarding camping or cooking fires, burning of garden refuse and rubbish is to be adhered to and enforced by the appropriate Fire Control Officers.

Restricted and Prohibited Burning Times:

#### **Prohibited**

1 NOVEMBER TILL 31 JANUARY – Inclusive

#### **Restricted**

15 OCTOBER TILL 15 MARCH – Inclusive

#### **Prohibited Burning Period**

1 NOVEMBER TILL 31 JANUARY

No fires are allowed during this period except for special circumstances (i.e. dwelling house protection, clover burr harvest, crop protection, noxious weeds, etc.). A permit must be obtained from a Fire Control Officer for this purpose and all conditions of that permit met.

Restricted Burning Period 15 October to 15 March

During this period fires can only be lit when a permit has been obtained from a Bush Fire Control Office, and the conditions of the permit are met.

Camping or Cooking Fires (excluding gas BBQs)

Camping or cooking fires shall not be lit on any day during the prohibited burning period except in an area set aside by the Shire for that purpose. On all other occasions an area of 5 meters wide surrounding the fire must be completely free of all bush and inflammable material.

The fire must not be left unattended at any time and must be fully extinguished before the user leaves it.

Bushfire Control Officers Positions:

- a) Chief Fire Control Officer
- b) Deputy Chief Fire Control
- c) Morawa Town Fire Officer
- d) West Pintharuka Fire Control Officer
- e) Canna/Gutha Fire Control Officer
- f) West Morawa Fire Control Officer
- g) Koolanooka Fire Control Officer
- h) East Pintharuka Fire Control Officer
- i) Community Emergency Service Manager
- j) Adopted 16/3/2000 Amended 20/12/2007 Reviewed 19/12/2016

ADOPTED OCM	20/12/2012	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 5.2 SUSPENSION OF PROHIBITED BURNING TIMES

Authority is delegated to the Chief Executive Officer in consultation with the Chief Fire Control Officer or in his absence the Deputy Chief Fire Control Officer to extend or otherwise alter the prohibited burning times.

ADOPTED OCM	13/03/2000	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

### 5.3 HARVEST BANS

The only recurrent restricted harvesting day is Christmas Day. Authority to impose harvest bans due to seasonal conditions shall remain with the Chief Executive Officer in consultation with the Chief Fire Control Officer, or in his absence the Deputy Chief Fire Control Officer. If both officers are absent, the Chief Executive Officer in consultation with Fire Control Officers can issue a harvest ban.

Responsibility for the advertising of harvest bans remains with the Chief Executive Officer.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 5.4 BRIGADE MEMBERSHIP

Each Fire Control Officer is to supply annually a current list of brigade members to the Shire. Training requirements of brigade members are to be reviewed at least annually.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 5.5 PERMITS TO BURN

That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may be issued on Public Holidays and Sundays with the exception of Easter falling within this period.

ADOPTED OCM	20/12/2012	RESOLUTION
REVIEWED OCM	20/12/2018	181206
REVIEWED OCM		

## 5.6 FIREBREAKS – INSTALLATION, INSPECTION & PROSECUTION

Firebreaks must be installed by the date required in the Firebreaks Order adopted by Council each year.

The inspection of townsite firebreaks is to commence no later than seven days after the required date.

The inspection of townsite firebreaks is to be carried out by the Town Brigade Captain or Foreman together with the Chief Executive Officer (or a member of Staff nominated by the Chief Executive Officer). No warning or advice is to be given of the inspection.

Fire Control Officers are to report any rural firebreaks not in compliance with the Firebreaks Order to the Chief Executive Officer, as soon as possible, for action.

Those persons whose properties are found not to comply with the Firebreaks Order, are to be automatically issued with an Order to comply with the Firebreak Order within 7 clear days.

A second inspection is to be carried out, after sufficient time for compliance has passed.

Where after the second inspection any property still does not comply with the Firebreak Order, the Chief Executive Officer is authorised to issue an infringement notice, order the carrying out of works and/or arrange for the carrying out of works so that the property complies.

Firebreaks that have been installed after inspections and/or prosecution and/or Order must pass inspection by the Chief Executive Officer (or a member of Staff nominated by the Chief Executive Officer) or the Chief Bushfire Control Officer (or his nominee) or the Town Brigade Captain (or his nominee).

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		



## 6.0 PLANT AND EQUIPMENT

### 6.1 TENDERING AND PURCHASE

#### Objective

Where provision has been made in a budget for the purchase of any item of plant and/or equipment, the Chief Executive Officer shall be empowered to call tenders or obtain quotations under such conditions and specifications as are appropriate.

#### Policy

Replacement of plant items shall be in accordance with the Shire's Plant Replacement Program and budget deliberations. The Chief Executive Officer will present tenders to Council for determination.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 7.0 ROADS

### 7.1 CULVERT COST FOR RURAL LANDHOLDERS

The cost of supply and installation by the Shire of Morawa of an entrance pipe culvert for the benefit of a rural landholder should be met 50:50 by the landholder and the Shire. Such works, including costs are to be agreed in writing prior to work commencing.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	16/04/2003	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 7.2 ROAD CROSSINGS FOR DEEP DRAINAGE

### Objection

The Morawa rural community and the Morawa Farm Improvement Group in particular have expressed interest in installing deep drains to arrest the degradation of viable farm lands.

The purpose of developing a policy in this instance is to ensure that the Shire of Morawa is aligned with community expectations, current trends and circumstances, and, to enable electors to obtain immediate advice on such matters.

The Shire is keen to facilitate such measures providing the Shire's infrastructure, private land and other public assets are not compromised.

Council will form a panel consisting of the Chief Executive Officer, Works Supervisor and interested elected members to assist in orderly process.

