



SHIRE OF MENZIES

MINUTES

**OF THE ORDINARY MEETING OF COUNCIL
HELD**

Thursday 30 August 2018

Commencing at 1.20pm

Council Meetings 2017 – 2018 - 2019

Council Meeting Date	Leave of Absence	Apologies	Electronic Attendance	Absent
22 February 2018		Cr J Dwyer Cr J Lee	Cr D Hansen	
29 March 2018				
26 April 2018		Cr D Hansen	Cr I Baird	
31 May 2018		Cr D Hansen		
28 June 2018				
6 August 2018				
30 August 2018		Cr D Hansen	Cr I Baird	
27 September 2018				
25 October 2018				
29 November 2018				
13 December 2018				
28 February 2019				
28 March 2019				
24 April 2019				
30 May 2019				
27 June 2019				

TABLE OF CONTENTS

1	DECLARATION OF OPENING	1
2	ANNOUNCEMENT OF VISITORS	1
3	RECORD OF ATTENDANCE	1
4	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	1
5	PUBLIC QUESTION TIME	1
6	APPLICATIONS BY MEMBERS	1
7	DECLARATIONS OF INTEREST	1
8	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS	2
9	CONFIRMATION / RECEIVAL OF MINUTES	2
	9.1 CONFIRMATION MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 6 AUGUST 2018.	2
10	PETITIONS / DEPUTATIONS / PRESENTATIONS	2
11	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	2
	11.1 PRESIDENTS REPORT	2
12	REPORTS OF OFFICERS	4
	12.1 HEALTH BUILDING AND TOWN PLANNING	4
	12.1.1 Health and Building report for the Month of July 2018	4
	12.1.2 Menzies Refuse Site	6
	12.2 FINANCE AND ADMINISTRATION	9
	12.2.1 Statement of Financial Activity for the Month of July 2018 - <i>Not Presented at this meeting (To be presented on 27 September 2018)</i>	9
	12.2.2 Monthly Listing of Payments for the Month of July 2018	10
	12.3 WORKS AND SERVICES	18
	12.3.1 Works Report for the Month of July 2018	18

12.4	COMMUNITY DEVELOPMENT	23
	12.4.1 Community Development Report for the Month of July 2018	23
12.5	MANAGEMENT AND POLICY	27
	12.5.1 Actions Performed under Delegation for the Month of July 2018	27
	12.5.2 Policy Manual Full Review 2018- Adoption	30
	12.5.3 Amendment to Policy 1.3 – Shire Logos	215
	12.5.4 Tourism Strategic Review	220
	12.5.5 CEO Performance Review	260
13	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN	262
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING	262
15	NEXT MEETING	262
16	CLOSURE OF MEETING	262

1 DECLARATION OF OPENING

The Shire President declared the meeting open at 1.20pm.

The Shire President advised a request had been received from Councillor Ian Baird to attend the meeting via electronic means as he is located at the Tjuntjuntjara CRC which is more than 150 kilometres from the Shire of Menzies office and is still in Western Australia.

COUNCIL RESOLUTION:

No. 1491

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Tucker

That Council resolve to accept Councillor Ian Baird's request to attend the Council Meeting on 30 August 2018 via electronic means as he is located at the Tjuntjuntjara CRC which is more than 150 kilometres from the Shire of Menzies office and is still in Western Australia.

Carried 4/0

2 ANNOUNCEMENT OF VISITORS

Mr T Chisholm from WML Consultants was present.

3 RECORD OF ATTENDANCE

Present

Councillors: Cr G Dwyer Shire President
 Cr I Baird Deputy Shire President *via electronic means at 1.22pm*
 Cr I Tucker
 Cr J Dwyer
 Cr J Lee
 Cr K Mader Entered the meeting at 1.25pm
 Cr D Hansen

Staff: Mrs R Evans Chief Executive Officer

Member of Public: Mrs S Donkin from Goldfields Network Tourism Association

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

There were no questions taken on notice at the previous meeting.

5 PUBLIC QUESTION TIME

There were no questions from the public.

6 APPLICATIONS BY MEMBERS

There were no declarations of interest.

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS

Item 12.5.5 Agreement of Performance Criteria – Chief Executive Officer

9 CONFIRMATION / RECEIVAL OF MINUTES

9.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON MONDAY 6 AUGUST 2018.

COUNCIL RESOLUTION:	No. 1492
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MOVED: Cr Jill Dwyer SECONDED: Cr Ian Baird

That the minutes of the Ordinary Meeting of Council held on Monday 6 August 2018 be confirmed as a true and correct record.

Carried 6/0

10 PETITIONS / DEPUTATIONS / PRESENTATIONS

Mr Tony Chisholm from WML Consultants provided a brief presentation to Council on the Regional Road Group applications to be submitted on 31 August 2018.

1.41pm Mr Chisholm left the meeting.

11 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

11.1 PRESIDENTS REPORT FOR THE MONTH OF AUGUST 2018

COUNCIL RESOLUTION:	No. 1493
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MOVED: Cr Keith Mader SECONDED: Cr Jill Dwyer

That Council receive the Presidents Report for the month of August 2018.

Carried 6/0

6 August 2018

Ordinary Meeting of Council (July Meeting), Budget for 2018/2019 was not approved at this meeting, it was decided to go through to another workshop prior to the calling of a Special Meeting.

8 August 2018

Cr Jill Dwyer, Chief Executive Officer Rhonda Evans and I attended the Cashless Debit Card Working Group, in Leonora, convened by Alan Hughes (Department of Social Services), for an update.

9 August 2018

The Chief Executive Officer Rhonda Evans, Cr Jill Dwyer and I met with ARDEA Resources for a briefing about the Goongarrie Nickel Cobalt Project. It was pleasing to hear that ARDEA would be utilizing local employment, contractors and housing.

11 August 2018

Attended a small ceremony to dedicate a plaque to Allan Henderson in recognition of his Voluntary services to the Shire of Menzies. The plaque was affixed to the bench outside the CRC, Visitor Centre and Post Office. Cr Jill Dwyer and I then traversed the road to Lake Ballard and inspected the roadworks, in preparation for sealing and then travelled on to inspect the infrastructure at the Inside Australia Site.

16 August 2018

A Budget Workshop was held in the Shire of Menzies Council Chambers. In attendance were Cr Jill Dwyer, Cr Keith Mader, Cr Ian Baird (via Video linkup), Chief Executive Officer Rhonda Evans, Manager of Finance and Administration Jeanette Taylor and myself.

23 August 2018

A Special Meeting of Council passed the 2018/2019 Budget. In attendance were Cr Justin Lee, Cr Jill Dwyer, Cr Keith Mader, Cr Ian Baird (via Video linkup), Chief Executive Officer Rhonda Evans, Manager of Finance and Administration Jeanette Taylor and myself.

This was followed by a briefing by the Shire Environmental Health Officer Dave Hadden on the proposed changes to Plumbing Regulations. The Acting Chief Executive Officer and a new Board Member of the Goldfields Esperance Development Commission briefed the Council on future directions the GEDC propose to take.

24 August 2018

Cr Jill Dwyer and I attended the Menzies Community School for the opening of the 1997 Time Capsule. Lunch was provided, and we witnessed the burial of a New Time Capsule to be uncovered at a date to be decided on. It was pleasing to see the former 1997 Principal Richard Ewan in attendance along with former staff and students, some who are parents of current students.

12. REPORTS OF OFFICERS

12.1 HEALTH BUILDING AND TOWN PLANNING

12.1.1 Health and Building Report for the Month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.957.1/NAM161
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 July 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil

COUNCIL RESOLUTION	No. 1494
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MOVED: Cr Justin Lee

SECONDED: Cr Ian Tucker

That Council receive the report of the Environmental Health Officer for the month of July 2018 for information.

Carried 6/0

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council receive the report of the Environmental Health Officer for the month of July 2018 for information.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

This report is for the information of Council. It identifies matters addressed by the Environmental Health Officer for the month of July 2018.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.

- Regularly monitor and report on the Shire’s activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

STATUTORY AUTHORITY:

Building Act 2011
Public Health Act 2016

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP97 – Council unable to fill the position of Authorised Officer under the Public Health Act 2016

BACKGROUND:

The Shire contracts the services of an Environmental Health Officer (EHO) for two days per month. The Officer is available for consultation at all times, and attend the administration offices once per month to meet with the Chief Executive Officer.

COMMENT:

The following is a report of the monthly activities extracted from the report to the Chief Executive Officer from David Hadden, Environmental Health Officer.

Health

Assessed WARR Act for provisions to charge a fee for collection of Commercial rubbish.

Building

Met with resident at Kookynie regarding submitting a building permit for a shade structure.

12.1.2 Menzies Refuse Site

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.957.1/NAM164
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	16 July 2018
AUTHOR:	David Hadden, Environmental Health Officer
ATTACHMENT:	12.1.2-1 Site Map of Reserve 41609
COUNCIL RESOLUTION:	No. 1495

MOVED: Cr Ian Tucker

SECONDED: Cr Keith Mader

That Council:

- a) *Approve the option of relinquishing a portion of Reserve 8509 for inclusion into Reserve 41609 (Rubbish Disposal Site), and*
- b) *Seek approval from the Department of Lands to relinquish a portion of Reserve 8509 for inclusion into Reserve 41609 (Rubbish Disposal Site).*

Carried 6/0

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council:

- a) Approve the option of relinquishing a portion of Reserve 8509 for inclusion into Reserve 41609 (Rubbish Disposal Site), and
- b) Seek approval from the Department of Lands to relinquish a portion of Reserve 8509 for inclusion into Reserve 41609 (Rubbish Disposal Site).

VOTING REQUIREMENTS:

Simple majority

IN BRIEF:

Council is running out of space at its existing refuse site. It is timely to be planning for the future. The most practical solution is to extend the existing site.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A local economy accessing the commercial options and services in place, for timely development.

- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

STATUTORY AUTHORITY:

*Environmental Protection Act 1986
Relevant Approval from the Department of Lands.*

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

There will be costs associated with surveying work and site fencing of an extended facility.

RISK ASSESSMENTS:

No Risk Assessment has been undertaken at this time

BACKGROUND:

The existing Waste Disposal Site serving the Town of Menzies is reaching capacity. An alternative option to locating and receiving approvals for a new site is to seek an extension of the existing facility into land surrounding the refuse site.

COMMENT:

Reserve 8509 to the north of the existing refuse site is currently vested with Council as Commons and would be best suited for relinquishing a portion of reserve for inclusion into the refuse site reserve 41609. This would be the most cost-effective option of resolving the issue with the existing refuse site.

The land to the east of the site is close to freehold property, to the south is the insufficient land as the airstrip and the Menzies Town site covers this area. The land to the east has registered indigenous sites.

To investigate an alternative site Council would be required to apply for a Works Approval to the Department of Water and Environmental Regulation. This process requiring a full environmental assessment of the new site may be an expensive process.



Created: 16 July 2018 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>



12.2 FINANCE AND ADMINISTRATION

12.2.1 Statement of Financial Activity for the month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM169
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 August 2018
AUTHOR:	Jeanette Taylor, Manager Finance and Administration

The Statement of Financial activity for the Month of July 2018 will be presented to Council at the 27 September 2018 meeting of Council, as the Budget for the year ending 30 June 2019 was not adopted until 23 August 2018 leaving insufficient time for the report to be completed.

12.2.2 Monthly Listing of Payments for the month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	FIN.935.1/NAM168
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	22 August 2018
AUTHOR:	Jeanette Taylor, Manager Finance and Administration
ATTACHMENT:	12.2.2-1 Payment Listing for July 2018
COUNCIL RESOLUTION:	No. 1496

MOVED: Cr Justin Lee

SECONDED: Cr Keith Mader

That Council receive the list of payments for the month of July 2018 totalling \$1,018,966.42 being:

- 1) *No Cheques were drawn*
- 2) *Electronic Fund Transfer EFT3221 – EFT3323 payments in the Municipal Fund totalling \$960,653.03*
- 3) *Direct Debit payments from the Municipal Fund totally \$58,313.39*
- 4) *Credit Card payments for the statement period 29 May 2018 to 28 June 2018 (included in Direct Debits) totalling \$5,620.56*

Carried 6/0

OFFICER RECOMMENDATION:

That Council receive the list of payments for the month of July 2018 totalling \$1,018,966.42 being:

- 1) No Cheques were drawn
- 2) Electronic Fund Transfer EFT3221 – EFT3323 payments in the Municipal Fund totalling \$960,653.03
- 3) Direct Debit payments from the Municipal Fund totally \$58,313.39
- 4) Credit Card payments for the statement period 29 May 2018 to 28 June 2018 (included in Direct Debits) totalling \$5,620.56

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The list of payments made for the month of July 2018 to be received by Council.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.

STATUTORY AUTHORITY:

Local Government (Financial Management) Regulations 1996 Regulation 13

POLICY IMPLICATIONS:

Policy 4.7 – Creditors – Preparation for Payment

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP7 Accounts payable amounts and disbursements are either inaccurately recorded or not recorded at all.

BACKGROUND:

Payments have been made by electronic funds transfer (EFT), cheque and direct transfer from Council's Municipal bank account and duly authorised as required by Council Policy. These payments have been made under authority delegated to the Chief Executive Officer and are reported to Council.

COMMENT:

The EFT and Direct Debit payments that have been raised for the month of July 2018 are attached.

After payment, the balance of creditors will be \$88,685.57.

Shire of Menzies
Payments for the Month of July 2018

Chq/EFT	Date	Name	Description	Amount
		Cheques		\$0.00
		EFT		\$960,653.03
		Direct Debit		\$58,313.39
		Total Payments		\$1,018,966.42
		Credit Card Payments (included in Direct Debit)		\$5,620.56

Shire of Menzies
Payments for the Month of July 2018
EFT

EFT	Date	Name	Description	Amount
EFT3221	02/07/2018	Canine Control	Ranger visit 2 June 2018	\$1,600.50
EFT3222	02/07/2018	Derek Morrison	Maintenance Town Hall Clock - July 2018 to April 2019	\$1,150.00
EFT3223	02/07/2018	Goldfields Records Storage	Monthly Service Fee 1 March 2018 to 30 June 2018	\$5,866.67
EFT3224	02/07/2018	Office National	Stationery	\$67.11
EFT3225	02/07/2018	Pila Nguru Aboriginal Corporation	Accommodation - Councillors 30 and 31 May 2018	\$330.00
EFT3226	02/07/2018	SNAP Osbourne Park	25 Caravan Park receipt books - A5 full colour in triplicate	\$1,089.00
EFT3227	02/07/2018	Tourism Council Western Australia	ATAP Renewal Fee 2018/2019	\$578.00
EFT3228	02/07/2018	Tower Hotel	Councillor Accommodation Ian Baird 21 June 2018	\$200.00
EFT3229	02/07/2018	Verlinden's Electrical Service	Repair coin-operated washing machines - Caravan Park	\$1,039.50
EFT3230	02/07/2018	WML Consultants	Works Manager Tasks	\$22,629.75
EFT3231	16/07/2018	Leonora Pharmacy	Leonora Pharmacy 1 June to 30 June 2018	\$716.83
EFT3232	16/07/2018	Roadtech Construction	Menzies North West Road	\$88,770.00
EFT3233	16/07/2018	Child Support	Payroll deductions	\$696.68
EFT3234	16/07/2018	Powerchill Electrical & Refrigeration	One high bay led light	\$341.00
EFT3235	16/07/2018	IT Vision User Group Inc	IT Vision User Group subscription July 18 - June 19	\$748.00
EFT3236	16/07/2018	3E Advantage	Copier charges	\$2,290.44
EFT3237	16/07/2018	Yeti's Records Management Consultancy	Records Management Services and Assistance	\$600.00
EFT3238	16/07/2018	Market Creations	Monthly costs of server and support	\$1,802.58
EFT3239	16/07/2018	Nullabor Transport	Grade and roll road - Connie Sue - Red Drum	\$23,276.00
EFT3240	16/07/2018	Shopfittings Direct Pty Ltd	Display tables for Visitor Centre	\$1,043.35
EFT3241	16/07/2018	Australian Bushmen's Campdraft and Rodeo	Affiliation fee for rodeo	\$440.00
EFT3242	16/07/2018	Air Liquide WA Pty Ltd	Oxygen/acetylene bottle hire	\$28.16
EFT3243	16/07/2018	Cr Ian Baird	Travel May, June and reimbursements	\$1,974.62
EFT3244	16/07/2018	Robert Glenn Bone	Consultancy to progress UV to GRV rating	\$3,704.16
EFT3245	16/07/2018	Bunnings	Plastic crates ,gas bottle	\$50.88
EFT3246	16/07/2018	Cabcharge Australia Limited	Taxi Fares- Canberra	\$438.05
EFT3247	16/07/2018	Cancer Council W A	Biggest Morning Tea funds raised	\$421.55
EFT3248	16/07/2018	Cardile International Fireworks Pty Ltd	Fireworks - Cyclassic June 2018	\$19,800.00
EFT3249	16/07/2018	Toll Ipec Pty Ltd	Freight for library	\$117.09
EFT3250	16/07/2018	Dean's Auto Glass	Toyota 1MN. Repair chip in windscreen.	\$121.00
EFT3251	16/07/2018	Eagle Petroleum (W.A) Pty Ltd	5000 litres of diesel to bulk tank	\$7,474.50
EFT3253	16/07/2018	Goldline Distributors	Cyclassic breakfast - bread	\$55.59
EFT3254	16/07/2018	Goldfields Locksmiths	Install electronic digital lock - Butchers - Tearooms	\$1,012.72
EFT3255	16/07/2018	Goldfields Voluntary Regional Org	6 members at GVROC Dinner 2 August 2017	\$977.90
EFT3256	16/07/2018	Menzies Hotel	News papers for June 2018	\$96.10
EFT3257	16/07/2018	Cr Justin Lee	June Travel	\$340.59
EFT3258	16/07/2018	Cr Keith Mader	June Travel	\$158.42
EFT3259	16/07/2018	Marketforce	Advertising	\$1,203.51
EFT3260	16/07/2018	Martin's Trailer Parts	Tregg poly hitch	\$396.89
EFT3261	16/07/2018	Shire of Menzies Social Club	Payroll deductions	\$160.00
EFT3262	16/07/2018	Menzies Aboriginal Corporation	Contribution towards kitchen re fit	\$6,500.00
EFT3263	16/07/2018	Netlogic Information Technology	Technology consulting	\$300.00
EFT3264	16/07/2018	RAMM Software Pty Ltd	RAMM Annual Support and Maintenance Fee	\$8,045.81
EFT3265	16/07/2018	Shire of Leonora	EHO Services -5 June 2018 to 18 June 2018	\$3,507.50
EFT3266	16/07/2018	Total Asphalt	Resurface of hardcourts	\$69,429.94
EFT3267	16/07/2018	Tower Hotel	Accommodation Councillors	\$376.00
EFT3268	16/07/2018	TR Homes	Youth Centre - Claim 5	\$53,806.95
EFT3269	16/07/2018	WML Consultants	Consulting	\$43,698.06
EFT3270	17/07/2018	Eastern Goldfields Cycle Club	Sponsorship - Cyclassic 2018	\$66,000.00
EFT3271	20/07/2018	Quadrio Earth Moving Pty Ltd	Re-sheeting Pinjin Road	\$82,335.00
EFT3272	20/07/2018	Toll Ipec Pty Ltd	Freight	\$82.29
EFT3273	20/07/2018	Cybersecure	Backup service - July 2018	\$212.58
EFT3274	25/07/2018	LGIS	Insurances for 18/19	\$48,348.51
EFT3275	25/07/2018	Canine Control	Ranger services	\$1,600.50
EFT3276	25/07/2018	Moki International Pty Ltd	Headsets etc for resale	\$59.97
EFT3277	25/07/2018	Child Support	Payroll deductions	\$696.68
EFT3278	25/07/2018	Northern Goldfields Earthmoving	Mt Celia Road Maintenance	\$52,552.50
EFT3279	25/07/2018	Australian Communications & Media Auth	Media Licence	\$44.00
EFT3280	25/07/2018	Cr Ian Baird	Reimbursement of hire car & fuel - June Meeting	\$200.10
EFT3281	25/07/2018	BOC limited	Gas bottle service charge	\$131.05
EFT3282	25/07/2018	Calyпсо Creative	Design logo etc - Menzies Rodeo and Ute Muster	\$1,504.25
EFT3283	25/07/2018	Cr Gregory Dwyer	March, April, May June travel	\$5,301.96
EFT3284	25/07/2018	Cr Jillian Dwyer	Travel and reimbursement	\$1,641.66
EFT3285	25/07/2018	Eagle Petroleum (W.A) Pty Ltd	Bulk Fuel 10,000 litres	\$15,156.03