### Introduction

Landholders wishing to install deep drainage across Shire of Morawa roads are advised that the Shire's policy application approvals and subsidy requests process is as follows:

- a) Property owners are encouraged to assess and plan the overall drainage issues pertaining to a particular property drainage region, including necessary formal mapping prior to any applications to implement drainage is considered by Council;
- b) Where Shire of Morawa infrastructure likely is to be affected, Council is to assess the merits of a particular drainage application and its impact on localized areas and the overall drainage of that particular area prior to any decision or decision making process being implemented. In order to facilitate this, a copy of the NOTICE OF INTENT TO DRAIN is to be submitted to Council prior to, or concurrent with lodgment to, the Department of Agriculture;
- c) Where a NOTICE OF INTENT TO DRAIN is required, it must be completed and approved by the Department of Agriculture prior to works commencing;
- d) If a land owner wishes to discharge or divert water on, across, or through a road under the care and control of the Shire of Morawa, and is prepared to do so in accordance with the following criteria, the Shire will contribute as shown below.

### Drainage Criteria

- a) All sub-surface drainage installations instigated and/or undertaken by land holder(s) shall be maintained solely by the land holder(s);
- b) All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
- c) 600mm diameter Riblock polyethylenepipes;
- d) 600mm diameter steel wall and concrete lined pipes;
- e) All road crossings are to be installed at the same time as the drainage excavations being undertaken;
- f) Drainage systems are to be designed and located so as to achieve optimal performance and should not be altered so as to utilize existing road crossings;
- g) Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that the Shire of Morawa's infrastructure will not be compromised;
- h) The Shire will only contribute shown below providing the above conditions have been met. The Shire will not reimburse any landowner for any works undertaken.

### **Landowner Contribution**

All costs associated with mapping and directing water across any particular road reserve including the supply, excavation and installation of the drainage pipes or culverts.

### **Contribution by the Shire of Morawa**

All costs associated with backfilling and compaction the road crossing excavations and reinstatement of the road surface.

The Shire of Morawa reserves the right to extend timeframes to complete works in order to ensure that works can actually be undertaken in an orderly, planned, and budgeted manner.

Ideally, applications for road crossings should be submitted in the March / April period prior to any work being undertaken.

This will facilitate orderly budgetary consideration by the Council in June / July. Timeframes may be negotiated if the landholder(s) wish to bear the whole cost of road crossing works, subject to the suitable integration into the Shire's works program.

ADOPTED OCM	21/10/2004	RESOLUTION
AMENDED OCM	16/11/2006	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

### 7.3 FENCING OF RURAL ROAD RESERVES

Rural landowners are encouraged where possible when replacing fencing adjoining a road reserve, to site the replacement fence inside the property line to encourage natural vegetation regrowth whilst not impeding safety and road width.

There is no obligation to replace a fence inside the existing property line, however, cooperation in a bid to conserve natural vegetation is encouraged. Natural vegetation (including wildflowers) is not to be removed without prior consent of Council.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	20/12/2007	
REVIEWED OCM	21/07/2016	
REVIEWED OCM	20/12/2018	181206

## 7.4 MORAWA STREET SIGNAGE

All street signage ordered shall be recognized in the standard Shire of Morawa colours, with logo. Town street signage is to be white background with brown lettering and trim and incorporating the Shire logo.

Replacement signage is to be of the same standard and ordered as and when required within budget.

ADOPTED OCM	20/08/1998	RESOLUTION
AMENDED OCM	17/02/2011	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 7.5 PRIVATE WORKS

All private works are to be carried out at the discretion of the Chief Executive Officer, at rates which ensure no loss is incurred by the Shire of Morawa and that Shire's normal works program is not adversely affected.

Private works are not to be conducted without a written quote being provided beforehand. All private works must be accompanied by the appropriate documentation identifying the requesting person, the nature of the work, and must be signed by the person accepting responsibility for payment. Pre-payment or deposit may be requested.

Requests for the grading of internal rural driveways will be undertaken at no cost to the landholder, however if the time to undertake the job is estimated at over an hour, normal private works rates are to apply after the first hour. All requests for grading are to be made to the Principal Works Supervisor or Chief Executive Officer and not the Plant Operators.

ADOPTED OCM	12/06/1997	RESOLUTION
AMENDED OCM	20/12/2007	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 7.6 CROSSOVERS

### Urban Areas and Rural Estates

- a) All crossovers shall be constructed to approve engineering standards, under the supervision and to the satisfaction of the Principal Works Supervisor. The owner/agent shall arrange for construction;
- b) All constructed crossovers must be paved with bituminous surfacing, in situ concrete, paving bricks or blocks;
- c) Subject to the crossover conforming with engineering standards approved by the Principal Works supervisor, the Shire of Morawa will contribute (or subsidize) half the cost of a standard crossover (one crossover to a property) to a maximum contribution of \$250.00 per crossover;
- d) The subsidy shall apply to industrial, commercial, grouped dwellings and single residential dwelling. In the case of strata titled dwellings, the subsidy applies to each crossover up to the number of dwellings;
- e) Crossovers, eligible for subsidy must be claimed for at the subsidy rate that applies in the financial year when construction is completed. The Shire will not contribute, retrospectively for existing crossovers or for crossovers installed without the Principal Works Supervisor's supervision or approval.

The reference a "standard crossover" shall mean a sealed or paved construction to a size conforming to Engineering Services standard widths, referred to in specifications.

### Crossover Maintenance

The Shire shall not be responsible for maintenance of crossovers. Upon completion of construction, the maintenance and upkeep of the crossing to a safe and trafficable standard remains the responsibility of the property owner.

### Bonds

Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of building license. The Principal Works Supervisor will set the amount of bond based on the value of nearby Shire owned infrastructure that could be damaged during the construction process.

Crossover construction/reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building license where it is deemed by the Principal Works Supervisor that the construction is necessary.

With the exception of building licenses for structures accessible to vehicles, crossover construction/reconstruction as a condition of the building license shall not be required if the value of the works shown on the license is less than \$5,000 or the building works are minor (e.g., pergola, shed, pool, patio, toilet).

The Shire may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building. The cost of such a crossover will be used to settle the account.

ADOPTED OCM	16/04/2003	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206



## 7.7 ROAD VERGE POLICY

### Objective

To control and manage the development and use of road verges within the Morawa townsite.

### Policy Statement

The Shire of Morawa is committed to ensuring that verge areas within the Morawa townsite are managed by private landowners and the Shire in a manner that provides a maintained, safe and aesthetically pleasing environment.

A verge is defined as the section of land between the front property boundary and the road kerb.

Shire of Morawa approval is required for any temporary storage on verge areas or installation of gardens, treatments or reticulation on verges.

ADOPTED OCM	19/12/2012	RESOLUTION
REVIEWED OCM	20/12/2018	181206
REVIEWED OCM		

## 7.8 PRIVATE USE OF DEPOT & PLANT

There is to be no private use of the depot, workshop or workshop based equipment without the specific approval of the Chief Executive Officer.

All private vehicles are to park in the approved areas only.

The depot telephone is for work purposes only.

Private use of plant and vehicles is at the Chief Executive Officer's discretion:

- a) Having regard to the appropriateness and duration of proposed use and its operational cost; and;
- b) Is subject to such terms and conditions as is deemed appropriate, and provided the proposed use is for, and by, the employee, for personal and non-commercial use.

ADOPTED OCM – New Policy	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 8.0 RECREATION

### 8.1 LIQUOR PERMITS

The Chief Executive Officer is authorized to issue Liquor Permits for alcohol consumption on the Shire of Morawa premises, subject to the following conditions:

#### Town Hall

- a) No kegs to be taken into main hall area;
- b) No liquor to be consumed by persons under the age of 18 years.

#### Recreation Complex

- a) No liquor or kegs to be taken into main stadium area or squash courts;
- b) No kegs to be taken into main function area;
- c) No liquor to be consumed by persons under the age of 18 years.

#### Oval & Function Room

- a) No kegs to be taken into main function area;
- b) No liquor to be consumed by persons under the age of 18 years.

#### Other Shire Facilities

- a) No kegs to be taken into main hall area;
- b) No liquor to be consumed by persons under the age of 18 years.

All State regulatory liquor licensing requirements must be met by the applicant.

ADOPTED OCM	16/03/2000	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 8.2 MORAWA CARAVAN PARK

The following conditions of occupancy are to be observed by all guests of the Morawa Caravan Park.

### General

- a) When the Caretaker is not in park, please help yourself to a site and power;
- b) All site fees shall be paid in advance to the Caretaker or at the Shire administration office or via the honesty box on-site;
- c) The registration form is to be completed for each site occupied;
- d) Guests are requested to report any damage or faulty equipment to the Caretaker;
- e) On the day of departure, guests must vacate the caravan park by 10.00am.

### Rules

- a) The speed limit within the park boundaries is 10 kilometers per hour;
- b) Guests shall not create any excessive noise or disturbance prior to 8:00am or after 10:00pm. Visitors are requested to observe these hours when visiting. The Caretaker or an authorized Shire officer has discretion to determine excessive noise and make appropriate visitor arrangements;
- c) No fires are to be lit within the caravan park boundary;
- d) Dogs are to be on a leash at all times whilst on caravan park premises. Please dispose of all dog feces by sealing in a plastic bag and placing in the bins provided;
- e) No car repairs or maintenance shall be carried out within the caravan park boundaries without the express permission of the Caretaker or authorized Shire officer;
- f) Visitors are not permitted to park their vehicles within the caravan park boundaries for periods longer than considered reasonable. The caretaker or an authorised Shire officer has discretion to determine what is deemed reasonable;
- g) Disposable nappies and other disposable items are to be placed in bins provided and shall not be flushed down toilets;
- h) Drainage from caravan sinks shall be emptied into the drainage facilities and not emptied onto trees or lawn. Sullage is to be dumped in the facilities provided;
- i) Washing of cars and vans is to be by bucket only;
- j) All sites are to be kept clean and tidy. Please use the bins provided.

### Termination of Occupancy

- a) Failure of a guest (or any person associated with a guest) to comply with any of the above rules and conditions of occupancy, will entitle the caretaker or an authorised Shire officer to terminate any guest's occupancy, which shall forthwith come to an end and the guest shall immediately vacate the park;
- b) Termination of a guest's occupancy upon the breach of any of the rules and conditions of occupancy shall not entitle the departing guest to any refund of any monies paid in advance, which may be retained by the Shire as and by way of liquidated damages.
- c)

ADOPTED OCM	16/06/1994	RESOLUTION
AMENDED OCM	22/12/2005	
REVIEWED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

### 8.3 MARKETS POLICY

The Morawa Shire fully supports the holding of Market Days in Morawa. Market Days add significant vibrancy and interest to the social fabric of the local community.

It is also important that Market Day events do not detract but complement the everyday activities of the resident Morawa business sector. In this context, Market Days will be approved to be held at either of the following locations:

- a) In the Town Square on Winfield Street;
- b) In the main Winfield Street TransWA Car Parking Area;
- c) North of the Morawa Drapery in Winfield Street;
- d) In Pioneer Park located adjacent to the main Winfield Street Toilets.

ADOPTED OCM	16/09/2012	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 8.4 MORAWA VOLUNTEERS

In recognition for the valuable contribution made by volunteers in the Morawa community the Shire will hold an annual event to thank those volunteers for giving their time.

The event will be held on the third Thursday of October each year following the Ordinary meeting of the Council.

The event will consist of a Sundowner / BBQ function which will be held at a location within the Town. The event budget will be \$3,000 (to be reviewed each year in conjunction with the annual budget). The funds will cover the cost of food, drinks and entertainment.

The volunteer community groups invited to attend shall be those listed below:

- a) DFES
- b) SES
- c) St John Ambulance
- d) Tourist Centre
- e) RSL
- f) CWA
- g) Red Cross
- h) Lions Club
- i) Historical Society
- j) Hospital Auxiliary
- k) Northern Districts Community Support Group
- l) Op Shop
- m) Any general volunteers at the discretion of the Shire President and Chief Executive Officer.

The Community Development Officer will liaise with the Shire President and the Chief Executive Officer on event arrangements in August of each year.