Shire of Menzies
Payments for the Month of July 2018
EFT

EFT3286	25/07/2018	Everett Butchers	200 sausages - Cyclclassic	\$137.55
EFT3287	25/07/2018	Goldfields Records Storage	Usage charges June 2018	\$17.16
EFT3288	25/07/2018	Landgate	Mining Tenement Schedules	\$161.70
EFT3289	25/07/2018	Cr Justin Lee	June Travel	\$267.33
EFT3290	25/07/2018	LGIS	LGIS Property 2018/19	\$48,771.40
EFT3291	25/07/2018	Carol Mcallan	Payroll payment returned to Muni bank	\$300.00
EFT3292	25/07/2018	Shire of Menzies Social Club	Payroll deductions	\$160.00
EFT3293	25/07/2018	The Work Wear Group	Uniforms	\$183.70
EFT3294	26/07/2018	Spinifex Contracting Aboriginal Corporation	Tjuntjuntjara to South Australia Border Access Road	\$74,387.40
EFT3295	26/07/2018	Narrogin Sands	Take out old grids replace with new ones on yarri rd	\$39,187.50
EFT3296	26/07/2018	Batteries N More	3x gme uhf sets,one antenna,power controller	\$1,935.50
EFT3297	26/07/2018	3E Advantage	Boardroom Sharp interactive smartboard rent July 2018	\$374.00
EFT3298	26/07/2018	Yeti's Records Management Consultancy	Document Cataloguing	\$1,480.00
EFT3299	26/07/2018	Shire of Coolgardie	Slide Amendments - GVROC Profile Northern Shires	\$264.00
EFT3300	26/07/2018	Construction Training Fund (B C I T F)	Fees paid by TR Homes - Youth Centre	\$534.47
EFT3301	26/07/2018	Blackwoods	Toilet roll dispensers	\$147.11
EFT3302	26/07/2018	Cabcharge Australia Limited	Canberra Conferences June 2018	\$232.27
EFT3303	26/07/2018	C Direct	Mobile Pre paid cards for resale	\$1,650.38
EFT3304	26/07/2018	Chubb Fire & Security	Service fire extinguishers	\$998.55
EFT3305	26/07/2018	Deborah Whitehead	Electricity reimbursement 2 May 2018 to 28 June 2018	\$300.99
EFT3306	26/07/2018	Rhonda Evans	Reimburse conference expenses	\$1,489.31
EFT3307	26/07/2018	Flex Industries	Tie down straps	\$176.00
EFT3308	26/07/2018	Goldline Distributors	Catering and cleaning supplies	\$152.85
EFT3309	26/07/2018	Goldfields Pest Control	Spay weeds and trees in town dam and compound	\$2,475.00
EFT3310	26/07/2018	Goldfields Toyota	Replace front springs and broken plastic light guard	\$1,237.78
EFT3311	26/07/2018	Goldrush Tours	Bus Tickets sold at visitor centre	\$56.95
EFT3312	26/07/2018	Hesperian Press	Books for resale	\$452.15
EFT3313	26/07/2018	itvision	Renewal Synergysoft and Universe Annual Licence Fees (12 users)	\$35,169.77
EFT3314	26/07/2018	Menzies Aboriginal Corporation	Reimbursement of expenses for Menzies School Holiday Program - Week 1	\$2,617.84
EFT3315	26/07/2018	Netlogic Information Technology	Fix rebuild MSC-HYPERV2 - configure using short term licence	\$1,050.00
EFT3316	26/07/2018	Office National	Stationery	\$697.50
EFT3317	26/07/2018	Onsite Rental Group	Hire of 2 message boards - Cyclclassic	\$1,265.28
EFT3318	26/07/2018	Penns Cartage	Transport lights to menzies - Cyclclassic	\$127.60
EFT3319	26/07/2018	Pila Nguru Aboriginal Corporation	Purchase of musical instruments for Desert Stars	\$3,040.58
EFT3320	26/07/2018	The Work Wear Group	Uniforms	\$369.05
EFT3321	26/07/2018	Moore Stephens	Ad hoc accounting support work	\$313.50
EFT3322	26/07/2018	WesTrac Pty Ltd	Clamps	\$10.46
EFT3323	26/07/2018	Netlogic Information Technology	Upgrade of wireless equipment for Menzies Town	\$4,563.00
	05/07/2018	Wages	Fortnight ending 3 July 2018	\$38,527.88
	19/07/2018	Wages	Fortnight ending 17 July 2018	\$40,031.04
				\$960,653.03

Shire of Menzies
Payments for the Month of July 2018
Direct Debit

D/Debit	Date	Name	Description	Amount
DD2054.1	05/07/2018	Water Corporation	Water Charges 11 April 18 to 13 June 18 Multiple properties	\$1,168.02
DD2056.1	09/07/2018	Telstra - DIRECT DEBIT ONLY	CRC, office & satellite phone, internet June 2018	\$6,692.49
DD2056.2	09/07/2018	GoGo Media	On Hold messages for office phone system	\$75.90
DD2058.1	10/07/2018	Horizon Power	Power 21/04/18 to 21/06/18 - Caravan Park	\$5,714.29
DD2072.1	12/07/2018	Telstra - DIRECT DEBIT ONLY	Office internet for June 18	\$625.47
DD2074.1	17/07/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,971.89
DD2074.2	17/07/2018	Kinetic Superannuation	Superannuation contributions	\$1,057.69
DD2074.3	17/07/2018	WA Local Govt Superannuation Plan	Payroll deductions	\$1,875.26
DD2074.4	17/07/2018	Catholic Super	Superannuation contributions	\$772.61
DD2074.5	17/07/2018	Australian Super	Superannuation contributions	\$617.40
DD2074.6	17/07/2018	Commonwealth Essential Super	Superannuation contributions	\$139.64
DD2075.1	17/07/2018	Horizon Power	Power 02/05/2018 to 28/06/2018	\$6,073.79
DD2078.1	18/07/2018	Horizon Power	Street lighting 01/06/2018 - 31/06/2018	\$621.20
DD2085.1	02/07/2018	Water Corporation	Water Charges 11 April 18 to 13 June 18 Multiple properties	\$1,120.11
DD2085.2	02/07/2018	WESTNET	NBN Satellite 120 Boost service 1 July - 1 August	\$54.99
DD2087.1	03/07/2018	NAB	Credit card payment	\$5,620.56
DD2089.1	16/07/2018	Toyota Finance DIRECT DEBIT ONLY	Toyota fleet payment for Toyota Landcruiser Prado 1GED860 leased to GTNA - July 2018	\$1,099.07
DD2110.1	31/07/2018	Wright Express Australia Pty Ltd	Fuel Card charges CEO, MFA, MWS & nurse	\$1,265.37
DD2112.1	31/07/2018	WA Local Govt Superannuation Plan	Superannuation contributions	\$4,909.49
DD2112.2	31/07/2018	Kinetic Superannuation	Superannuation contributions	\$1,057.69
DD2112.3	31/07/2018	WA Local Govt Superannuation Plan	Payroll deductions	\$1,862.19
DD2112.4	31/07/2018	Catholic Super	Superannuation contributions	\$765.86
DD2112.5	31/07/2018	Australian Super	Superannuation contributions	\$632.73
DD2112.6	31/07/2018	Commonwealth Essential Super	Superannuation contributions	\$193.27
DD2134.1	26/07/2018	Cr Gregory Dwyer	President Sitting Fees July	\$3,364.49
DD2134.2	26/07/2018	Cr Ian Baird	Deputy President Sitting Fees July	\$1,289.67
DD2134.3	26/07/2018	Cr Ian Tucker	Councillor Sitting Fee July 2018	\$875.83
DD2134.4	26/07/2018	Cr Debbie Hansen	Councillor Sitting Fee July 2018	\$875.83
DD2134.5	26/07/2018	Cr Justin Lee	Councillor Sitting Fees July 2018	\$875.83
DD2134.6	26/07/2018	Cr Keith Mader	Councillor Sitting Fees July 2018	\$875.83
DD2134.7	26/07/2018	Cr Jillian Dwyer	Councillor Sitting Fees July 2018	\$875.83
DD2136.1	31/07/2018	NAB	Bank fees July 2018	\$293.10
				\$ 58,313.39

Shire of Menzies
Payments for the Month of July 2018
Credit Card

Date	Name	Description	Amount
29/05/2018	Woolworths	Cyclclassic catering refund	-\$9.35
30/05/2018	Virgin Australia	Credit card surcharge	\$8.37
30/05/2018	Cover More Ins	Airfare Insurance	\$41.85
30/05/2018	Woolworths	Cyclclassic catering	\$39.00
30/05/2018	Cover More Ins	Airfare Insurance	\$27.90
30/05/2018	Virgin Australia	Credit card surcharge	\$27.38
30/05/2018	Qantas	Charge	\$25.00
30/05/2018	QBE Insurance	Emergency Services Conference	\$24.00
30/05/2018	Virgin australia	Credit card surcharge	\$17.21
30/05/2018	Cover More Ins	Airfare Insurance	\$13.95
30/05/2018	QBE Insurance	CEO Goldfield Forum	\$12.00
30/05/2018	QBE Insurance	Cr Lee Goldfield Forum	\$12.00
30/05/2018	Woolworths	Cyclclassic dinner ingredients	\$98.50
30/05/2018	Coles	Cyclclassic dinner ingredients	\$61.50
30/05/2018	Virgin Airfares	ALGA Conference Canberra Councillors	\$2,106.00
30/05/2018	Virgin Airfares	ALGA Conference Canberra Councillors	\$1,324.00
30/05/2018	Virgin Airfares	ALGA Conference Canberra Councillors	\$644.20
31/05/2018	Qantas	Goldfields Forum Councillor	\$1,155.98
31/05/2018	Qantas	Emergency Services Forum Staff	\$1,073.24
31/05/2018	Qantas	Goldfields Forum CEO	\$708.70
01/06/2018	Woolworths	Cyclclassic drinks	\$45.00
01/06/2018	Bunnings	Cyclclassic BBQ tools	\$23.85
01/06/2018	Woolworths	Cyclclassic breakfast	\$190.90
04/06/2018	Bunnings	Cyclclassic BBQ tools	\$39.95
04/06/2018	Goldfields French Hot Bread Shop	Cyclclassic Catering	\$25.80
04/06/2018	Everetts Butchers	Cyclclassic breakfast	\$57.70
04/06/2018	Qantas	ALGA Conference Canberra CEO	\$1,685.93
04/06/2018	Kitchen Emporium	Frypan for hall kitchen	\$119.00
05/06/2018	Ties N Cuffs	40 corporate ties	\$1,325.33
05/06/2018	Officeworks	3 toilet roll dispensers	\$301.83
06/06/2012	INGOGO	Cab fare Canberra CEO	\$42.10
06/06/2012	City of Kal Boulder	Airport parking CEO	\$10.00
11/06/2018	Woolworths	Drinks for resale	\$12.00
13/06/2018	Woolworths	Cooking class ingredients	\$33.19
15/06/2018	Atlas Linen	Laundry Cyclclassic	\$42.80
15/06/2018	Accommodate Canberra Kingston	Accomodation Canberra ALGA Convention CEO	\$1,242.15
18/06/2018	Aerial Transport	Taxi fare Canberra ALGA Convention CEO	\$28.04
18/06/2018	Alcolimit Breathalyser	Recalibrate Fuel Cell Handheld	\$85.00
18/06/2018	Casino Canberra	Meals ALGA Conference Councillors & CEO	\$187.00
19/06/2018	Aerial Transport	Aerial Transport - Taxi fare Canberra ALGA Convention CEO	\$14.81
19/06/2018	Cover More Ins	Airfare Insurance	\$13.95
20/06/2018	Virgin Australia	Amendment to flight Melbourne to Canberra	\$3.25
20/06/2018	Parliament House	Refreshments	\$18.50
20/06/2018	Aerial Transport	Taxi fare Canberra CEO	\$16.38
20/06/2018	Virgin Australia	Amendment to flight Canberra to Melbourne	\$250.00
22/06/2018	Virgin Australia	Amendment to flight Canberra to Melbourne	\$110.00
22/06/2018	Virgin Australia	Amendment to flight Canberra to Melbourne	\$110.00
25/06/2018	Mantra on Northborne	Accomodation Canberra Councillors	\$2,632.80
26/06/2018	Woolworths	Drinks & Chips for resale	\$41.50
27/06/2018	Woolworths	Cooking class ingredients	\$21.35
27/06/2018	Cole	Disco dinner	\$81.40

Shire of Menzies
Payments for the Month of July 2018
Credit Card

	Dept Mines, Industry Reg &		
28/06/2018	Safety	Withdrawal of caveat	\$52.50
28/06/2018	NAB	Card fee	\$9.00
13/06/2018		Payment to CEO credit card from Muni account	-\$15,000.00
15/06/2018	Qantas	Local Government Week - Airfares Cr Tucker	\$1,818.60
18/06/2018	Holiday Inn Perth	Staff accomodation for training at Moore Stephens	\$516.64
19/06/2018	Qantas	Local Government Week - Airfares for councilors insurance	\$24.00
19/06/2018	Qantas	Qantas - Local Government Week	\$1,748.00
19/06/2018	Ridges Kalgoorlie	Staff accomodation for training at Moore Stephens	\$175.88
28/06/2018	Menzies Hote	Meals (no alcohol)	\$44.00
28/06/2018	NAB	Card Fee	\$9.00
			\$5,620.56

12.3.1 Works Report for the Month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	ROA.860.1/NAM166
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	21 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.3.1-1 Road Report – Road Maintenance 12.3.1-2 Road Report – Road Construction

COUNCIL RESOLUTION:	No. 1497
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MOVED: Cr Justin Lee

SECONDED: Cr Keith Mader

That Council receive the Works Report for July 2018.