ADOPTED OCM	16/05/2003	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## **8.5 PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS**

The Premier's Australia Day Active Citizenship Awards pay tribute to local individuals and groups who have made an outstanding contribution to the community. Any individual or organisation can make a nomination in either the following categories:

- a) Outstanding community contribution by a local citizen;
- b) Outstanding community contribution by a local citizen under 25 years of age;
- c) Outstanding community contribution by a local group or community event.

The Awards recognize those who have shown an exceptional level of commitment and provision of superior service and support to the Morawa community. The recipients will be selected from people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.

### **Eligibility for Nominations**

- a) All individuals being nominated must be an Australian Citizen;
- b) If an event is being nominated, a majority of members of the nominated group must be residents of the Shire of Morawa;
- c) Nominees for Citizen of the Year or Young Citizen of the Year must be residents of the Shire of Morawa or who conduct work in the area that benefits the Morawa community and whose achievements and service for others has had a widespread influence on the local community;
- d) To be eligible for 'outstanding community contribution by a local citizen under 25 years of age', nominees must be under 25 years of age on the day that the award is received;
- e) Self-nominations are not accepted;
- f) Only one person may be nominated per nomination form.

### **Selection Panel**

All eligible nominations are assessed by a Selection Panel comprised of two community members and the Shire President, assisted by the Chief Executive Officer. Two community members will be approached to join the selection panel during November each year. These two community members will change on a yearly basis. The Awards will be announced at the Australia Day Ceremony held on 26 January each year.

### **Conditions of Entry**

- a) The nominator must be an elector of the Shire of Morawa and must provide their full name and residential address and must disclose any relationship to the nominated person;
- b) The nomination form must be complete to be eligible for consideration;
- c) The name, address, contact details and signature of the two referees supporting the nomination must be supplied;
- d) The nominator and the two referees must have signed the nomination form if it is to meet the criteria;
- e) Shire of Morawa staff are ineligible to make nominations.

The Shire of Morawa must receive all nominations by no later than 5.00pm on 30 November each year. All nomination information and material submitted remains the property of the Shire of Morawa. The decision of the Selection Panel is final and no correspondence will be entered into.

## Nominations

Should be addressed and forwarded as follows:

“CONFIDENTIAL”

Chief Executive Officer

Morawa Active Citizenship Awards PO Box 14 Morawa WA 6623

ADOPTED OCM	19/09/2014	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206



## 8.6 USE OF SOCIAL MEDIA FOR PUBLICITY

### Objective

The use of social media is growing rapidly and this policy is designed to equip the Shire of Morawa for participation in social media a positive manner as a means of marketing and promoting the Shire and Youth Centre activities.

The purpose of this policy is to provide guidelines specifically for the use of Facebook to a targeted audience, to outline the Shire's position in relation to the use of social media by its staff, whether in an official or private capacity.

### Policy Statement

The Shire embraces the use of social media for the promotion, development and delivery of the Shire and Youth services. However, the Shire recognizes that there are risks and challenges associated with the use of these platforms.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

### Social media may include (although is not limited to):

- a) Social networking sites (for example Facebook, MySpace, LinkedIn);
- b) Video and photo sharing websites (for example Flickr, YouTube, Instagram);
- c) Blogs, including corporate blogs and personal blogs;
- d) Blogs hosted by media outlets (for example "comments" or "your say" features on news websites);
- e) Micro-blogging (for example Twitter);
- f) Wikis and online collaborations (for example Wikipedia);
- g) Forums, discussion boards and groups (for example Google groups, Whirlpool);
- h) Vod and podcasting;
- i) Online multiplayer gaming platforms (for example World of Warcraft, Second Life);
- j) Instant messaging (including SMS);
- k) Geo-spatial tagging (for example Foursquare, Facebook 'Places' feature);
- l) Social Book Marking (for example Pinterest).

Social media also includes all other emerging electronic/digital communication applications. In this instance the Shire is focusing its attention on Facebook; however that does not rule out future extension of social media for the purposes of communication.

### Official Use of Social Media

Official use refers to communication carried out from one of the Shire's own social media channels (such as the Shire of Morawa or Youth Centre Facebook page), or when a staff member posts on an external channel as an authorized Shire representative (for example, when answering a question posted on a public forum).

### Who is authorized to Comment?

Before engaging in social media activity as a representative of the Shire, a staff member must become authorised to comment. Staff members may not comment unless authorised to be a representative spokesperson of the Shire. To be authorised to comment or be an authorised spokesperson, a staff member must have the explicit approval of the Chief Executive Officer. The Youth Centre Facebook account is for the sole use of the Community Development Officer

(CDO).

**Authorised Staff must:**

- a) Be open about their relationship with the Shire and that they are representing the Shire in a professional capacity;
- b) Post information that is accurate, fair and through;
- c) Refer to another Shire staff member to check information before it is posted;
- d) Be professional, relevant and responsive;
- e) Ensure all content matches the quality standards of the Shire;
- f) Ensure they are not the first to make an announcement, unless authorized to do so;
- g) Avoid any type of controversial topics and allow the EMCE to inform the community via the approved channels;
- h) Comment only on their areas of expertise and experience;
- i) Ensure any errors are corrected as soon as they are discovered;
- j) Be polite and respectful in all comments; and
- k) Abide by Facebook's own terms of use.

**Authorized Officers must not:**

- a) Post material that is discriminatory in any way obscene, offensive, defamatory, overtly sexual or explicit;
- b) Threatening or describing violent events or behaviors;
- c) Refers to or encourages the use of illegal drugs;
- d) Illegal or encouraging of illegal behaviors (including the violation of current Australian copyright laws);
- e) Harassing or hateful to an organization or person, including the Shire, staff, stakeholders, associates and suppliers;
- f) Discuss local government elections and candidates;
- g) Spam, repetitive and non-relevant;
- h) Selling or advertising by commercial enterprises;
- i) Relates to religious, political or cultural beliefs;
- j) Comments not topically related to the particular social medium being commented on; and
- k) Comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

The above criteria will also be expected from users of the service, and if this is not adhered to then such posts will be removed. Users may then be blocked from posting on the Shire's social media platforms.

**Responding to Posts**

Authorized officers will act as administrators and at their discretion not every comment / post will receive a response, any comments that are responded to, will be during normal business hours.

If a comment or post requires a formal response, the commentator or poster will be directed to put their comment / query in writing and supplying a postal or street address.

**The Act of Liking a Post**

The act of the Shire 'following' or 'liking' an individual person, group, organization, business, event or location through the social media platforms does not indicate the Council or the Shire endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

## **Personal Use of Social Media**

This policy does not intend to stop staff member's personal use of social media, however the policy does apply to personal social media when the staff member chooses to identify themselves as an staff member of the Shire, or makes reference to the Shire, its services, the Council or other Shire staff.

Staff members are personally responsible for content published by them on any form of social media platform. Staff should not rely on a site's security settings to guarantee privacy. Comments or photos posted on one site could potentially be used on others under the terms and conditions of many social media platforms.

Staff should be aware of and understand the potential risks and damage to the Shire that can occur, either directly or indirectly, from their personal use of social media and should comply with this policy to ensure that the risk is minimized.

### **To avoid breaching this policy staff must:**

- a) Only disclose and discuss publicly available information;
- b) Ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and other government requirements;
- c) Expressly state that stated views are personal and are not representative of the Shire;
- d) Behave politely and respectfully; and
- e) Abide by the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Staff must not:

- a) Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, discloses other people's personal information, breaches a Court suppression order, or is otherwise unlawful;
- b) Imply that they are authorized to speak as a representative of the Shire, nor give the impression that the views expressed are those of the Shire;
- c) Use the identity or likeness of another staff member, contractor or member of Council;
- d) Use their Shire email address or any Shire logo or insignia, which may give the impression of official support or endorsement of their personal comment;
- e) Use or disclose any confidential information or personal information obtained in their capacity as an staff member or contractor of the Shire;
- f) Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another staff member, elected member or contractor of the Shire; and
- g) Comment or post any material that might otherwise cause damage to the Shire's reputation, commercial interests or bring the Shire into disrepute.

## **Compliance**

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of Shire policy or the law. Failure to comply with the policy may result in disciplinary action and, in more serious cases, may result in termination of employment.

The Shire reserves the right to remove any material that contravenes this policy from its own social media platforms.

### Identifying Inappropriate Use

Where a staff member becomes aware of inappropriate or unlawful on-line content that relates to the Shire of Morawa or content that may otherwise have been published in breach of this policy, the situation and circumstances should be reported immediately to the Chief Executive Officer for assessment.

ADOPTED OCM	19/09/2014	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 8.7 CARAVAN & ANNEXES STANDARDS

### Objective

Caravan Parks and Camping Grounds Regulations 1997.

To ensure that all structures erected in Council operated Caravan Parks in the Shire of Morawa do not detract from the amenity of the overall facility.

All Caravans shall have current licensed Registration to enable mobilization in accordance with the requirements of the Caravan Parks and Camping Grounds Act and Regulations.

All annexes shall comply with the Caravan Parks and Camping Grounds Regulations 1997 including, but not limited to approval, licenses and construction.

For the purposes of Schedule 6 (4) – Rigid Annexes contained within the Caravan Parks and Camping Grounds Regulations 1997, the “walls of prefabricated modular panels or sections” shall mean insulated sandwich panels of such manufacture, colour and design that they complement the caravan to which the annex is attached and do not detract from the overall appearance and amenity of the Caravan Park.

ADOPTED OCM	20/12/2018	RESOLUTION 181206
AMENDED OCM		
REVIEWED OCM		

## 9.0 TOWN PLANNING

### 9.1 RURAL SUBDIVISION

A rural subdivision policy has been formulated to guide Council in the assessment of subdivision applications relating to rural land. The objectives of the Town Planning Scheme with regards to rural land are as follows:

- a) To ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities;
- b) To consider non-rural land uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or environment;
- c) To allow for facilities for tourists and travelers and for recreation uses.

Subdivision in the rural zone creates a number of concerns wherein it may:

- a) Place undue pressure on the provision of services and facilities;
- b) Compete for the use of rural land for agriculture;
- c) Be incompatible with existing agricultural practices;
- d) Reduce land use options on adjacent lots; and
- e) Compromise rural amenity, landscape and the environment.

In order to protect the future agricultural land use within the Shire of Morawa the *Shire of Morawa Town Planning Scheme No 2* permits subdivision of rural land in the following circumstances:

- a) The lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);
- b) The lots are for farm adjustments;
- c) The lots are for specific purposes such as recreation facilities and public utilities; or
- d) The lots are required for the establishment of uses ancillary to the rural use of the land or are required for the traveling public and tourists (such as service stations and motels).

Council will not support the subdivision of rural land resulting in the creation of lots smaller than 20 hectares.

ADOPTED OCM	15/11/2001	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 10.0 ECONOMIC DEVELOPMENT

### 10.1 INFRASTRUCTURE ASSET MANAGEMENT

#### Purpose

The purpose of this policy is to provide the basis for and to guide the strategic management of the Shire's infrastructure assets in order to deliver the Shire's long-term strategic objectives.

The purpose will be achieved by:

- a) Developing and implementing an Asset Management Strategy;
- b) Preparing and maintaining an Infrastructure Asset Management Plan;
- c) Preparing operations and maintenance plans for each infrastructure asset class;
- d) Maintaining up-to-date and validated Asset Management Systems and Processes that are aligned and integrated with the Shire's business practices.

#### Scope

This Policy applies to infrastructure assets owned by the Shire of Morawa Shire. The asset types covered are as follows:

##### Roads assets comprising

- a) Sealed and Unsealed Roads;
- b) Culverts Railway Crossings;
- c) Road signs/features Floodways;
- d) Kerbing;
- e) Footpaths.

##### Buildings comprising

Shire depot Public/Civic Recreation Housing.