Carried 6/0

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council receive the Works Report for July 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Councils annual works program is now underway

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- The prevention of fire risk throughout the community.
- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

14.4 Heritage & Natural assets conserved

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

The Shire manages the Works section with a permanent staff of a Works Supervisor, and 4.5 full time equivalent workers. Additional resources are contracted as required.

COMMENT:

The following is a brief report of the monthly activities extracted from the report to the Chief Executive Officer from Paul Warner, Works Supervisor.

July 2018

- The grids on Yarri Road have been completed including the wings.
- Menzies North West Road seal is now well underway, with expected completion date at the end of August.
- Quadrio have commenced the WANDRRA works on the eastern roads
- Maintenance grading to Menzies North West Road, Kurnalpi-Pinjin Road, Snake Hill and Lake Ballard Access Roads.
- The reticulation at the Menzies Oval has been reinstated.
- Road patching on the creek crossing on the Kookynie-Malcolm Road, and tidy up at the Kookynie Tip.

Paul Warner has been elected by his peers to the committee for the Local Government Supervisors Association (LGPro).

Shire of Menzies
2018 2019
Operating Jobs - linked to General Ledger Accounts as at 31 July 2018
Works Supervisor

Transport

Streets, Roads, & Bridges Maintenance -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-	R0000	Shenton St	-	(336)	(336)	-	-	(336)
-	-	R0007	Menzies North West Rd	-	(50,498)	(50,498)	-	-	(50,498)
-	-	R0031	Wilson St	-	(688)	(688)	-	-	(688)
-	-	R0039	Yarri Rd	-	16	16	-	-	16
-	-	R0040	Kurnalpi Pinjin Rd	-	(4,545)	-	(4,545)	-	-
-	-	R0041	Gregory St	-	(421)	(421)	-	-	(421)
60,000	-	R0049	Tjuntjuntjarra Rd	(128,000)	(1,770)	-	(1,770)	(68,000)	-
-	-	R0075	Lake Ballard Access Rd	-	(441)	(441)	-	-	(441)
-	-	R0076	Snake Hill Lookout Access Rd	-	(1,649)	(1,649)	-	-	(1,649)
477,637	-	R9999	Sundry Roads	(948,189)	-	-	-	(470,552)	-
537,637	-	Sub Total - 12200		(1,076,189)	(60,333)	(54,017)	(6,315)	(538,552)	(54,017)

Shire of Menzies
2018 2019
Operating Jobs - linked to General Ledger Accounts as at 31 July 2018
Works Supervisor

Transport

Streets, Roads, Bridges & Depot Construction -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
612,853	-	CR0001	Menzies Northwest Road R2R	(855,760)	-	-	-	(242,907)	-
612,853	-	Sub Total - 12104		(855,760)	-	-	-	(242,907)	-
-	-	CR0032	Program Reseal	(200,700)	-	-	-	(200,700)	-
-	-	Sub Total - 12106		(200,700)	-	-	-	(200,700)	-
195,000	-	CR0004	Evanston Menzies Road Rrg	(297,207)	-	-	-	(102,207)	-
90,000	-	CR0005	Yarri Road Rrg	(135,800)	-	-	-	(45,800)	-
195,165	-	CR0013	Menzies Northwest Rd Rrg	(292,747)	(6,163)	(6,163)	-	(97,582)	(6,163)
88,000	-	CR0040	Pinjin Road Rrg	(330,000)	(74,850)	(74,850)	-	(242,000)	(74,850)
568,165	-	Sub Total - 12109		(1,055,754)	(81,013)	(81,013)	-	(487,589)	(81,013)
-	-	CR0006	Shire House Crossovers	(30,000)	-	-	-	(30,000)	-
-	-	Sub Total - 12110		(30,000)	-	-	-	(30,000)	-
-	-	C12100	Bicycle Path Construction	(75,640)	-	-	-	(75,640)	-

Shire of Menzies
2018 2019
Operating Jobs - linked to General Ledger Accounts as at 31 July 2018
Works Supervisor

Transport

Streets, Roads, Bridges & Depot Construction -

Budget Revenue	Actual Revenue	Job #	Job Description	Budget Expense	Total Actual Expense	Actual Expense	O/Stand Orders	Budget Net	Actual Net
-	-		Sub Total - 12112	(75,640)	-	-	-	(75,640)	-
-	-	C12101	Depot Extension	(59,698)	(1,994)	(1,994)	-	(59,698)	(1,994)
-	-		Sub Total - 12120	(59,698)	(1,994)	(1,994)	-	(59,698)	(1,994)
-	-	C12103	Bores To Support Road Works	(30,000)	-	-	-	(30,000)	-
-	-	C12104	Grid Replacement Program	(134,354)	(35,625)	-	(35,625)	(134,354)	-
-	-		Sub Total - 12140	(164,354)	(35,625)	-	(35,625)	(164,354)	-

12.4 COMMUNITY DEVELOPMENT

12.4.1 Community Development Report for the Month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	CS.860.1/NAM171
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	Nil
COUNCIL RESOLUTION:	No. 1498

MOVED: Cr Ian Tucker

SECONDED: Cr Keith Mader

That Council receive the report of the activities for Community Development for July 2018.

2.20pm Councillor Keith Mader left the meeting

Carried 5/0

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council receive the report of the activities for Community Development for July 2018.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Menzies Community Resource Centre, Visitor Centre. Community Postal Agency and Caravan Park operate from the Lady Shenton Building on the corner of Brown and Shenton Streets.

This report also addresses other areas of Tourism and area promotion such as the operating of is camping facilities at Lake Ballard and Niagara Dam, and contribution to Community Groups for activities.

Progress status report of the Menzies Youth Centre is included for information.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A local economy that has close working partnerships with mining companies and other industries.

- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

14.4 Heritage & Natural assets conserved

- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS:

All expenditure are within acceptable parameters of the adopted budget.

RISK ASSESSMENTS:

No Risk Assessment has been undertaken relating to this item.

BACKGROUND:

The Lady Shenton Building operates the CRC and Menzies Visitor Centre and administers the Menzies Caravan Park. The statistics are compiled each month by the staff. No externally sourced statistics are used.

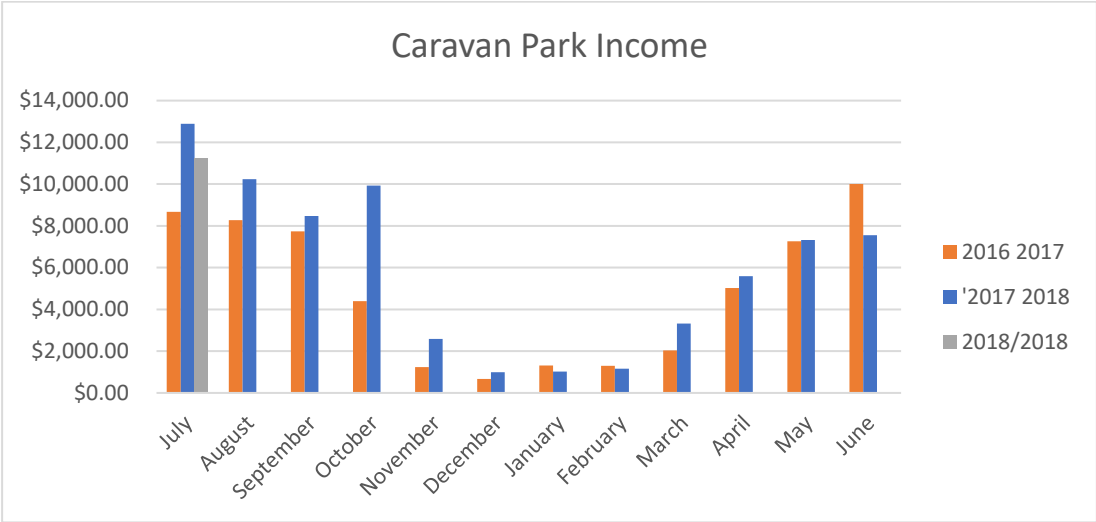
Financial reporting is displayed by Financial Year (July to June), while visitation statistics are provided by calendar year. This is to avoid breaking the 'tourist season' across years.

Staff at the Lady Shenton Building undertake a range of roles including Community Activities which may or may not be held within the building. The service operates seven days per week between November and March.

COMMENT:

Caravan Park

The following graph shows the variability of the Menzies Caravan Park income. The total income for the year ended 30 June 2018 \$71,076 compares favourably with the prior year of \$57,936. Attention will be given to ways of encouraging visits to the Caravan Park in the November to March period. The income for July 2018 is lower than the prior year for the same month due to fewer contractors.

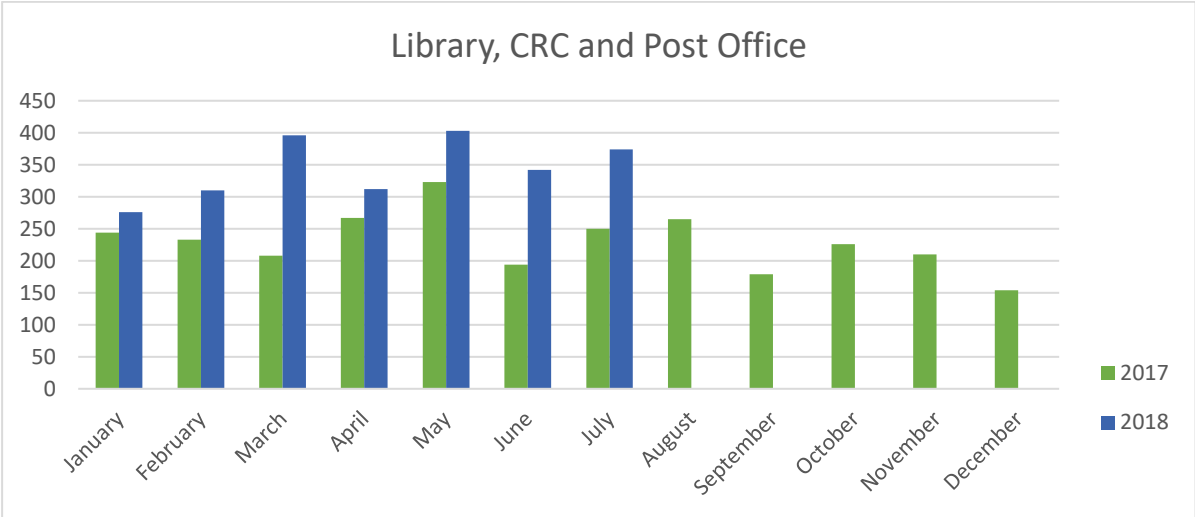


Community Resource Centre (CRC), Community Activities and Library

Regular activities including Tuesday sports, Wednesday movies and games, together with fortnightly community cooking for adults. A morning tea is scheduled for next month.

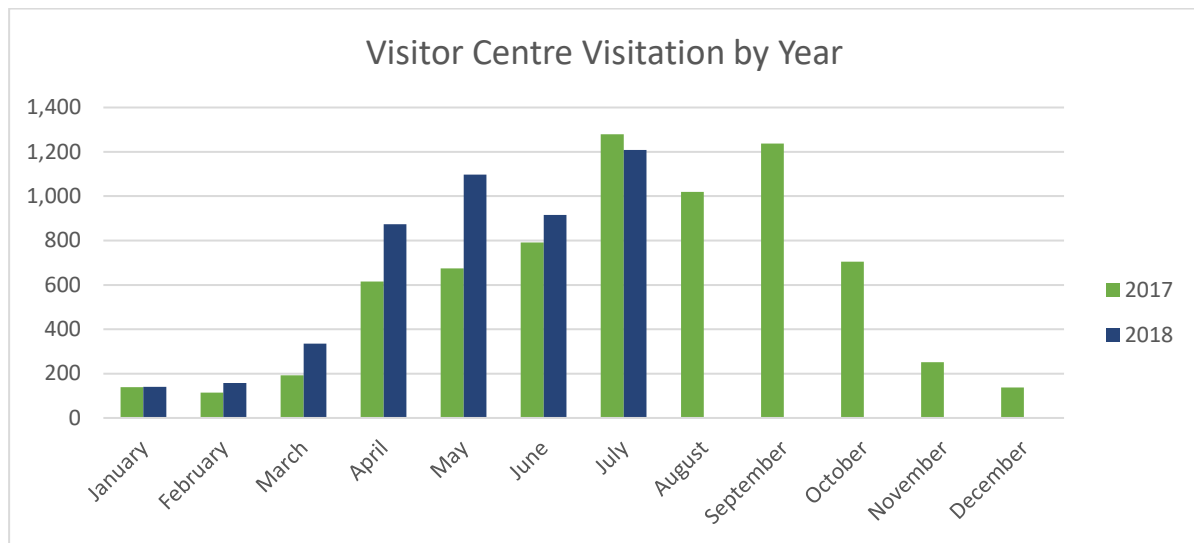
Community Post Office

This important service served 374 clients during July. Pre-paid phone cards are again in stock. A small range of Smart phones and tablets are available for sale.



Visitor Centre

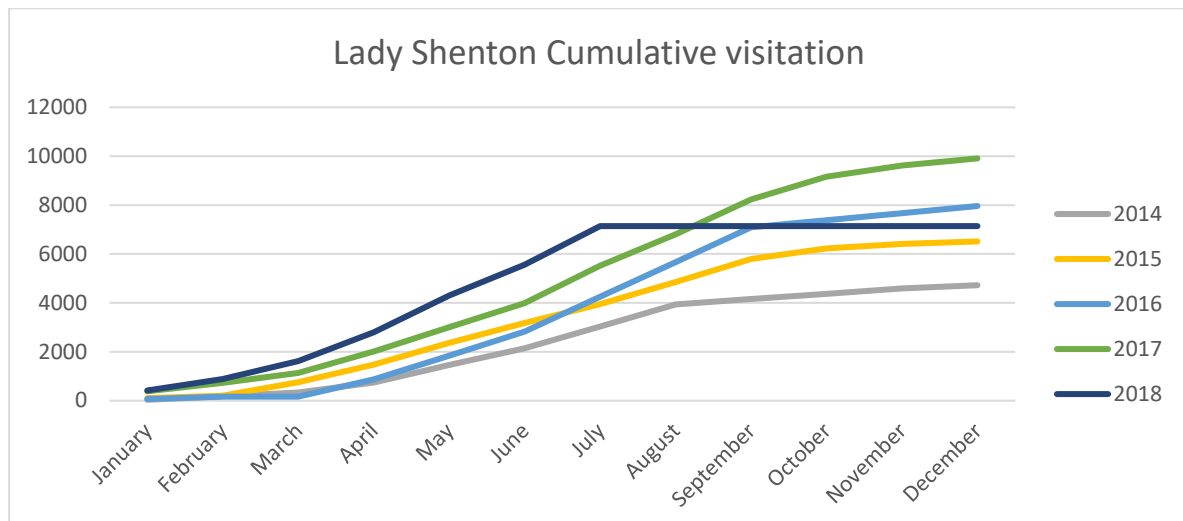
July 2018 saw 1,208 people attend the Visitor Centre. Whilst overall numbers for the year exceed the previous one, this seems to be levelling out.



Total Visitation for all services from the Lady Shenton continues to improve. The introduction of new displays in two rooms, the Rock Collection, and the History Room play an important role in providing new information for returning visitors.

A new window display area in the Butchers Shop and Tea Rooms at the north end of Shenton Street will allow for the display of more of our collection.

Wi-Fi coverage has improved following the upgrade of the hardware.



Menzies Youth Centre

The building is now entering the final stages of completion. Some electrical works remain to be completed. During the month members of the School commenced to make suggestions for activities. These included board games, Play Station and cooking lessons.

Menzies Rodeo

The working group for the Rodeo are progressing. Sponsorship is going well.

2.26pm Councillor Keith Mader returned to the meeting.

12.5 MANAGEMENT AND POLICY

12.5.1 Actions performed under Delegations for the Month of July 2018

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.860.1/NAM163
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 August 2018
AUTHOR:	Deborah Whitehead
ATTACHMENT:	Nil

COUNCIL RESOLUTION:	No. 1499
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MOVED: Cr Jill Dwyer

SECONDED: Cr Keith Mader

That Council receive the report of the actions performed under delegation for the month of July 2018 for information.

Carried 6/0

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council receive the report of the actions performed under delegation for the month of July 2018 for information.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

To report back to Council actions performed under delegated authority for the period 1 July 2018 to 31 July 2018.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP13 Governance – Council does not comply with statutory requirements

BACKGROUND:

To increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:-

- Bushfire
- Common Seal
- Planning Approvals
- Building Permits
- Health Approvals
- Ranger related Dog Issues
- Mining / Exploration / Miscellaneous Applications

The following tables outline the actions performed within the organisation relative to delegated authority for the period 1 July 2018 to 31 July 2018.

Applications

Mining/Prospecting/Exploration/Miscellaneous Applications – No objections for the period 1 July 2018 to 31 July 2018.

- Prospecting licence 29/2478
- Miscellaneous licence 24/231
- Exploration licence 29/1033
- Mining Lease 29/430
- Mining Lease 29/2123
- Mining Tenement G30/6
- Mining Tenement G30/7

Bushfire

No delegated decisions were undertaken by the Shire of Menzies pursuant to Bushfire matters for the period 1 July 2018 to 31 July 2018.

Common Seal

No delegated decisions were undertaken by the Shire of Menzies pursuant to the Common Seal for the period 1 July 2018 to 31 July 2018.

Planning Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Planning Approvals for the period 1 July 2018 to 31 July 2018.

Health Approvals

No delegated decisions were undertaken by the Shire of Menzies pursuant to Health Approvals for the period 1 July 2018 to 31 July 2018.

Ranger Related Dog Issues

No delegated decisions were undertaken by the Shire of Menzies pursuant to Ranger related dog issues for the period 1 July 2018 to 31 July 2018.

Building Permits (including Septic Tank approvals)

No delegated decisions were undertaken by the Shire of Menzies pursuant to Building Permits (*including Septic Tank approvals*) for the period 1 July 2018 to 31 July 2018.

12.5.2 Policy Manual 2018 - Adoption of Policies

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.875.1/NAM162
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.2-1 Policy Manual - 30 August 2018

COUNCIL RESOLUTION:	No. 1500
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MOVED: Cr Keith Mader

SECONDED: Cr Jill Dwyer

That Council recind the previous Policy Manual and resolve to adopt the Policy Manual 2018 noting the new policies as stated in this report.

AMENDED RESOLUTION:

MOVED: Cr Greg Dwyer

SECONDED: Cr Jill Dwyer

That Council recind the previous Policy Manual and resolve to adopt the Policy Manual 2018 noting the new policies as stated in this report with the exception of 14.3 Community Engagement Policy which is to be removed.

Carried 4/2

Councillor Ian Tucker and Councillor Justin Lee wished to be recorded as voting against this motion.

Reason for change to Officer Recommendation:

Council wished to withdraw 14.3 Community Engagement Policy subject to Local Government Act review.

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council recind the previous Policy Manual and resolve to adopt the Policy Manual 2018 noting the new policies as stated in this report.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local*

Government Act 1995. Policies cannot be made in relation to those powers and duties given directly to the Chief Executive Officer by the Act.

This Policy Manual contains a provisions that the Chief Executive Officer is to carry out an administrative review of the Policy Manual each year when the Delegations Register is reviewed, and for Council to fully review the Policy Manual each two years.

The last review was adopted by Council on 25 June 2015. Council were asked on 22 March 2018 to review this Policy Manual in its entirety prior to June 2018 so that they could adopt the Policy Manual at the next Ordinary Meeting of Council.

RELEVANT TO STRATEGIC PLAN:

14.3 Active civic leadership achieved

- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

STATUTORY AUTHORITY:

Local Government Act 1995 (Section 2.7(2)(b) & Section 3.1)

POLICY IMPLICATIONS:

Council has not specific policy in relation to this matter, however reference is made to the practice of administrative review each year and a full review by Council every second year.

The last full review of this Policy Manual took place on 25 June 2018.

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

OP13 Council does not comply with statutory reporting requirements and deadlines

OP23 General Ledger policies and procedures are not current

OP47 Compromise of Council's public image and reputational integrity

BACKGROUND:

Council policies provide guidance for Administration when undertaking activities associated with the business of Council.

In reviewing the Policies, the approach was taken that the policy had to be relevant by controlling a matter for the future, in either its operation or prevention. The policy also had to be current, achievable and useful.

Unlike delegations, policy is not governed or defined by legislations. The introduction carefully defines the difference between a delegation and a policy, as well as closely defining several other terms:

COMMENT:

The Department of Local Government and Communities guidelines on Delegations refer to "acting through". Effectively, policy is the instructions of Council acting through the staff – how they are to implement specific authorities and actions.

Accordingly, the Policy Manual is a critical document, and is essential that it be current and clear. Together with the Delegations Register, they are the day to day instructions manuals primarily to the Chief Executive Officer but also to other staff exercising delegated authority, and to staff carrying out normal operational tasks to complete their function in a particular way. These are Council's instructions and non-compliance with them is non-compliance with a Council instruction.

Unless required by the Local Government Act in relation to a specific matter, policies can be made, amended or revoked at any time, by simple majority of Council and do not need to be advertised. As noted above, however care does need to be taken. In this respect they are quite different to Planning Policy which has a legislative framework and must be advertised.

Policies which have had changes made since last are advised on the next page:-

30 July 2015	Review	6.4 Fitness for Work
24 September 2015	Revocation and Adoption	3.7 Staff Recruitment – Permanent, Part and Full Time 4.9 Investments 8.1 Compulsory Waste Collection Service
29 October 2015	Adoption	4.10 Financial Management – Payment of Accounts & Purchasing Authority Limits
17 December 2015	Adoption	3.8 Ordinary Council Meetings 3.9 Meeting Venue 3.10 Agenda Format / Officer’s Reports
25 February 2016	Amendment Amendment Adoption	9.2 Shire Housing – Tenancy Conditions 3.8 Meeting of Council 3.11 Council Forums/Briefing Sessions
26 May 2016	Amendment	5.5 Emergency Services – Callouts affecting work hours
30 June 2016	Amendment	5.10 Employee Housing Allowance
29 September 2016	Amendment	3.10 Agenda Format
24 November 2016	Adoption	4.9 Investments
25 May 2017	Adoption	3.12 Annual Performance Review
27 July 2017	Amendment	2.2 Capitalization of Assets
31 August 2017	Amendment	4.5 Credit Card Facilities 5.1 Acting Chief Executive Office 5.2 Designated Staff
6 August 2018	New Amendment New New New Amendment New Amendment New New New	1.8 Official Communication 3.2 (4)(a) Conferences, Meeting & Training Expenses 3.2 (4)(b) Conference, Meetings & Training Expenses 3.2 (10(a) Conferences, Meetings & Training Expenses 3.2 (10(b) Conferences, Meetings & Training Expenses 4.9 (4)(4.2) Investments (add Bankwest) 4.11 Rating Strategy Policy 5.11 Loyalty Pay – <i>formerly Menzies Allowance & Service Pay</i> 5.14 Social Media Policy 5.15 Use of Mobile Phones and GPS Satellite Devices 10.2 Tree Policy
30 August 2018	Revocation and Adoption	Full review – 30 August 2018 Revocation of all previous policies, Adoption of Policy Manual Review and amendment of those policies to continue.



SHIRE OF MENZIES

POLICY MANUAL

Adopted 30 August 2018

CONTENTS

INTRODUCTION	5
Statutory Context	5
Definitions	5
DLGCRD Guidelines No.17 – Delegations	6
New or Amendments to Policies	6
Review of Policies	6
Format of Policies	6
1 COUNCIL / GOVERNANCE	7
1.1 Code of Conduct	7
<i>Policy Schedule 1.1 – Code of Conduct</i>	8
1.2 Disclaimer	16
1.3 Shire Logos	17
1.4 Elected Members Records – Capture and Management	19
1.5 External Organisations – Council Representatives and Expenses	20
1.6 Recognition of Service – Elected Members	21
1.7 Enterprise Risk Management	23
1.8 Official Communication	42
2 ACCOUNTING / AUDIT	44
2.1 Valuation of Non-Current Assets	44
2.2 Capitalization of Assets	45
2.3 Annual Verification of Assets	46
2.4 Goods and Services Tax	47
2.5 Land under Roads	48
3 ADMINISTRATION / ORGANISATION	49
3.1 Policy Manual – Changes to be Authorised	49
3.2 Conferences, Meetings & Training – Attendance and Expenses	50
<i>Policy Schedule 3.2(a) – Conference etc – Request /Approval</i>	52
3.3 Legal Representation Costs Indemnification	53
3.4 Complaints – Administrative	55
3.5 Professional Advice	57
3.6 Information Technology – Access and Use	58
<i>Policy Schedule 3.6(a) – Principles of Access and Use of Information Technology</i>	59
<i>Policy Schedule 3.6(b) – Control, Management and Security</i>	61
<i>Policy Schedule 3.6(c) – Internet Access</i>	63
<i>Policy Schedule 3.6(d) – Email Use</i>	64
<i>Policy Schedule 3.6(e) – Internet and Email Record Keeping</i>	65
3.7 Staff Recruitment – Permanent, Part and Fulltime	66
3.8 Ordinary Council Meetings	68
3.9 Meeting Venue	69
3.10 Agenda Format / Officer’s Reports	70
3.11 Council Forums / Briefing Sessions	72
3.12 Annual Performance – Chief Executive Officer	73

4	FINANCIAL MANAGEMENT	75
4.1	Annual Budget – Preparation Timetable	75
	<i>Policy Schedule 4.1 – Budget Preparation Timetable</i>	76
4.2	Purchasing and Tenders	77
	<i>Policy Schedule 4.2(a) – Purchasing Principles</i>	78
	<i>Policy Schedule 4.2(b) – Purchasing Thresholds</i>	80
	<i>Policy Schedule 4.2(c) – Regulatory Compliance</i>	83
4.3	Regional Price Preference	84
4.4	Donations, Sponsorship and Contributions	88
4.5	Credit Card Facilities	86
4.6	Debt Recovery – Outstanding Rates and Sundry Debtors	88
4.7	Creditors – Preparation for Payment	90
4.8	Petty Cash and Till floats	91
4.9	Investments	92
4.10	Financial Management – Payments of Accounts & Purchasing Authority Limits	95
4.11	Rating Strategy	96
5	PERSONNEL	114
5.1	Acting Chief Executive Officer	114
5.2	Designated Staff	116
5.3	Staff – Pre-employment requirements	118
5.4	Equal Employment Opportunity	119
5.5	Emergency Services – Call Outs Affecting Work Hours	120
5.6	Staff – Salary Sacrifice	122
5.7	Superannuation	123
5.8	Gratuitous Payments to Employees	124
5.9	Leave Accruals – Annual and Long Service	125
5.10	Employees – Housing Allowance	126
5.11	Employees – Loyalty Pay	127
5.12	Local Government Industry Award	128
5.13	Relocation Expenses	129
5.14	Social Media Policy	131
5.15	Use of Mobile Phones and GSP Satellite Devices	134
6	OCCUPATIONAL HEALTH AND SAFETY	136
6.1	Occupational Health and Safety	136
6.2	Harassment and Grievances	137
	<i>Policy Schedule 6.2(a) – Harassment Policy</i>	138
	<i>Policy Schedule 6.2(b) – Complaints / Grievance Procedure</i>	139
6.3	Personal Protection Equipment and Uniforms	141
6.4	Fitness for Work	142
	<i>Policy Schedule 6.4(a) – Fitness for Work Procedures</i>	144
	<i>Policy Schedule 6.4(b) – Drug Testing / Additional Information</i>	152
7	LAW, ORDER AND PUBLIC SAFETY	154
7.1	Dog Act – Enforcement	154
7.2	Bush Fires Act – Enforcement	155
7.3	Impounded Goods	156

8	ENVIRONMENTAL HEALTH	157
	8.1 Compulsory Waste Collection Service	157
9	HOUSING	158
	9.1 Shire Accommodation – Rental Charges	158
	9.2 Shire Housing – Tenancy Conditions	159
	9.3 Shire Housing – Inspections	161
10	NATURAL RESOURCE MANAGEMENT	162
	10.1 Collection of Native Flora and Fauna	162
	10.2 Tree Policy	163
11	PUBLIC FACILITIES	165
	11.1 Council Facilities – Alcohol Consumption	165
12	WORKS, PLANT AND EQUIPMENT	166
	12.1 Plant Replacement	166
	<i>Policy Schedule 12.1 – Plant Replacement Cycles</i>	167
	12.2 Shire Plant, Vehicles and Equipment	168
	12.3 Stock Grids	169
	12.4 Road Train Permits	170
	12.5 Private Works	171
	12.6 Retention of Stock Grids	172
13	BUILDING / DEVELOPMENT	173
	No Policies in this Section	
14	UNCLASSIFIED	174
	14.1 Flying of Australian Flag	174
	14.2 Political and Elections Roadside Advertising.	175
	14.3 Community Engagement Policy	176
	HISTORY SUMMARY	178

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INTRODUCTION

This Policy Manual has been prepared to complement the Delegations Register adopted by Council.

Should a discrepancy exist between Delegation and Policy, the Delegation is to be followed being the higher authority.

Statutory Context

Policy is considered to be subordinate to Delegations which have a statutory context in which they are made, whereas Policy does not.

Policy requires a simple majority of Council to be adopted, whereas Delegations require an Absolute Majority.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers.

Delegation gives authority or instructs a particular action to be carried out. Generally, policy details how a particular function is to be carried out, or the standards to be met, where the action is considered to be normal duties of a position.

Definitions

The LG Act has not defined the term “delegation” or “delegated power”, however:

- s.5.16 refers to “... the exercise of any of its powers and duties ...”
- s.5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties ...”

The term “policy” is not defined anywhere in the LG Act.

Accordingly, throughout this document, the following terms apply, insofar as they are consistent with all enabling legislation referred to within each of the specific delegations.

“**Authority**” means the permission or requirement for a Committee or an officer to act in accordance with:

- the Local Government Act or other legislation or regulation,
- a delegation made by Council,
- a policy made by Council, or
- a specific decision by Council.

“**Delegation**” means the authority for a Committee or the Chief Executive Officer to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organizational responsibility.

“**Policy**”, as the context requires, means either:

- a procedural direction to officers to implement Council’s wishes or instructions in a particular way; or
- the authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

“**Instruction**” means the requirement for a staff member to act in accordance with a direction given by a senior officer of the Shire.

There is often confusion about how the terms “Shire” and “Council” are used. In this document –

“**Council**” means the elected members of the local government, as a body

“**Shire**” means, as the context requires –

- the corporate entity of the local government, or
- the physical area of the local government

DLGCRD Guidelines No.17 – Delegations

The Department of Local Government and Communities and Regional Development has published Guidelines for the formation of Delegations.

Of note, the Guidelines outline the concept of “delegation” and “acting through” in parts 3 and 4, particularly in paragraph 13 where it is stated–

... the key difference between a delegation and “acting through” is that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

In effect, “acting through” is an action that could reasonably be expected to be carried out as the result of a decision by Council (e.g. advertising of a tender), or as a function reasonably expected of the position that a person holds.

Not all matters which will be recorded in Policy are “acting through” matters, similarly, not all “acting through” matters will have listed. Policy describes how that action or some other action, is to be carried through.

New or Amendments to Policies

Council may make new policies, or resolve amendments, at any time.

However, unless specifically resolved that the authority is to be included in the Policy Manual, the direction to act is for a specific matter, and is not a general or on-going direction.

Review of Policies

There is no required timetable for the review of policy, however, it is suggested that it should be done regularly to ensure that policies are relevant, current and understood.

It is a requirement of the Local Government Act s.5.18 and s.5.46 (1) that all delegations made under the authority of that Act, be reviewed at least once in each financial year.

To ensure the Policy Manual is up to date, it should have an administrative review by at least once a year, and a report made to Council on matters needing amendment or inclusion.

Format of Policies

Each Policy is laid out so that the foundations and origin of the Policy are listed first. This includes any legislation that may impact on the use of the Policy, as well as a general comment regarding its purpose, and a history of its origins and amendments etc. It is background to the Policy and is not a part of the Policy.

The Policy Statement is the actual resolution of Council, and as such it has the weight of being an instruction.

A Comment section is included that may have additional background information where appropriate, explaining specific aspects of the Policy, an indicator of previous use, or reminder.

Generally, the text of a Policy Statement is kept as brief as reasonable. Where an extended Policy Statement is required, this is usually inserted as a Policy Schedule. Unless specifically stated, a Policy Schedule is to be treated as part of the Policy Statement.

1. COUNCIL / GOVERNANCE

1.1 Code of Conduct

Introduction	<p>The Local Government (Rules of Conduct) Regulations were Gazetted in 2007, effective following the Local Government elections.</p> <p>The Local Government Act s.5.103 requires Council to adopt a Code of Conduct.</p> <p>Administration Regulations r.34B and 34C detail matters that must be covered by the Code of Conduct.</p>									
Objective	<p>The Regulations apply to Councillors, but not to employees or to members of the public who may be appointed to a Committee.</p>									
History	<table><tr><td>Formerly Adopted</td><td>Separate Document Adopted</td><td>29 November 2012</td></tr><tr><td>Adopted</td><td></td><td>25 June 2015</td></tr><tr><td>Adopted</td><td></td><td>30 August 2018</td></tr></table>	Formerly Adopted	Separate Document Adopted	29 November 2012	Adopted		25 June 2015	Adopted		30 August 2018
Formerly Adopted	Separate Document Adopted	29 November 2012								
Adopted		25 June 2015								
Adopted		30 August 2018								
Policy Statement										

1. The following Policy Schedule 1.1 – Code of Conduct is adopted, and forms part of this Statement.

2. The Code of Conduct applies to –

- Councillors, insofar as it is not contradicted by the Local Government Act or Rules of Conduct Regulations,
- all employees
- members of the public appointed to a Committee of Council.

– *End of Policy*

COMMENT

Policy Schedule 1.1 – Code of Conduct

FOR COUNCIL MEMBERS, COMMITTEE MEMBERS & STAFF

Based on WALGA Model of February 2008

PREAMBLE

The Code of Conduct provides Council Members, Committee Members and staff of the Shire of Menzies with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in–

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows: "A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;
- (b) provides leadership and guidance to the community in the district;
- (c) facilitates communication between the community and the council;
- (d) participates in the local government's decision-making processes at council and committee meetings; and
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the Chief Executive Officer as set out in S 5.41 of the Local Government Act 1995 : -

"The Chief Executive Officer's functions are to —

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*
- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the Chief Executive Officer."*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

"(1) The council —

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

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee 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.
- (b) 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 Shire, without first making disclosure to the Chief Executive Officer. In this 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.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee 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.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -
 - (i) in a written notice given to the Chief Executive Officer before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.

- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- (e) If a person who is an employee makes a disclosure in a written notice given to the Chief Executive Officer before a meeting to comply with requirements of items (a) or (b), then -
 - (i) before the meeting the Chief Executive Officer is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee 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 inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 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.

3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or 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.

3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

- (a) *that cannot be undertaken without an authorisation from the local government; or*
- (b) *by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) *a gift from a relative as defined in S 5.74(1); or*
- (b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- (a) *a gift worth between \$50 and \$300; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) *a gift worth \$300 or more; or*
- (b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who-
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the Chief Executive Officer, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include-
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition)-
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the 6-month period.
- (d) The Chief Executive Officer is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the Chief Executive Officer, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - make no allegations which are improper or derogatory (unless true and in the 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; and
 - always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) 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 favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee 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 any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

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

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

- (i) 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.
- (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a 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;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
- (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

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

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources Council Members and staff will:

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

5.2 Travelling and Sustenance Expenses

Council Members, Committee 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 provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council 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 the Council.

– End of Schedule

1.2 Disclaimer

Introduction	Council has adopted as policy the following Disclaimer, which is to be displayed in the Administration Office in a prominent position. Visitors to the Council and customers must be made aware of the Disclaimer.
Objective	
History	Formerly – Policy 2.1 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

The following Disclaimer Statement is to be published–

- in the Agendas to all Council and Committee Meetings, and
- on the Shire website at the tab providing access to Agendas and Minutes

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Staff. The Shire of Menzies disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation of approval made by a member or officer of the Shire of Menzies during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Menzies. The Shire of Menzies warns that anyone who has an application lodged with the Shire of Menzies must obtain and only should rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Menzies in respect of the application.

– End of Policy

COMMENT

1.3 Shire Logos

Introduction	The Shire logos are copyright to the Shire.
Objective	This Policy is intended to provide guidance concerning use of the logo.
History	Formerly – Policy 2.1 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The official logo of the Shire is –



2. The official logo should be used –
 - on all Shire publications, letterheads, promotional materials etc
 - where the Shire has provided sponsorship or support for a program, activity or advertisement
 - o e.g. – scholarship programs, ICP support etc
3. Private use of the official logo is not permitted –
 - unless the proposed use benefits the Shire or community through promotion of the district, directly or indirectly, for example –
 - o permitted on a tourism promotion brochure indicating a facility or event is located within the Shire
 - o not permitted on private communications, advertising etc
 - on materials which are provided by the Shire, or
 - without the prior approval of the Chief Executive Officer
4. Approval for use of materials provided by the Shire or for private use of the official logo, may be withdrawn if Council is of the opinion that it is being misused, or is for an inappropriate purpose.

For example –

- to imply Shire support of a particular service, activity etc in preference to others, where no such support has been given
- to imply Council authorisation or endorsement of a particular person or position, where no such endorsement has been given.

5. Promotional logos of the Shire are –



6. Use of the promotional logos is encouraged wherever it is appropriate and may enhance the image and recognition of the Shire.

– End of Policy

COMMENT

Private use of the official logo is only to be permitted where there is some identifiable benefit to the Shire or community.

1.4 Elected Member Records – Capture and Management

Introduction	The State Records Office requires elected members to retain and produce various records.
Objective	To meet the obligations imposed on elected members and the organisation by the SRO under the State Records Act.
History	Adopted 29 November 2012 Reviewed 30 October 2014 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. State Records Office policy imposes the obligations on elected members and the organisation under the State Records Act 2000.
2. In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council and committees of Council.
3. This requirement should be met through the creation and retention of records of meetings of Council and committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.
4. Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision-making processes of Council.

– *End of Policy*

COMMENT

Policy review in line with Recordkeeping Plan review conducted October 2014.

1.5 External Organisations – Council Representatives and Expenses

Introduction	<p>Council nominated representatives to a number of external organisations from time to time, but the nominated person may not always be available.</p> <p>The Local Government Act 1995 provides two different classifications of expenses that can be reimbursed to members. They are those that “shall” be paid and those that “may” be paid</p>
Objective	<p>To ensure that Council is represented by an authorised nominee at meetings, by specifying the organisations and order of precedence to represent Council.</p> <p>To establish the basis upon which Council will reimburse travel and other expenses (accommodation and meals) pursuant to section 5.98 of the Local Government Act 1995 (Discretionary Expenses)</p>
History	<p>Former – Policy 4.4 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018</p>
Policy Statement	

1. Council nominates representatives to the external organisations.
2. Nominations as Council representatives to external organisations are to be reviewed and confirmed or new nominations made, at the first meeting following the ordinary Local Government elections, to hold office until the meeting following the next ordinary Local Government elections, subject to the provisions of the Local Government Act.
3. Should a representative or deputy representative resign their nomination or become disqualified to continue as a Councillor, their nomination lapses immediately, and Council will decide a new nomination at the next meeting.
4. Subject to the Constitution or Rules of the Organisation, if precedence needs to be determined due to unavailability of the representative or for some other reason, the order of priority will be –
 - a) Council’s nominated representative/s
 - b) Council’s nominated deputy representative/s
 - c) A Councillor as nominated by the President or the Chief Executive Officer

– End of Policy

COMMENT

Refer also Policy 3.2 – Conference and Training Expenses concerning accommodation, meals and out-of-pocket expenses etc.

At minimum, nominations must be reviewed at the first Council Meeting held after general Local Government elections as all appointments lapse at this time, other than statutory appointments. Review may also be required if a position becomes vacant during the term of office of a Councillor.

Although external organisations are not Committees of Council, recent changes now mean the elected member is entitled to meeting fees (LG Act s.5.98 (2A)). Admin Regulation 30 (3A) stipulates the meetings where a fee may be claimed, and (3B) stipulates the fee to be between \$30 and \$70 per meeting.

Travel and out of pocket expenses may be paid in accordance with policy.

1.6 Recognition of Service – Elected Members

Introduction	<p>Written permission of the Minister for Local Government must be obtained prior to any change to this Policy.</p> <p>This Policy is a Financial Interest as defined by the Local Government Act s.5.60 and 5.60A and the consent of the Minister under s.5.69, is therefore required prior to any amendment, alteration or revocation of the Policy.</p> <p>The Policy is made under the authority of the Local Government Act s.5.100A and the Administration Regulationsr.34AC.</p> <p>Although Councillors are able to claim travel, meeting expenses etc as of right, it is considered appropriate that there be some recognition fromthe Shire on behalf of the community, for their commitment to the district.</p> <p>Where qualifying, enquiries should also be made through the Department of Local Government and Communities to obtain a Certificate of Appreciation from the Minister.</p>
Objective	To recognise the service of, and show appreciation to, departing Councillors.
History	<p>Former – Policies 4.5, 4.6, 4.7</p> <p>Replaced – 29 November 2012</p> <p>Adopted 25 June 2015</p> <p>Adopted 30 August 2018</p>
Policy Statement	

1. Each departing Councillor shall receive an appropriate plaque or certificate of service.
2. Outgoing Shire Presidents, whether retiring from Council or relinquishing the office of President, may be presented with their gavel and striker plate suitably engraved on the completion of their term of Shire President.
3. The Chief Executive Officer is to arrange a suitable gift for departing Councillors, up to the specified value, after the following periods of service –

Less than 4 years of service	Nil
More than 4, less than 8 years of service	\$150
More than 8, less than 12 years of service	\$300
More than 12, less than 16 years of service	\$750
16 or more years of service	\$1,000
4. The cumulative value of commemorative plaque or certificate, gavel & striker plate and gift is not to exceed the limits specified in (3) above.
5. Multiple periods of service as a member of Council are to be considered individually according to each period, and not cumulatively.
6. Where qualifying, application for a Certificate of Appreciation from the Minister is to be made through the Department of Local Government.
7. Presentation of any commemorative plaque, certificate or gavel & striker plate and gift will generally be made at the final meeting being attended by the Councillor, or at an alternative function.
8. Councillors are entitled to a civic dinner after they have completed three (3) terms or twelve (12) years in office.

– *End of Policy*

COMMENT

The Minister for Local Government must give Councillors written permission to consider adoption or amendment of this Policy.

Councillors must still declare a financial interest.

1.7 Enterprise Risk Management

Introduction	<p>The Shire of Menzies is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.</p> <p>AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives”.</p> <p>A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.</p> <p>Risk Management is the application of coordinated activities to direct and control an organisation with regard to risk.</p>				
Objective	To manage and review risks throughout the organisation on a continuous basis.				
History	<table> <tr> <td>Adopted</td> <td>25 June 2015</td> </tr> <tr> <td>Adopted</td> <td>30 August 2018</td> </tr> </table>	Adopted	25 June 2015	Adopted	30 August 2018
Adopted	25 June 2015				
Adopted	30 August 2018				
Policy Statement					

The Shire of Menzies considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that give rise to that risk.

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

In particular it will be applied to:

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

Risk Management Objectives:

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

Responsibilities:

- Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.

- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.
- The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review

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

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the shire of Menzies.

– *End of Policy*



April 2015

SHIRE OF MENZIES

Frameworks for –
Enterprise Risk Management
Internal Control
Legislative Compliance

CONTENTS

1	ENTERPRISE RISK MANAGMENT	29
1.1	Executive Summary	29
1.2	Enterprise Risk Management	29
1.3	Statutory Environment	29
1.4	Information sources	30
2	ERM POLICY	30
3	ERM FRAMEWORK.....	32
3.1	Definitions	32
3.2	Scope of responsibility	32
3.3	Consultation and Communication	33
3.4	Process	33
3.5	Analysing Risks	34
3.6	Training and Development	36
4	ERM ASSESSMENT	37
4.1	Risk Assessment, Review & Reporting	37
4.2	Monitor and Review	38
5	INTERNAL CONTROL.....	38
5.1	Overview	38
5.2	Roles	39
5.3	General Internal Control	39
5.4	Financial Internal Control	40
6	INTERNAL CONTROL FRAMEWORK.....	41
6.1	IC Framework	41
6.2	Plan of action	41
6.3	Review process	42
6.4	Issues for Council	42
7	LEGISLATIVE COMPLIANCE.....	43
7.1	LC Overview	43
8	LEGISLATIVE COMPLIANCE FRAMEWORK	44

ENTERPRISE RISK MANAGEMENT

Executive Summary

The purpose of implementing enterprise risk management at the Shire of Menzies is to develop a culture, processes and structures that are directed towards the effective management of risks that may present potential adverse effects and opportunities to the strategic, operational and project functions and objectives of the organisation. It is also designed to reduce the potential cost of risks from adverse incidents by reducing liability, litigation, exposure to loss and to mitigate and control this loss.

The key principles that drive the Shire of Menzies's risk management are –

- Creates value
- Aids in our decision making based on best available information
- Explicitly addresses uncertainty
- Is systematic and structured
- Can be tailored to suit our organisations structure and capacity
- Takes into account cultural and social aspects of our staff
- Is transparent and inclusive throughout the organisation
- Is dynamic, iterative and responsive to change in the organisation
- Delivers continual improvement and enhancement of processes and practices in the organisation

Enterprise Risk Management

Often, risk management is taken to mean the physical risks associated with employment – possibility of injury, chemicals, assault and so on. However, an organization faces many additional risks from inside and outside the organisation, including some which are completely out of the control of the organisation.

While physical risks are a part of this framework, the intention is to consider the much broader range of risks that confront the enterprise.

In this document “risk”, “risk management” and similar terms are to be taken as meaning all risks that may confront the Shire, and unless specifically stated, are not limited to physical or OHS risks.

Statutory Environment

Local Government (Audit) Regulations 1996 –

17. *Chief Executive Officer to review certain systems and procedures*

(1) *The Chief Executive Officer is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

(a) *risk management; and*

(b) *internal control; and*

(c) *legislative compliance.*

(2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

(3) *The Chief Executive Officer is to report to the audit committee the results of that review.*

Information sources

Information was sourced from –

- City of Albany,
- City of Nedlands,
- Department of Local Government and Communities,
- Local Government Insurance Services – various Councils
- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- Local Government Act 1995
- Shire of Menzies Risk Management Policy and Assessment
- Shire of Leonora, Council Minutes May 2014

ERM POLICY

Adapted from Dept of Local Government Model Risk Management Policy

The following Policy was adopted by Council on 30 April 2015.

Introduction	<p>The Shire of Menzies is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.</p> <p>AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives”.</p> <p>A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.</p> <p>Risk Management is the application of coordinated activities to direct and control an organisation with regard to risk.</p>
Objective	To manage and review risks throughout the organisation on a continuous basis.
History	Draft
Policy Statement	

The Shire of Menzies considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that give rise to that risk.

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

In particular it will be applied to:

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

Risk Management Objectives:

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

Responsibilities:

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

Monitor and Review

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

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire of Menzies.

– *End of Policy*

ERM FRAMEWORK

Objectives

- 1) To communicate the Council's holistic approach to risk management to all key stakeholders.
- 2) To protect and enhance the reputation of the Council and the Shire, demonstrating their robust corporate governance, timely and efficient delivery of services and fulfilment of the Shire's strategic objectives.
- 3) To adhere to and implement risk management procedures in all aspects of business management practices in the organisation.
- 4) To define the Council's level of risk tolerance and risk appetite, ensuring that all key risks are adequately managed
- 5) To ensure all employees are made aware of the need to manage risk and to promote a culture of participation in the process
- 6) To provide a consistent process that enables continual improvement in decision making, and insight into organisational risks and their impacts

Definitions

- **Consequence:** outcome of an event
- **Likelihood:** chance/probability/frequency of an event occurring
- **Residual risk:** remaining level of risk after risk treatment
- **Risk:** The effect of uncertainty on objectives.
- **Risk analysis:** systematic use of available information to determine how often specified events may occur and the magnitude of their consequences
- **Risk Management:** The culture, processes and structures directed towards realising potential opportunities whilst managing adverse effects for all categories of risk, and not limited to OHS.
- **Risk Management Process:** Coordinated activities to direct and control an organisation in regard to risk.
- **Risk Treatments:** the provision of policies, standards and procedures or actions to eliminate or minimise adverse risks
- **Risk tolerance:** level of risk/residual risk that the Shire is willing to accept for every day work, projects or events
- **RMO:** Risk Management Officer.

Scope of responsibility

The responsibility of Risk Management will fall on all levels of the organization including Council, Audit and Risk Committee, and staff.

Council

Council is responsible for –

- Ensuring that a Risk Management Policy has been developed and adopted throughout the Shire;
- Establishing the risk tolerance level of the Shire; and
- Mandating the risk management framework.

Staff

The Shire of Menzies's ERM policy identifies the following responsibilities for all staff –

- Ensuring that risks in the work area are identified and managed
- Proactively working with supervisors in reducing risk in your work area
- Follow through on actions to ensure remediation of risk where identified.

Consultation and Communication

Effective and open communication and consultation with stakeholders during the risk management process is crucial, as each stakeholder will have a varying perception of risk and their decisions will be based on this.

A consultation and communication process will encompass all levels of the organisation to ensure stakeholders impacted by decisions have had sufficient chance to comment and provide feedback.

Process

As part of preparing to undertake daily business tasks, planning and implementing projects and events or coordinating the delivery of business unit's services, it is imperative that all staff recognize risks that may impact deliverables to both internal and external stakeholders.

A - Communicate and Consult.

Provide, share and obtain information with internal and external stakeholders during all stages of the risk management process.

B - Establish the Context. Define both internal and external factors to the Shire that may have an effect on the risk management process such as risk source and risk type

C - Identify Risks. Recognise and adequately describe risks in their day-to-day business routines

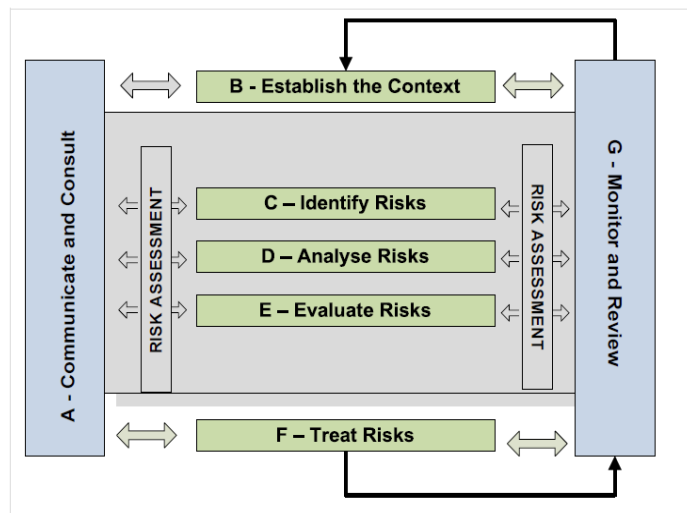
D - Analyse Risks. Three steps to analyse risk. More detail follows.

E - Evaluate Risks. Evaluating the risk will take into account the Shire's risk tolerance rating as and the return on investment in managing the risk

F – Treat Risks.