##### Other assets comprising

Public/Civic Assets Recreation Assets Airport Sewerage and Effluent Reuse Assets.

An Infrastructure Asset Management Plan was prepared in 2011. A separate Asset Management Plan covers the sewerage and effluent reuse assets.

This Infrastructure Asset Management Policy covers all the Shire's infrastructure assets, including the sewerage and effluent reuse assets.

#### Objective

The objective of this Policy is to provide a consistent framework that is aligned and integrated with the Shire's business practices and is consistent with the State Government's Integrated Planning and Reporting requirements such that:

- a) Infrastructure assets are managed in accordance with the requirements of relevant legislation;
- b) Infrastructure assets are managed in accordance current best practice, taking affordability into account;
- c) A "whole of life" approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that infrastructure assets deliver the required Levels of Service are identified and reported;
- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal, and acquisition plans.

## Organisational Context

The Shire’s most recent Strategic Plan (Strategic Plan – *Breaking New Ground - Report 2018-2028*) includes a set of values that inform the development and management of the Shire as follows:

- a) To be Innovative and Creative;
- b) To be Collaborative through partnerships;
- c) To be open and accountable;
- d) To provide strong leadership, governed by informed decisions; and
- e) To listen, communicate and respond.

In addition, the Strategic Plan indicates a set of objectives and outcomes that incorporate the community’s goals:

OBJECTIVES	OUTCOMES
Objective 1 A diverse, resilient and innovative economy	1.1 Maintain and increase population. 1.2 Maximise business, industry and investment opportunities. 1.3 Responsive to innovation and new technologies. 1.4 Provide essential services and infrastructure to support population growth. 1.5 The main street is the civic and retail heart connecting the town. 1.6 Attractive and well maintained buildings and streetscapes. 1.7 Well maintained local roads and ancillary infrastructure. 1.8 Affordable, diverse and quality accommodation options for both residential and business. 1.9 Increased investment in transport networks.
Objective 2 Protect and enhance the natural environment	3.1 Ensure natural resources are used efficiently and effectively. 3.2 Enhance and promote rehabilitation of our native vegetation. 3.3 A Regional waste management solution to achieve zero landfill.
Objective 3 A community that is friendly, healthy and inclusive	3.1 Services and facilities that meet the needs of the community. 3.2 Respect our cultural, indigenous and heritage assets. 3.3 Retain a safe environment. 3.4 A wide range of regional events. 3.5 Improved and well maintained community, recreational and civic infrastructure. 3.6 Promote and Support a healthy community. 3.7 Support an inclusive community.
Objective 4 A connected community with strong leadership	4.1 A well informed, connected and engaged community that actively participates 4.2 Existing strong community and spirit and pride is fostered and encouraged 4.3 A local government that is respected, professional and accountable 4.4 Strong regional partnership with government and industry 4.5 Long term financial viability 4.6 Attract and retain quality staff

## Principles

The Shire is the owner of public assets and is responsible for the sustainable management of them and to provide for their replacement or renewal.



Asset management is a structured process which seeks to ensure best value for money from assets to deliver the strategic objectives of the Shire and which informs the operations and maintenance, renewal, disposal and acquisition of assets with an overall objective to optimize service delivery and manage related risks and costs over the asset's life cycle.

Infrastructure assets are fundamental to the Shire's overall service delivery.

The Shire recognizes Asset Management as a core activity. Accordingly, every staff member of the Shire is either directly or indirectly involved in the management of Shires' assets.

This Policy supports the Shires' intent to raise its Asset Management Practice to a level that is best practice, subject to affordability, through the provision of assets and their timely maintenance and renewal at appropriate levels to meet service needs.

The Shire recognizes that its assets incur ongoing operating costs and require maintenance and the replacement of components to ensure that they remain serviceable throughout their life. Some assets may also be disposed of. This combined cost, together with the capital cost of asset acquisition is termed lifecycle cost. This policy supports the Shires' commitment to ensure that the Levels of Service delivered by the assets are achieved at the best lifecycle cost.

The Shire also acknowledges through this policy that the acquisition of new assets will take into account the full cost of acquisition, operation, maintenance, renewal and disposal over its life cycle. Accordingly, the future cost impact of new assets will be fully considered as part of any new asset approval.

In undertaking asset management of the infrastructure assets, we will:

1. Develop an Infrastructure Asset Management Strategy and a life-cycle based Infrastructure Asset Management Plan in accordance with this Policy and review them every 4 years;
2. Ensure that the Infrastructure Asset Management Strategy, the Infrastructure Asset Management Plan and the Sewerage and Effluent Reuse Asset Management Plan are aligned to the Shire's Strategic Plan and to the State Governments Integrated Planning and Reporting Requirements;
3. Determine future levels of service taking consultation with the community and affordability into account;
4. Make decisions regarding asset operations and maintenance, renewal, disposal and acquisitions taking levels of service and affordability into account and based on lifecycle costs;
5. Ensure compliance with relevant accounting standards;
6. Ensure that all relevant legislation is taken into account;
7. Collect, store, manage and analyze data on asset utilization, performance and condition and utilize the data to inform operations and maintenance, renewal, disposal and acquisition plans;
8. Manage the risks of injury, liability and asset failure through risk and condition assessments;
9. Carry out demand forecasting to inform operations and maintenance, renewal, disposal and acquisition plans;
10. Develop Long Term Financial Plans on the basis of funding the asset operations and maintenance, renewal, disposal and acquisitions plans in accordance with this Policy;
11. Taking affordability into account, ensure that best practice asset management practices and systems are employed to support the management of the Shire's infrastructure assets.

## **Roles and Responsibilities**

### Elected members

1. Adopt the Infrastructure Asset Management Policy;
2. Adopt the Infrastructure Asset Management Strategy; Adopt the Infrastructure Asset

- Management Plan;
3. Adopt the Sewerage and Effluent Reuse Asset Management Plan;
  4. Support the use of asset management planning throughout the organisation;
  5. Make decisions regarding infrastructure assets in accordance with the Infrastructure Asset Management Policy, Strategy and Plan.

#### Chief Executive Officer

1. Develops and maintains the Infrastructure Asset Management Policy; Develops and maintains the Infrastructure Asset Management Strategy; Develops and maintains the Infrastructure Asset Management Plan;
2. Develops and maintains the Sewerage and Effluent Reuse Asset Management Plan; Ensures alignment between the Infrastructure Asset Management Policy, Strategy and the Asset Management Plans with other policies and processes in the organisation; Ensures compliance with legislative requirements;
3. Ensures infrastructure assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and Plan;
4. Ensures sewerage and effluent reuse assets are managed in accordance with Infrastructure, Asset Management Policy, Strategy and the Sewerage and Effluent Reuse Asset Management Plan;
5. Supports the use of asset management planning throughout the organisation; Facilitates best practice asset management.

#### **Review of Policy**

This policy will be reviewed in conjunction with the review of the Infrastructure Asset Management Strategy and Infrastructure Asset Management Plan.

ADOPTED OCM	02/02/2013	RESOLUTION
AMENDED OCM	19/12/2016	
REVIEWED OCM	20/12/2018	181206

## 10.2 COMMUNITY ENGAGEMENT

### Policy Statement

#### Background and Situation

Involving citizens in government planning and decision-making is crucial to the legitimacy and responsiveness of government, the quality of public policies and programs, and the effectiveness of services.

Community engagement is aligned with Australia's system of representative democracy and whilst many government agencies have been undertaking a range of community engagement activities for some time, it is acknowledged there is need for continuous improvement at all levels.

The increasing emphasis on community involvement in government processes corresponds with growing citizen expectations for more accessible, responsive and accountable government. It also corresponds with an international trend towards more participatory and deliberative approaches to democratic governance. For example, in the past 18 months, we have witnessed a number of governments lose power or come under serious threat for the failure to engage their citizens in an appropriate process.

Globally, there are several drivers and trends moving governments to improve community engagement in planning and decision-making.

These trends include:

- a) Concerns about low levels of trust and confidence in government,
- b) Community expectations for governments to be responsive, accountable and effective;
- c) Mounting evidence and acknowledgement of increased social exclusion and disadvantage;
- d) The realization that government does not have the expertise, resources or influence to solve all issues.

Other global trends contributing to a growing interest in community engagement include:

- a) Rising education levels;
- b) Increasing interest in seeing more citizen opinions and values reflected in government policies and decisions;
- c) The changing nature of community and non-government organizations;
- d) Under the Local Government Reform process, a new strategic planning model was adopted in 2010. This Integrated Planning Framework (IPF) provides for a Strategic Community Plan (SCP), outlining the social, environmental and economic hopes, dreams and aspirations of all communities in Western Australia. The beginning processes of Community Engagement (CE) inform the SCP.

The absolute lynchpin of the entire IPF is *community engagement*. How communities are engaged, at what level, and with reviews, is critical to the success of any local government IPF. Whilst there are good examples of planning across the sector, the sector is encouraged to have a strategic planning system that delivers accountable and measurable linkages between the community aspirations and practical service delivery.

It is therefore considered paramount that local governments adopt a policy that will systematically capture the community sentiment, build organisational capacity to meet those needs and optimize the success of integrating the community component with other aspects of planning.

## Values Basis

Shire of Morawa elected members and senior staff have identified the values underpinning this new policy and have committed to actions that will strengthen the Shire’s approach to community engagement.

The values are as noted in Table 1:

**Table 1. Values**

Values	Actions	Notes
Respect	<p>People matter. Decisions are made on the basis of people’s needs leading to community ownership and continuous improvement for enhancing our quality of services proactively and collaboratively.</p> <p>We will use an inclusive process that treats the participants with recognition &amp; respect and seeks a balanced outcome, brings the community close to us so we understand more of what they want and how to include the community’s thoughts.</p>	Government is a servant of the people and the people’s needs will be considered; listening to feedback and incorporating it where appropriate is essential to the process.
Transparency	We will be open and honest about our dealings with the people and keep them informed at all stages using the most appropriate form of communication given the programme, project or task at hand.	<p>People are less likely to deal in rumours or feel left out when they know what is being discussed and why. Knowledge is power.</p> <p>We recognise that to empower our communities and our residents, information must be provided to all levels and communication must occur at all levels.</p>
Fairness	We will consider venue, language and timing to ensure that engagement is accessible to all; discussion and decisions will be handled equally across all population groups and communities of interest.	Connecting with the people, across a wide swath will help develop a sound understanding of the community and a sense of integrity.
Loyalty	We will be loyal to the people of Morawa and its outlying communities, upholding their desires above all others and lobbying for their interests throughout the IPF process.	Integrity and mutual respect are enhanced when people know they are valued and when we do what we say we will do.
Empathy	We will be flexible in our approach, ensuring that maximum numbers of people can be engaged at every step; we will engage with the community in ‘their space’ not a space that we create.	Venue, timing and access will be considered for all segments of the population.

## Purpose

Ensuring that residents of the Shire of Morawa have the maximum opportunity to contribute to their own social, economic and community well-being as well as good governance through information and consultation on minor projects, and active participation in the development of

major programs, projects and events throughout the Shire. Elected members and senior staff have identified the levels of engagement to be used with this new policy and have committed to actions that will strengthen the Shire’s approach to community engagement.

These are as follows in Table 2:

**Table 2. Community Engagement Actions**

Actions	Notes
Each project/program will be reviewed to ensure the appropriate level of engagement is being used; council will use a balance/variety of engagement techniques in order to avoid ‘burnout’ and keep interest high.	Communities can be over-consulted resulting in consultation burn-out; the appropriate level will be inbuilt in the planning process.
A matrix will be developed listing all priorities and what levels of engagement will be used with each, including techniques.	The IPF is accepted as mandated, however, there is a need to update across the system with the state engaging at local levels as well.
Council commits to using all reasonable engagement practices and electronic means wherever possible to do so.	Regular use of all currently available means, including community newsletters as well as Facebook and other interactive social media will be explored.
Council identifies priority projects as those financially & physically achievable within available budgets, officer resources & timeframes.	Timing of projects is important to avoid overtaxing officers or community members; elected members and senior staff are the arbiters of priority within budgetary, physical and staffing considerations.
Council will engage outside ‘experts’ whenever needed.	It is accepted that certain engagement techniques and evaluations are best managed by outside consultants, particularly when projects begin from the ‘ideas’ stage as is the nature of active participation.