Introduce the appropriate risk control measure. For example: For people, health and safety use the hierarchy of controls below:

- **Eliminate the Hazard.**
For example: Engage specialist contractor for large tree pruning.
- **Substitute the Hazard.**
For example: Replace ladder with scissor lift, substitute solvent based paint with water based paint.
- **Engineering Controls.**
For example: Reverse alarms/lights fitted to plant, exhaust ventilation to remove fumes.
- **Administrative Controls.**
For example: Job rotation, work instructions, safety inspections.
- **Personal Protective Equipment (PPE).**



G - Monitor and Review.

This stage of the process will assess the implemented treatments to ascertain their effectiveness and alignment to the Shire's risk tolerance ratings. The review may be in the form of self-assessments of risk registers and treatment plans and internal quality assurance audit of the risk management process

Analysing Risks

Categories

The Shire of Menzies has defined its critical success factors and consequences in terms of impact on delivering the Shire's strategic, operational and project functions –

- **Business Interruption.**

The interruption and non-performance of functions by the Council.

- **Environment.**

Environmental risks from poor or inadequate practices and systems when working in the environment.

- **Financial Impact.**

Financial and Budgetary risks arise from the misuse and/or poor management of annual budget, government grants and funding.

- **Legal and Compliance.**

Legal implications and breaches, including fines and custodial sentencing and compliance with legislation and Local Laws.

- **Health and Safety for People.**

Occupational Safety and Health (OSH) of our own staff and that of our contractors, volunteers and members of the public. These risks arise from failing to adhere to the Shire's OSH Policy and failure to report and manage known hazards.

- **Property.**

Damage to Council property arising from mismanagement, vandalism and lack of security.

- **Reputation.**

Reputational and political risks arise from implementing incorrect decisions of Council and Executive, failing to adhere to legislation, misuse of public funds and acting unethically in business dealings.

Consequences

	Business Interruption	Environment	Financial Impact	Legal & Compliance	Health & Safety for People	Property	Reputational
Insignificant	No material interruption to business or services	Contained, reversible impact managed by on site response	Less than \$1,000	No noticeable regulatory or statutory impact	Negligible injuries	Inconsequential or no damage.	Unsubstantiated, low impact, low profile or 'no news' item
Minor	Short term interruption – backlog cleared < 1 day	Contained, reversible impact managed by internal response	\$1,001 - \$10,000	Some temporary Non-compliances	First aid injuries	Localised damage rectified by routine internal procedures	Substantiated, low impact, low news item
Moderate	Medium term interruption – backlog cleared by additional resources < 1 week	Contained, reversible impact managed by external agencies	\$10,001 - \$50,000	Short term non-compliance but with significant regulatory requirements imposed	Medical type injuries	Localised damage requiring external resources to rectify	Substantiated, public embarrassment, moderate impact, moderate news profile
Major	Prolonged interruption of services – additional resources; performance affected < 1 month	Uncontained, reversible impact managed by a coordinated response from external agencies	\$50,001 - \$500,000	Non-compliance results in termination of services or imposed penalties	Lost time injury	Significant damage requiring internal & external resources to rectify	Substantiated, public embarrassment, high impact, high news profile, third party actions
Sever	Indeterminate prolonged interruption of services – non-performance > 1 month	Uncontained, irreversible impact	More than \$500,000	Non-compliance results in litigation, criminal charges or significant damages or penalties	Fatality, permanent disability	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions

Risk Rating Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	SW / Chief Executive Officer
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Chief Executive Officer
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Chief Executive Officer
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	Chief Executive Officer/ Council

Likelihood Ratings

Level	Description	Example	Operational Frequency
5	Almost Certain	Expected to occur in most circumstances	More than once per year
4	Likely	Will probably occur in most circumstances	At least once per year
3	Possible	Should occur at some time	At least once in three years.
2	Unlikely	Could occur at some time	At least once in ten years
1	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

Risk Scoring Matrix

Likelihood		Consequences				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
5	Almost Certain	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
4	Likely	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
3	Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
2	Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

Rating of

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Training and Development

- 1) Education and further professional development in the areas of risk management will be supported by the Council and Chief Executive Officer.
- 2) Staff assigned to training, workshops and other means of learning will be expected to participate and contribute to the outcomes.
- 3) All new staff and elected members are required to attend a risk management induction.
- 4) Refresher training will be provided to all staff on a yearly or more frequent as needs basis.

ERM ASSESSMENT

Risk Assessment, Review & Reporting Reporting

and Review

Risk reporting demonstrates that key risks are effectively managed and controlled to either mitigate their impact or exploit their outcomes as opportunities for growth.

- Risk identified, analysed and assessed and proposed treatments validated –
 - Chief Executive Officer
- High and extreme risks reported to Audit and Risk Committee –
 - Chief Executive Officer
- Monitor effectiveness by ensuring –
 - procedures used for identifying risks are adequate
 - Audit Committee, Chief Executive Officer
 - a reasonable balance between cost and risk
 - Council
 - the Shire is adequately protected against high and extreme risks
- Council

Risk Categories.

Reporting of risks in the Shire of Menzies will come under two main organisational functions.

- **Strategic.**
Risks that effect the achievement of the Organisation vision and objectives in the Strategic Plan.
- **Operational.**
Risk of loss resulting from inadequate or failed internal processes, people and systems, or from external events.

Review Time Line

- **Monthly –**
Staff report to SW / Chief Executive Officer.
- **Monthly –**
Staff report of high and extreme risks to the Chief Executive Officer.
- **Quarterly –**
Chief Executive Officer report of high and extreme strategic risks to Audit and Risk Committee

Monitor and Review

- 1) The Shire of Menzies shall implement and integrate an audit program process to report on the achievements of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.
- 2) The Chief Executive Officer will ensure that the risk management process, meetings and all other risk related documents will be stored in an adequate records management system.
- 3) Internal Auditing.
Implementation of an internal auditing program is to be completed by the Chief Executive Officer on an annual cycle or on an as needed basis.
- 4) The internal audit process will test the controls set in place by each directorate and will be supported by the assessment of key performance indicators set by the Chief Executive Officer.
- 5) External Auditing.
Any external auditing will be undertaken routinely, either as set out in the *Local Government (Financial Management) Regulations 1996* (Section 5: Financial management duties of the Chief Executive Officer) or on the direction of Council if required.

INTERNAL CONTROL

Adapted from Shire of Leonora

Overview

Internal financial control is a risk framework that manages the risk to the organisation from error or fraud and therefore assists in the achievement of a Council's objectives.

Internal financial control is necessary to –

- safeguard assets;
- ensure reliability of reporting;
- comply with legislation and Council directives

Effective internal financial control ensures resources are allocated in the most appropriate manner to operational and financial objectives. The benefits of systematic approach to risk include –

- elected members, the Audit Committee and senior staff having a clear view on key risks facing the Council;
- agreement across elected members, the Audit Committee and senior staff on the priorities to manage the key risks;
- controls operating effectively to reduce risks to an acceptable level;
- cost-savings through an efficient controls environment; and
- Council being confident that its administration is operating effectively.

Internal controls need to address –

- adequate separation of duties in the financial operations, including procurement,
- independent checks of changes to key master data files;
- regular reconciliations and separate certification (e.g. reconciliation of bank account balance to amount showing in general ledger).

Roles

The role of the Audit Committee is to govern the integrity of the entity's financial information, systems of internal control, and the legal and ethical conduct of employees.

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

The Audit Committee is a formally appointed committee of Council and is responsible to that body.

The Audit Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility.

The Audit Committee does not have any management functions and cannot involve itself in management processes or procedures.

The key role of internal audit is to provide assistance to the Council's audit committee in discharging its governance responsibilities. It does this by –

- Providing an objective assessment of existing risks and the internal control framework
- Performing reviews of the compliance framework and specific compliance issues
- Conducting regular analysis of business processes and associated controls.
- Performing ad hoc reviews for specific areas of concern, including unacceptable levels of risk
- Reviewing the operational performance of the Council and providing recommendations for more effective and efficient use of resources.

The Chief Executive Officer has a key role in the establishment and development of an effective internal control environment, as it ultimately sets the operational tone of the Council, and should reflect the ethics, integrity and values held by the Council.

Important note – In some instance, particularly in relation to staff matters, elected members do not have the legal capacity or the right to know the details, or to influence the process, but are limited to knowing that the process has been undertaken.

General Internal Control

An effective and transparent internal control environment is built on the following key areas –

- integrity and ethics;
- policies and delegated authority;
- levels of responsibilities and authorities;
- audit practices;
- information system access and security;
- management operating style; and
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority;
- documented policies and procedures;
- trained and qualified employees;
- system controls;
- effective policy and process review;
- regular internal audits;
- documentation of risk identification and assessment; and regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed –

- separation of roles and functions, processing and authorisation;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations; and
- comparison of the result of physical cash and inventory counts with accounting records.

Financial Internal Control

Financial internal control, as a specific part of a Council's broader internal control processes, is designed to assist the Council in addressing risk of fraud and error, improving reliability of financial reporting and compliance with laws, regulations and policies. It focuses on Council's financial processes and functions that deal with, but are not limited to, budgeting, financial reporting, transaction processing, financial delegations, accounting and works staff.

Financial internal control will not remove all risk but is a means of managing risk and reducing the likelihood and consequence of adverse events. A system of financial internal control is essential to ensure that resources are allocated in the most appropriate manner, operational and financial objectives are being met and facilitate compliance with the accountability provisions of the Local Government Act.

INTERNAL CONTROL FRAMEWORK

Adapted from Shire of Leonora

IC Framework

The following sets out a step by step process that is proposed to follow for the Shire's internal controls

- a) Identify problems and risks that have been raised by the external auditor, Audit Committee, Council staff etc. and which should be addressed by internal financial controls;
- b) Consult with staff and elected members regarding the objective of the review and provide an outline of the process, ensuring that senior management is kept informed of progress;
- c) Identify officers responsible for each business activity and arrange for them to participate in the review;
- d) Undertake an internal financial controls review for each of the business activities to –
 - examine current procedures;
 - identify key risks threatening the achievement of Council's objectives;
 - identify existing internal financial controls;
 - assess current controls for effectiveness;
 - identify any new controls needed as well as existing controls requiring adjustment;
 - identify relevant officers for each internal control.

The review should not be seen as an audit of past transactions. Its objective is to identify, evaluate and document existing internal financial controls and recommend changes and/or new internal controls where necessary;

- e) Establish a database of internal controls in accordance with an agreed hierarchy;
- f) Propose the following detail should be recorded for each internal financial control –
 - Identification number of internal control for each risk
 - Description of the internal financial control
 - Current situation in regard to each internal control
 - Target date allocated to the implementation of the control
 - Responsible officer for each internal control
 - Checking officer and/or if the internal control is included in the 'Spot Check' process (refer below in the Review Process)
- g) For each risk identified, an assessment of its likelihood and consequence should be undertaken according to the classifications included;
- h) The final inherent risk is determined by using the two ratings above and applying these to the table in section 3.6.5 to identify overall risk. The assessment process should not be considered to be exact, however there is value in allocating time to considering the likelihood and consequences of each risk.

The strategy above may be implemented by Councils' own staff or by external consultants. However, regardless of who undertakes this work, it is important that the risks to Council are kept in mind and necessary internal controls, even if they are unpopular, are recommended. Resources required to implement new internal controls should be considered and an assessment of these costs against the ensuing benefits from the internal control should be made.

Plan of action

An outcome of an internal financial controls review will be a list of controls for implementation or refinement. It is likely that all staff will be affected by the internal financial controls, not just finance staff. To ensure these controls are actioned and the Council receives the full benefit of the review it is important that Council's senior management team drives the process.

In order to implement these controls Council should prepare an action plan. The plan identifies the internal controls requiring action by each staff member responsible for specific tasks and includes deadlines for completion of each control. The controls which are most critical should be processed first and all timelines identified in the plan should be achievable.

The action plan should be agreed to by all staff members responsible for specific tasks and should be a regular agenda item to the senior management team and Audit Committee meetings, until all controls have been completed.

Review process

A council will need to factor in a review process. Enterprise risks faced by Council can and do change and a critical element of any comprehensive internal financial control model is regular monitoring and/or review to ensure the internal controls remain effective and are functioning properly.

In order to maintain confidence in its internal financial controls, a Council should conduct regular spot checks on key or “core” controls. If spot checks are undertaken regularly the timing for a full review may be extended. Ideally an internal auditor would undertake such checks within an internal audit program but not all Councils have internal auditors. Alternatively, a staff member responsible for specific tasks might be required to certify on a regular basis that the internal financial controls relating to his or her position are in place and are being observed.

When a full review is undertaken, the controls that will be subject to a ‘spot check’ should be identified. These controls can be removed, or new controls added at any time.

If new systems are introduced, or when staff leave the organisation and are replaced, it is essential that any internal financial controls that relate to that position are reviewed within the context of the new system, and/or with new officers.

Issues for Council

Elected members and Chief Executive Officers have a responsibility to ensure that the Councils’ operations are conducted in compliance with appropriate laws, regulations and standards.

An effective suite of internal controls is a vital tool to ensure that activities are carried out in an efficient, compliant, reliable and transparent manner. Effective internal controls help provide a reasonable assurance that Councils’ financial systems produce reliable information for reporting. Councils’ Audit Committee and external auditors take account of internal control practices when forming their advice and opinions.

Council should establish and maintain a robust and wide-spread internal control regime throughout their organisation. These internal controls should –

- reflect a co-ordinated and systematic approach to risk management;
- be embraced by management and the responsible officers within the organisation;
- be consistently recorded within a whole-of-organisation framework;
- have an associated plan of action to ensure that the controls are correctly implemented;
- include procedures for reporting immediately any significant control failings or weaknesses that are identified together with details of corrective action being undertaken; and
- be subject to periodic review at a frequency appropriate for each control. Refer Risk Management Assessment/Report (Business – Statutory Compliance).

One of the Issues / Actions / Treatments proposed is the creation of a Legislative Compliance Calendar for monthly quarterly and annual tasks to be completed. This calendar will have the dual purpose of improving internal control by specifying dates and time periods for appropriate measures.

LEGISLATIVE COMPLIANCE

LC Overview

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include –

- Monitoring compliance with legislation and regulations;
- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review;
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these;
- Reviewing management disclosures in financial reports of the effect of significant compliance issues;
- Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee;
- Considering the internal auditor's role in assessing compliance and ethics risks in their plan;
- Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and
- Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

LEGISLATIVE COMPLIANCE FRAMEWORK

Refer Risk Management Assessment/Report (Business – Statutory Compliance).

One of the Issues / Actions / Treatments proposed is the creation of a Legislative Compliance Calendar for monthly quarterly and annual tasks to be completed. This calendar will have the dual purpose of improving internal control by specifying dates and time periods for appropriate measures

1.8 Official Communication

Introduction	The Shire of Menzies recognises the importance of the internet and social media as a modern and widely popular tool for community engagement.
Objective	These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Menzies to apply to any online medium where information may reflect back on the image of the Shire of Menzies.
Scope	To ensure responsible use of social media for official business whilst protecting the interests of the Shire of Menzies and to give guidelines for engaging in online conversations as representatives of the Shire of Menzies regardless of private or work-related access. Elected member communications must comply with the Code of Conduct and the <i>Local Government (Rules of Conduct) Regulations 2007</i> .
History	New Policy 30 August 2018 Adopted 30 August 2018
Policy Statement	

As a Local Government agency, the Shire of Menzies and its representatives must follow certain rules when participating in social media. This policy applies to:

1. Communications initiated or responded to by the Shire of Menzies with our community; and
2. Elected Members when making comment in either their Shire of Menzies role or in a personal capacity.

Members and staff must be aware that any comments or interactions they perform on a social media platform will be perceived by the public that their comments and views are that of the Shire of Menzies. Elected Members and staff should therefore ensure that their positions are in line with shire policies and positions.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

If the Shire of Menzies is referenced in any media by its representatives these guidelines apply.

As in all interactions, whether face to face or virtual, elected members and staff are representatives of the Shire of Menzies.

Official Communications

The Shire President is the official spokesperson for the Shire of Menzies and may represent the Shire of Menzies in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the *Local Government Act 1995*]

Where the Shire President / Mayor is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the *Local Government Act 1995*]

The Chief Executive Officer may speak on behalf of the Shire of Menzies, where authorised to do so by the Shire President. [s.5.41(f) of the *Local Government Act 1995*]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the Chief Executive Officer if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Menzies.

Communications by Elected Members, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Menzies into disrepute,
- compromise the person's effectiveness in their role with the Shire of Menzies,
- imply the Shire of Menzie's endorsement of personal views, or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Menzies.

Elected member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

– *End of Policy*

COMMENT

2. ACCOUNTING / AUDIT

2.1 Valuation of Non-Current Assets

Introduction	
Objective	
History	Formerly – Policy 3.2 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

In accordance with Accounting Standard AADB 1041 “Revaluation of Non-Current Assets”, the cost basis be used for measuring non-current assets by deeming the carrying amounts of all assets at 1 July 2001 to be their cost.

– *End of Policy*

COMMENT

2.2 Capitalisation of Assets

Introduction	
Objective	
History	Formerly – Policy 3.10 Replaced – 29 November 2012 Amended – 29 May 2014 Adopted 25 June 2015 Amended 27 July 2017 Adopted 27 July 2017 Adopted 30 August 2018
Policy Statement	

That assets purchased costing \$10,000 or more be capitalised and depreciated over the estimated life of the asset, and that asset purchases costing less than \$10,000 be accounted for as current expenditure.

– End of Policy

COMMENT

2.3 Annual Verification of Assets

Introduction	
Objective	
History	Formerly – Policy 3.12 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer is to ensure an annual verification of Shire Assets is undertaken in conjunction with review of insurances and the principles of Fair Value as required by legislation.
2. A report being presented to Council with recommendations for write-offs for unserviceable assets, noting disposals not yet effected, and inclusions of assets which may have been donated or otherwise acquired by the Shire.

– *End of Policy*

COMMENT

Now linked also to insurance review and regulations relating to fair value

2.4 Goods and Services Tax

Introduction	
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. In accordance with recommended practice, revenue, expenses and assets capitalised are stated net of any GST recoverable.
2. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

– *End of Policy*

COMMENT

2.5 Land Under Roads

Introduction	The Australian Accounting Standards Board 1051.8 (AASB 1051.8) Land Under Roads acquired on or before 30 June 2008 in Western Australia need not be recognised, however the Council must make an election to indicate this.
Objective	<p>Electing not to recognise the value of land under roads acquired prior to 1 July 2008 will avoid the complex, lengthy and most likely costly process of retrospectively identifying, assessing and measuring land under roads acquired in previous reporting periods.</p> <p>Land under roads acquired from 1 July 2008 will need to be accounted for in accordance with AASB 116 – Property, Plant and Equipment. This will mean its cost will most likely be its fair value at date of acquisition. The recognition of this land will in time inflate the value of infrastructure assets recognised in the Balance Sheet.</p>
History	<p>Adopted 29 November 2012</p> <p>Adopted 25 June 2015</p> <p>Adopted 30 August 2018</p>
Policy Statement	

In accordance with ASSB 1051- Land under Roads, Council elects to continue not to recognise the value of any land under roads acquired on or before 30 June 2008.

– *End of Policy*

COMMENT

UHY Haines Norton recommend Councils make a final election not to recognise land under roads acquired before 30 June 2008.

No benefit the Shire would gain from electing to account for the value of land under roads have been identified and it would create more accounting work for the Shire.

In determining whether land under roads should be recognised as an asset there is a conflict between accounting Standard AASB 1051 and Financial Management Regulation 16. In accordance with Financial Management Regulation 4(2) in circumstances where there is such a conflict, the Financial Management Regulation prevails to the extent of any inconsistency.

This inconsistency has the potential to cause issues for local government auditors as they are obliged to qualify financial reports where there is material non-compliance with the Australian Accounting Standards. Electing not to recognise land under roads acquired before 1 July 2008 will reduce the level of conflict between the Standards and the Regulations and therefore the likelihood of a qualified Audit Report.

3. ADMINISTRATION / ORGANISATION

3.1 Policy Manual – Changes to be Authorised

Introduction	A Policy establishes rules by which the business of the local government is conducted. Policy provides for a consistent approach to a given circumstance and is a statement that will be of considerable benefit to guide and assist Councillors, staff and the community in understanding the objectives of Council.
Objective	To establish principles in regard to the keeping of a Policy Manual and how it may be reviewed or changed.
History	Formerly – Policy 1.1 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. It is the policy of the Council to maintain a record of the various policies of the Council.
2. Policies are to relate to issues of an on-going nature. Decisions on single issues are not policy and are not to be recorded in the manual.
3. The objectives of the Council's Policy Manual are –
 - to provide Council with a formal written record of all policy decisions.
 - to provide the staff with precise guidelines in which to act in accordance with Council's wishes.
 - to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
 - to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
 - to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances.
 - to enable ratepayers to obtain immediate advice on matters of Council Policy.
4. Maintenance of Council's Policy Manual –
 - an official copy is to be retained by the Chief Executive Officer and updated as and when a policy is adopted, amended or deleted by the Council.
 - new, amended or deleted Policies are to be circulated to Councillors as soon as possible after resolution, preferably with the Minutes of the Meeting,
 - in the months after annual adoption of Delegations Register as required by the Local Government Act, the Chief Executive Officer is to carry out an administrative review of the Policy Manual annually, and recommend any additional, amendments or deletion of policies,
 - following the review and any changes resolved by Council, an updated copy of the complete Policy Manual is to be distributed to all Councillors.
5. Changes to Council Policy shall be made only on specific resolution of Council adopting, amending or revoking a particular policy, and clearly setting out details of the new or amended policy.

– End of Policy

3.2 Conferences, Meetings & Training – Attendance & Expenses

Introduction	
Objective	
History	Former – Delegations 12, 46 Policies 3.6, 3.7, 4.1, 4.2, 5.6 Replaced 29 November 2012 Amended February 2014 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The following Schedules are adopted, and form part of this Statement –
 - Policy Schedule 3.2 (a) – Conference etc – Request / Approval

2. Council acknowledges that there are a range of obligations and values for professional development, including –
 - legislative, in particular relating to occupational health and safety of employees
 - contractual for senior employees
 - governance
 - individual aspirations and aptitude of employees, where consistent with their employment role
 - direct social and community benefit
 - investment in the individual and community

3. Council encourages –
 - elected members to participate in training and attend the annual WALGA State Convention,
 - senior staff to attend the Annual State Conference relating to their profession,
 - all staff to improve their skills required for their role and that extend their relevant knowledge.

4. Where an elected member, employee or other person is authorised to attend a conference, meeting, training course or other business on behalf of Council,
 - a) the Shire will pay as specified in this Policy and its Schedules –
 - conference/meeting fees, accommodation
 - travelling
 - other necessary incidentals and out of pocket expenses upon production of receipts, and

 - b) with the exception of any changes made at the request of the attendee to any confirmed booking for
 - conference/meeting fees, accommodation
 - travelling
 for which the elected member, employee or other person travelling shall be entirely responsible for effecting the changes and all fees and total costs associated with making the changes

5. Approval to attend the conference etc. must be obtained from the Chief Executive Officer prior to the event. Retrospective claims will only be considered if –
 - shown that prior approval was not possible due to circumstances,
 - the person was the authorised deputy delegate attending in the place of an authorised nominee, unable to attend, and
 - the Chief Executive Officer is advised prior to the event of attendance or necessary change.

6. There is a presumption against meeting the expenses of –
 - Accompanying persons, observers or those not involved in the event, except where the

- attendance is appropriate for –
- for events such as WALGA Annual Convention or LGMA State Conference, or
 - Official functions where the accompanying person has also been specifically invited
- Attendance at events that have no requirement for presence of the authorised nominee or deputy, or are voluntarily attended as an observer, unless –
- Specifically authorised by Council, or
 - Clear benefit to the Shire or community is established.
7. There is an automatic presumption against overseas conferences and training. These will only be approved where there is demonstrated clear benefit (not simply relevance) to matters affecting the Shire. The Council may consider registration fees, accommodation costs and incidentals, but will not reimburse or cover travel costs except as specified in this Policy and its Schedules.
8. Any monetary limitations do not apply where a person is required or requested by Council to attend, or attendance is authorised by Council in excess of the Policy, prior to the event.
9. The Chief Executive Officer shall have regard to any Council Policy, and to Budget provision made for development of elected members and employees.
10. Council will cover costs in the following ways:-
- a) Accommodation shall be booked by administration and shall include all meals at the accommodation provider; or
 - b) A daily allowance shall be provided as determined at budget

– *End of Policy*

COMMENT

Policy Schedule 3.2 (a) – Conferences etc – Request / Approval

Request for Approval to attend Conference, Meeting or Training				
Applicant				
Position				
Event				
Location				
Departing				
Event commences				
Event concludes				
Returning				
COSTS	Registration costs, including			\$
Travel	Shire vehicle	Estimated fuel cost		\$
	Own vehicle	Km	At	\$
	Hire vehicle	Days	At	\$
	Aircraft	No.	Return	\$
Accommodation	Own Arrangements			\$ n/a
	Required	No nights		\$
Other				\$
Estimated total cost				\$
Purpose of event				
Benefit / Relevance to position				
Accompanying person	Requested / Not requested	Estimate of costs to be included above		
Relief staff	Required / Not required			
Signature & date				
Chief Executive Officer Comment				
Accompanying person	Approved / Not approved / Comment / Limits –			
Chief Executive Officer signature & date				

Original – to Applicant

Copy – to Personnel file

– End of Schedule

3.3 Legal Representation Costs Indemnification

Introduction	From time to time, Members and Officers of Council may need legal representation.
Objective	This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
History	Former Policy 6.2 Retained – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Introduction

This policy is designed to protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

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

2. General Principles

- a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interest of the local government or otherwise in bad faith.
- b) The local government may provide such assistance in the following types of legal proceedings –
 - i) proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks restraining order against a person using threatening behaviour);
 - ii) proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions)]; and
 - iii) Statutory or other inquiries where representation of members or employees is justified.
- c) The local government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.
- d) The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

3. Applications for Financial Assistance

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) A member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer.
- d) A member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the Local Government Act 1995.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5000 provided that the power to make such an authorisation has been delegated to the Chief Executive Officer in writing under section 5.42 of the Local Government Act 1995.
- f) Where it is the Chief Executive Officer who is seeking urgent financial support for legal services the Council shall deal with the application.

4. Repayment of Assistance

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

5. Acknowledgement of Policy

Council requires a person who is going to receive legal support from Council to acknowledge in writing the details of this policy prior to Council providing that legal assistance.

– *End of Policy*

COMMENT

3.4 Complaints – Administrative

Introduction	
Objective	
History	Former – Policy 2.8 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. This Policy does not apply where legislation stipulates a separate complaints procedure, such as –
 - Local Government Act 1995 –
 - s.5.107 – Complaining to complaints officer of a minor breach
 - s.5.114 – Making Complaint of a serious breach

2. For the purpose of this policy, a complaint alleges some irregularity and must be substantive in nature and is to be differentiated from what would be considered to be an error, or dissatisfaction.

Examples –

Error or dissatisfaction

Complaint about pothole in road
Rates too high
Works being done where not
Did not get the answer they
Council decision not in their favour

Irregularity and substantive

Complaint that previous reports not acted on or ignored
Rates improperly assessed
Works being undertaken in unsafe manner wanted
Staff dismissive or rude wanted
Council did not consider material information
in decision

3. A complaint may be general in nature or relate to a particular staff member, a part of the organisation, a Policy or a decision. Any person may lodge a complaint however staff cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded.

4. Receiving the Complaint –

- a) All written complaints and record of verbal complaints are to be directed to the Chief Executive Officer in the first instance
- b) The Chief Executive Officer is responsible for managing the resolution of disputes and complaints lodged with the Shire.
- c) The Chief Executive Officer or person directed to resolve the complaint will make every effort to promptly resolve disputes and complaints lodged with the Shire, according to the principles of procedural fairness.
- d) Complaints can be made – verbally, by letter, by e mail, or by fax.
- e) Where a verbal complaint is received, or the complainant refuses to put the complaint in writing, detailed notes are to be taken by the person receiving the complaint
- f) Complaints procedures at the Shire will be determined by –
 - Commitment
 - Fairness
 - Resources
 - Visibility & Accessibility
 - Assistance
 - Responsiveness
 - Charges
 - Remedies
 - Data collection
 - Systemic and recurring problems
 - Accountability
 - Reviews
- g) A Complaints Register is to be kept.

5. Investigating the Complaint –
 - a) Maintain confidentiality and impartiality
 - b) Resolve at the local level where possible and appropriate
 - c) Establish clear process for the registration and management of complaints and procedural fairness requirements
 - d) Analyse complaints data to facilitate service improvement and for consistency with Local Government Act
 - e) Clear communication to staff, Councillors and community members
 - f) Be proactive with respect to complaints management –
 - induction of staff
 - procedures
 - early intervention and management
 - communication
 - service improvement
 - g) Maintain a consistent approach to resolution of complaints
 - h) Maintain clear documentation
 - i) Quality assure procedures where you have line management responsibilities
 - j) Maintain confidentiality and impartiality
 - k) Acknowledge the corporate and legislative responsibility for complaints management

6. Resolving the Complaint –
 - a) Complaints are to be received and recorded as outlined in this policy.
 - b) All complaints are treated equally regardless of the manner in which they are lodged.
 - c) In all cases complainants are to be treated with courtesy and the contact is to be conducted and ended in a positive way.
 - d) Verbal Complaints –
 - Be courteous and positive to the caller at all times.
 - Assure the caller that their call will be taken seriously.
 - Listen to the caller at all times and without admitting any liability, display empathy with what they are saying.
 - Repeat the substance of their complaint to check your understanding of their position.
 - Explain the course of action that will now follow.
 - e) Written Complaints –
 - Write an acknowledgement letter to the complainant, ensuring that the complainant will receive this within the Shire’s identified timeframe.
 - In the letter, explain the course of action that will now follow and identify yourself/relevant person as the complainant’s contact person with regard to this matter.
 - f) Local complaints should be resolved within 14 work days where practical. This should be seen as the maximum time and should be less wherever possible.
 - g) Where there are likely to be unavoidable delays, the complainant should be contacted and kept informed of the status of their complaint. This contact may be made by telephone.
 - h) Where the Chief Executive Officer or President makes a judgement that a complaint is vexatious, trivial, without substance or does not warrant further action then the complaint is not investigated, and the complainant is informed of this decision in writing.

7. Outcome of the Complaint –
 - a) The Chief Executive Officer will advise the complainant in writing of the outcome of the complaint.
 - b) The outcome of completed complaints must be recorded. The *Register / Database* is used to track and analyse complaints.

– End of Policy

COMMENT

There is a temptation in many organisations to refuse anonymous complaints, however, this practice may leave the organisation open to criticism. An anonymous complaint may still have a valid grievance, but for whatever reason, does not wish to be identified. A judgement will have to be made as to the complaint’s reasonableness and objectivity.

3.5 Professional Advice

Introduction	
Objective	To obtain appropriate advice when necessary for the proper management of the Shire's affairs
History	Former – Delegations 9, 29 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer may obtain from Council's solicitors, auditors, workplace relations representatives etc, such advice and opinion as is considered to be necessary to enable the proper administration of the Shire's business.
2. The advice sought may be in support of a report or submission to the Council or a Committee or to clarify any other matter that requires specialist advice.

– *End of Policy*

COMMENT

3.6 Information Technology – Access and Use

Introduction	<p>This Policy outlines the conditions governing use of all Information Technology (IT) facilities provided by the Shire of Menzies.</p> <p>Information technology resources are provided to support the Shire’s administrative and operational activities. These resources include the Shire’s network, desktop computer systems and software, internet access, electronic mail (email), mobile devices and related services.</p> <p>Users of these systems are expected to comply with the following policy schedule which is written with the intent of protecting the integrity of these systems so as to provide reliable IT services to users, and also to protect the right of each employee to work in a healthy and safe environment.</p>						
Objective	<p>This policy deals with the provision of information technology resources by the Shire and the associated responsibilities of authorised users when accessing these resources.</p>						
History	<table> <tr> <td>Adopted –</td> <td>November 2013</td> </tr> <tr> <td>Adopted</td> <td>25 June 2015</td> </tr> <tr> <td>Adopted</td> <td>30 August 2018</td> </tr> </table>	Adopted –	November 2013	Adopted	25 June 2015	Adopted	30 August 2018
Adopted –	November 2013						
Adopted	25 June 2015						
Adopted	30 August 2018						
Policy Statement							

1. The following Schedule/s are adopted, and form part of this Statement –
 - Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology
 - Policy Schedule 3.6 (b) – Control, Management and Security
 - Policy Schedule 3.6 (c) – Internet Access
 - Policy Schedule 3.6 (d) – Email Use
 - Policy Schedule 3.6 (e) – Internet and Email Record Keeping
2. This Policy and its Schedules are to be provided to all staff having access to information technology, as part of their induction and employment information provided.
3. Policy acceptance by Employee – I have received and read the Policy and associated Schedules and agree to comply with the requirements.

Name _____

Received by

Date _____

Date _____

– End of Policy

COMMENT

Policy Schedule 3.6 (a) – Principles of Access and Use of Information Technology

1. Introduction

Information technology resources are provided to support the Shire's administrative and operational activities. These resources include the Shire's network (desktop, notebook and tablet computer systems and mobile phones) and software, internet access, electronic mail (email) and related services.

Users of these systems are expected to comply with the policy which is intended to protect–

- the integrity of these systems so as to provide reliable IT services to users, and
- the right of each employee to work in a healthy and safe environment.

2. Ethics

Respect the rights of others, and comply with other policies regarding occupational health and safety, harassment, equal opportunity etc. Do not engage in behaviour, which violates these policies.

Personal use must not interfere with or detract from work purposes, activity or employee time.

3. Legislation

a) Occupational Safety and Health

Employees have a duty not to adversely affect their own or any other person's health and safety at work. Distribution of offensive material through the Shire's IT systems that may cause trauma or distress to other employees, or the use of these systems to bully or intimidate other employees may be construed as a breach of the Occupational Safety and Health legislation.

b) Equal Opportunity

The Equal Opportunity Act 1984 WA prohibits discrimination (on grounds including gender, race and religion etc) and sexual harassment. Examples of discrimination and harassment include but are not limited to the following–

- reference to a particular class of persons based on their race,
- sending of pornographic material to a fellow employee,
- annoyance of others, interference or attempt to modify or destroy their work or data,
- behaviour that may be construed as intimidating or bullying.

c) Freedom of Information

Computer records including internet usage and emails are subject to FOI obligations.

d) Copyright

Respect the legal copyright rules. Copyright provisions also relate to downloading of software and documents. Do not distribute or install software without first obtaining approval from the Chief Executive Officer. Always assume website content to be subject to copyright unless stated otherwise.

e) Council Policy

Council Policies and instructions issued by senior staff apply. These include–

- Equal Employment Opportunity
- Occupational Health and Safety
- Harassment and Grievances
- Records Keeping Plan

f) Records Management

Respect the need to maintain other internal systems. Use of internet and email is subject to the State Records Act, and the requirements of the Shire's Record Keeping Plan.