**Levels of Community Engagement**

In the literature as well as in common practice, there are generally three to five levels of community engagement identified.

Each level is most appropriate with certain programs and projects. In addition, certain projects and programs are able to draw from all levels as needed.

It is recognized that levels of community engagement are not hierarchical but rather linear and that levels of engagement do not necessarily build on one another but are complementary.

It is further recognized that effective community engagement is built on trust, goodwill and respect, driven by a set of principles, not simply shaped by particular engagement techniques.

The levels accepted by the Shire of Morawa are identified in Table 3.

**Table 3. Levels of Community Engagement**

Information sharing	Consultation	Active Participation
Objective	Objective	Objective
To provide the public with balanced and objective information to assist them in understanding a problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
Promise to the public	Promise to the public	Promise to the public
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.
General Nature	General Nature	General Nature
involves the least amount of time, minimal level of engagement and community influence advises community of decisions or services. Information received by phone, postal, internet, educational activity, public notice boards, media.	involves a moderate amount of time, shared level of engagement and community influence government asks for views, considers views, provides feedback on how views affected final decision feedback on decisions and changes may take long time includes face-to-face meetings, on-line surveys, phone interviews.	involves a substantial amount of time, as well as a substantial level of engagement and community influence individuals, communities and government work closely together to develop better policy, programs and services includes regular meetings and participation of committees, reference groups or advisory groups.
Example Tools	Example Tools	Example Tools
Advertising; Briefings; community meetings; community fairs or events; education & awareness programs; fact sheets; informal club forums; media stories; newsletters; news conferences; newspaper displays & inserts; online information; shopfronts; telephone hotline.	Discussion groups & workshops; one-to-one interviews; open days; polls; road shows; survey research; web-based consultation.	action research; advisory committees; charrettes; citizen juries & citizens' panels; collective learning technique (world café); community reference groups; community visioning; deliberative polling; deliberative retreats; design workshops; drama workshops; fishbowls; focus groups; futures search conference; imagining; learning circles; participatory editing; precinct committees; partnerships for active participation; negotiation tables; nominal group workshops; photo voice; policy action teams; planning for Real; open space technology; summits.

## Examples of Current Projects

Examples of Morawa projects and the level of engagement needed as well as how the results will be incorporated into the Strategic Community Plan are illustrated in Table 4 (not in priority order):

**Table 4. Project Examples**

Program/ Program/ Idea	Engagement Level & Techniques	Incorporation into Strategic Community Plan	Notes
Industrial Subdivision	<p>Combination of levels            Newsletter/personal invitation [town, mining companies, farmers] to a community forum            Collaborative work to engage interest in attending and identify group leaders [business community, football &amp; sports clubs, MEEDAC, schools, other community groups]            Explain project has been revitalised;            Community forum as an active process with regular meetings;            Electronic consultation as it affects all age groups; on-line survey plus mail-outs;            Regular information flow to public &amp; participants; use social media, website, mail-outs, Snippets, notice boards, shop windows, etc.            Once industrial sectors are identified, develop a widespread media promotion;            Develop strong relationships within existing business community through social occasions and direct engagement;            Mobilize lobby groups for high speed internet and reduction of black spots.</p>	<p>Information is collated with identification of achievable development opportunities in priority order;            All collected data is double-checked with forum participants;            Ensure zoning, planning and other regulations under Shire control are realistic;            Gather and provide relevant information to prospective new businesses;            Encourage existing regional businesses to consider expansion or complementary activities;            Provide detail to Council for incorporation into the SCP as a major shire project in economic development.</p>	<p>This has been an exciting project that has lapsed and should not be addressed in only one or two ways.            A rates subsidy for 3-5yrs as an incentive for new businesses, especially those that can use the rail facility should be considered.</p>
Solid Waste Disposal	<p>Consultation and active participation;            Review results to date including consultant's report;            Engage community to actively participate in decisions around a recycling option within the overall waste management plan;            Encourage participation through shire website, word-of-mouth, social media, letter drop; involve MEEDAC;            Utilise design workshop w/specialists in recycling; learn from other Shires;            Encourage a recycling business to collect valuable scrap [copper, batteries, scrap metal, etc.]; liaise w/industrial group.</p>	<p>Forward to council for formal approval as part of the overall waste management plan.</p>	<p>It is a community and Shire obligation to ensure the environment is healthy and regulations have been met; the community has already been involved and discussing for some time;            Consider recycling bins for households as an incentive.</p>
Education Master Plan as part of Liveable Community	<p>Combination of levels;            Provide basic information to prime up community for further work through advertising, online information, newsletters and fact sheets recapping the Education Plan already developed;            Move to consultation via discussion groups, workshops, web-based consultation and community visioning to provide a broader forum and wider audience;            Organise a specific collaborative community visioning experience that includes education as part of a liveable community;            Move into active participation through a community reference group and focus groups that target different sectors of the community and different aspect of the issue.            Use feedback to develop plans for infrastructure, advocacy and action</p>	<p>Forward final results to council for formal approval as part of the overall SCP.</p>	<p>Formalise the working group already established into an advisory committee.</p>

**Version Control**

Revision Date: This policy is to be reviewed every two years.

Responsible Officer: Executive Manager Development and Administration.

Revision History:

Version	Author	Version Description	Date Completed
1.0	EMDA	Council adoption reference: 7.2.3.3 OCM: 20 September 2017 Resolution: 1708009	20 September 2017

ADOPTED OCM	19/12/2012	RESOLUTION
REVIEWED OCM – Adjustment/formatting	20/12/2018	181206
REVIEWED OCM		