4. Defamation

A person defames another if they publish a statement or comment (written or verbal) which is likely to cause an ordinary, reasonable member of the community to think less of that other or to shun or avoid that other. Generally, any comments which disparage another person's business or professional acumen, suggest that a person may have committed a crime or refer in a disparaging way to a person's personal attributes would be considered to be seriously defamatory. Any person who is party to the publication of defamation may be liable for payment of substantial damages.

5. Personal Use

Reasonable personal use of Shire IT resources may be permitted (in the user's own time) provided that it does not –

- negatively impact upon the user's work performance, hinder the work of others nor make any modification to any IT resource,
- result in additional cost to the Shire.

Reasonable use in a particular circumstance will be a matter to be determined by the Chief Executive Officer.

6. Restrictions

Prohibited uses of Shire IT resources are –

- any illegal purpose,
- transmission or access to any material in violation of any Commonwealth or State legislation, including copyright material, threatening or obscene material, or information protected by trade secret.
- conduct private commercial activities including eBay and similar online auction sites.
- access, create, store or distribute pornographic material of any type.
- to gamble or play games.

7. Consequences

Users found to have breached this policy may be subject to disciplinary action under law or adopted Council policies.

Criminal offences will be reported to the Police. Penalties that may result can be substantial, e.g. up to \$10,000 under the Occupational Health and Safety Act for some offences.

8. Mobile communications

In so far as is applicable, this policy applies to mobile phones, tablets etc provided for Shire purposes.

– *End of Schedule*

Policy Schedule 3.6 (b) – Control, Management and Security

1. Access Control

- a) On-site and remote access to information systems is controlled by the Chief Executive Officer. Users are granted access on the basis that their use of IT resources shall be responsible, ethical and lawful at all times.
- b) When a new employee commences, the Chief Executive Officer is to determine the level of system access required.
- c) As a condition of employment all new employees who have access to Internet and/or email are required to complete the policy acceptance form.
- d) The Shire may modify, upgrade, withdraw or otherwise alter any IT facilities without notice.
- e) The Shire has ownership of all files and e-mail messages stored on Shire computers and may examine and/or monitor without notice, all computer data and software on its facilities.

2. Computer Systems

- a) Work Purpose – Computer systems are provided as a tool to support the operations of the Shire. Each computer is installed with a standard operating environment plus additional user specific tools.
- b) Personal Use – Limited personal use of computer systems is allowed provided such use is reasonable in terms of time and cost.
- c) Prohibited Use – Under no circumstance are users to install –
 - software or utilities on Shire computers that are not licensed, and work related. Permission must be obtained from the Chief Executive Officer before installing applications on Shire computers.
 - software or utilities sourced from the internet. This includes but not limited to ICQ, Gator, Neopets, Bonzibuddy, Internet flowers, Web shots and otherscreensavers.
 - any software on Shire computers without the prior permission of the Chief Executive Officer.
- d) Monitoring – The Shire reserves the right to monitor email, internet activity, logs and any electronic files for any reason, including but not limited to, suspected breaches by the user of their duties, Council policy, or unlawful activities.
- e) Maintenance of hardware and software – Maintenance of the Shire’s IT systems is the responsibility of the Chief Executive Officer. Under no circumstance should any employee attempt to repair hardware or software faults without the permission of the Chief Executive Officer or by their instruction.

3. Security

- a) Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person, but precaution taken to ensure that their passwords, accounts, software and data are adequately protected.
- b) Passwords should contain at least 8 characters and a mix of upper and lowercase alpha, and numbers.
- c) Any computer account or facility allocated to a user is for their exclusive use. The user must not allow another person to use it without appropriate authorisation from the Chief Executive Officer.
- d) Regardless of the prevailing security, users shall not access any data or software except data or software that belongs to the user or has been provided for their use or is stored on a shared medium for which they have been granted access.
- e) Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Chief Executive Officer, except in the following circumstances –
 - data or files stored on a shared network facility or transferred in/out via a shared network facility.
 - under direction of their supervising officer(s) to amend data or files stored in a personal directory.

- f) Anti-virus software protection is provided at both server and desktop level. If a user suspects that their machine has become infected with a virus it should be reported immediately to the Chief Executive Officer.
- g) Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by the Chief Executive Officer.
- h) Users must report to the Chief Executive Officer, without delay, any breaches (either real or perceived) of security.

– *End of Schedule*

Policy Schedule 3.6 (c) – Internet Access

1. Internet provision

Internet costs are incurred based upon the amount of data that is received from the internet and can be significant. The internet also presents a security risk to the Shire's operations. The following points are aimed at reducing the cost and risk of providing internet access.

It should be noted that downloading does not mean only copying a file or document over the internet to a computer – it is **all** information coming into the system from another computer, even if only viewed. The Shire is charged for all data received.

2. Internet Use

- a) **Work Purpose**
Users are permitted to access the internet for work related purposes as outlined in each user's internet usage application.
- b) **Personal Use**
Limited personal use of internet facilities is allowed, such as online banking, travel bookings, browsing, provided such use is reasonable in terms of time and cost.
- c) **Prohibited Uses**
Use of internet must comply with the Principles outlined in Schedule 3.6 (a). Specifically prohibited is –
 - streaming voice and video media unless work related – e.g.: on-line radio
 - online games.
 - use of chat rooms/channels or instant messaging applications,
 - subscription services, unless approved by the Chief Executive Officer.
 - use MP3 or MP4 download sites (predominantly music and movies),
 - interfering or disrupting to any network, information service, equipment or any user,
 - causing any person to view content which could expose the Shire to prosecution.
- d) **User responsibility**
It is the user's responsibility to ensure that any internet site they access is within the bounds of acceptable and appropriate usage, legal and does not pose a risk to the security of the Shire's operations.

Web based applications must be approved by the Chief Executive Officer and the Chief Executive Officer informed of the intended use of the application so that appropriate security measures are taken.

– *End of Schedule*

Policy Schedule 3.6 (d) – Email Use

1. Legal Obligations

Users should be aware that email from the Shire is the same as a letter printed on Shire letterhead, and is therefore subject to the same legal, privacy and records management obligations as paper records and letters.

2. Email Facilities

- a) **Work Purpose**
Email is provided to allow electronic communication with the Shire’s partners, clients and staff.
- b) **Personal Use**
Limited personal use is allowed provided such use is reasonable in terms of time and cost and does not interfere with Shire business or present a security risk.
- c) **Prohibited Uses**
Use of email must comply with the Principles outlined in Schedule 3.6 (a), and in addition, specifically prohibited is –
 - circulate personal contact information of employees of the Shire without their consent;
 - disseminate any information that is confidential to Shire;
 - subscribe to any subscription service, unless approved by the Chief Executive Officer.
 - send forged messages.
 - use someone else’s mail address without authorisation.
 - send aggressive, rude or defamatory messages.
 - send unsolicited emails (SPAM) or distribute junk emails
 - broadcast messages, regardless of interest, with the exception of urgent messages
- d) **User Responsibilities** Users are required to –
 - protect their email address as able to avoid inclusion in mass mailing lists (SPAM).
 - correspondence via email should be of the same standard for written communication.
 - report emails which contains anything controversial, offensive or discriminatory, to the Chief Executive Officer.
 - treat email attachments with caution due to their susceptibility to viruses, malware etc. Discretion must be exercised, particularly where the email is from an unknown source.
 - maintain compliance with any records procedures regarding email.

3. Email Accounts

- a) Shire emails accounts (name@menzies.wa.gov.au) may only be created by the Chief Executive Officer.
- b) users should check their e-mail frequently, respond, or archive messages, delete any ephemeral messages promptly and manage their e-mail files wisely.
- c) When absent for an extended period (training, conferences, leave etc), users should utilise the ability of the email software to –
 - forward incoming mail to the person acting in/for the position during their absence, or
 - create an automated message advising of absence, and the appropriate contact person.

4. Email Disclaimer to be used

When an email is sent having a Shire logo or email address a suitable disclaimer is to be used, such as –

This e-mail message, including any attached files, is private and may contain information that is confidential. Only the intended recipient may access or use it. If you are not the intended recipient, please delete this e-mail and notify the sender promptly. The views of this sender may not represent those of the Shire of Menzies. The Shire uses virus- scanning software but exclude all liability for viruses or similar defects in any attachment.

– End of Schedule

Policy Schedule 3.6 (e) – Internet and Email Record Keeping

1. Shire of Menzies Record Keeping Plan

- a) The principles and procedures of the Shire’s Records Keeping Plan apply to documents downloaded from the internet, or received / sent as emails.
- b) All corporate information including correspondence, minutes of meetings, memos, file notes and reports (other than those generated through the Shire’s databases) are to be stored in the shared server . This is consistent with the legislative requirements of the State Records Act 2000.
- c) E-mails and faxes, sent and received, of a corporate nature must be captured and stored in the shared server. This is consistent with the legislative requirements of the State Records Act 2000.
- d) Corporate documents must not be stored on desktop computers or on portable media (e.g. thumb drives, CD’s). There are appropriate methods for storing draft and ‘working’ documents within the shared server. Network drives are provided for non-corporate documents only and only limited quotas are allowed.
- e) Only the network drives and corporate systems are backed up. ‘C’ drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.
- f) Duplication of data is to be avoided. Any documents stored in the shared server should not be stored elsewhere unless access to the shared server is planned to be unavailable or the data is stored on media specifically designed for the purpose of backup.

2. Internet documents

Due to the dynamic nature of the internet, information at a particular date that may be subject to change and which will have relied on in decision making should be copied either by printing and filing or creating a PDF of the page referenced.

Where the information will not change, there is no need to print or retain an e-copy, but reference to the data should be made.

3. Emails received and sent

Since multiple emails may be required to finalise a matter, progressive exchanges do not need to be printed and filed. Once the matter is concluded, if it is a significant matter that a hard copy is considered appropriate, it may then be printed and filed, particularly if–

- a) it documents the actions of the Shire in some way
- b) plays a significant part in making a decision, or
- c) is annotated or has major alterations made by the Shire in some way.

Due to the dynamic nature of the internet, information that may be subject to change which may be relied on at a particular date in decision making should be copied either by printing and filing, or creating a PDF of the final email, including exchange and any final attachments.

Emails considered to be day to day administrative or relating to the progression of a task do not require printing and filing, however the electronic copies of all emails sent and received relating to a matter must be electronically retained in compliance with the State Records Act.

Emails that are ephemeral may be deleted.

– End of Schedule

3.7 Staff Recruitment – Permanent, Part and Full Time

Introduction					
Objective	<p>The Recruitment Policy has the following aims and objectives:</p> <ul style="list-style-type: none"> • To ensure all recruitment procedures comply with Council’s equal opportunity policies and legislation; • To ensure that all appointments are made on merit; • To attract sufficient applicants, experience and qualifications deemed as being necessary for the job; • To develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate; • To ensure the recruitment procedures are clear, valid and consistently applied by those involved in recruitment and that they provide for fair and equitable treatment for those who apply for employment; • To base selection decisions and criteria directly to the demands and requirements for the job and the competencies identified as necessary for satisfactory performance; • To ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met; and • To observe any legal requirements which apply to the recruitment and selection process. 				
History	<table> <tr> <td>New Policy</td> <td>24 September 2015</td> </tr> <tr> <td>Adopted</td> <td>30 August 2018</td> </tr> </table>	New Policy	24 September 2015	Adopted	30 August 2018
New Policy	24 September 2015				
Adopted	30 August 2018				
Policy Statement					

The need to recruit

Generally, the need to recruit arises from either:

- A vacancy due to the departure of the incumbent; or
- The creation of a new position through organisational expansion or restructure.

Recruitment Sources

All positions created or becoming vacant shall be advertised, advertising will be internal and external.

Internal Advertising

May be noticeboards, email, memos or staff circulars, newsletters, word of mouth and shall be distributed so that all receive sufficient notice of vacancies.

External Advertising

Newspapers:

- The West Australian – Wednesdays and Saturdays
- Kalgoorlie Miner
- Internet, Shire website, LGNET

Employment Agencies

External advertising may also be through external agencies such as:

- Centrelink
- Local Government Workplace Solutions
- Schools, Colleges, Universities
- Other – tertiary graduates, traineeships, cadetships, apprentices

Council Discretion

The Chief Executive Officer has the direction to determine which recruitment advertising source is to be utilised for any available employment positions.

Appointment of Chief Executive Officer and Senior Staff

Vacant positions of Chief Executive Officer and senior employees shall be advertised as determined for individual vacancies. All details of the vacant position are to be advertised in accordance with the Local Government Act and Local Government (Administration) Regulation 18A.

Advertisement details as presented in regulation 18A.

–End of Policy

COMMENT

3.8 Ordinary Council Meetings

History	New Policy	17 December 2015
	Amendment	25 February 2016
	Adopted	30 August 2018
Policy Statement		

The Council of the Shire of Menzies shall meet on the last Thursday of every month with an Ordinary Council Meeting commencing at 1pm.

– End of Policy

COMMENT

3.9 Meeting Venue

History	New Policy	17 December 2015
	Adopted	30 August 2018
Policy Statement		

All Council meetings will be held in the Council Chambers, Menzies with the exception of two Ordinary Meetings of Council which will be held in Tjuntjuntjara or Kookynie, at a time and date as determined by the Chief Executive Officer in conjunction with the Shire President.

– *End of Policy*

COMMENT

3.10 Agenda Format / Officer's Reports

History	New Policy	17 December 2015
	Amended:	29 September 2016
	Adopted:	30 August 2018
Policy Statement		

The policy 3.10 Ordinary Council Meeting Agenda and Officer's reports be amended to reflect new agenda format to be implemented October 2016.

- 12.1 Health, Building and Town Planning Business
- 12.2 Finance and Administration Business
- 12.3 Works and Services Business
- 12.4 Community Development Business
- 12.5 Management and Policy Business Agenda format to be used for Council meetings:

1.1.1 for the Month of 2...

LOCATION:	
APPLICANT:	
DOCUMENT REF:	
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	2017
AUTHOR:	
ATTACHMENT:	
COUNCIL RESOLUTION:	No.

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

VOTING REQUIREMENTS:

IN BRIEF:

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The prevention of fire risk throughout the community.
- The significant natural features of the shire for tourism.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.
- The installation of State Government infrastructure such as power, water and broadband to facilitate residential and commercial growth

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.
- Our community will have access to all necessary service requirements.
- The Shire to review disability access throughout the Shire of Menzies.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

14.4 Heritage & Natural assets conserved

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY:

POLICY IMPLICATIONS:

FINANCIAL IMPLICATIONS:

RISK ASSESSMENTS:

BACKGROUND:

COMMENT:

– *End of Policy*

3.11 Council Forums/Briefing Sessions

History	New Policy	25 February 2016
	Adopted:	30 August 2018
Policy Statement		

That a Council Forum/Briefing Session be held every month, expecting January, one week prior to the Ordinary Council Meeting, commencing 1.00 pm in the Council Chamber.

The following Forum procedure apply:

- Forum to be held each month, one week prior to the Ordinary Council Meeting.
- Forums to be attended by Councillors and the Chief Executive Officer. Consultants and other senior staff to participate by invitation from the Chief Executive Officer in consultation with the Shire President.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings and concept items.
- The Chief Executive Officer will ensure timely written notice and the Agenda for each forum is provided to all members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all forums.
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room.
- There is to be no opportunity for a person with an interest to request that they continue in the forum.
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

– *End of Policy*

COMMENT

3.12 Annual Performance Review – Chief Executive Officer

Introduction:	This is a new Policy.
Objective:	To ensure the Shire of Menzies (the Shire) complies with section 5.38 of the <i>Local Government Act 1995</i> which requires that the performance of each employee who is employed for a term of more than one year, including the Chief Executive Officer, is to be reviewed at least once in relation to every year of employment.
History	New Policy 25 May 2017 Adopted 25 May 2017 Adopted: 30 August 2018
Policy Statement	

The performance of the Chief Executive Officer will be reviewed annually by Council and responsibility for this task shall sit with the full council. To ensure that the review is conducted with the required transparency and independence, Council will engage the services of an appropriate independent consultant.

Administrative responsibility for the review will be allocated to a consultant. The performance of the Chief Executive Officer will be assessed each financial year against the following criteria:

1. Successful completion of key performance indicators previously set by Council.
2. Achievements which do not relate to set Key Performance Indicators but are of significant benefit to the Shire.
3. Prudent financial management.
4. Delivery of objectives set in the Shire's Strategic and Corporate Plans.
5. Implementation of appropriate risk management strategies.
6. The Chief Executive Officer's advocacy on behalf of the Shire
7. Management of the organisational culture and the recognition of the Shire as an employer of choice.

All matters in relation to the Chief Executive Officer's performance and remuneration will be dealt with as confidential items by Council.

The Chief Executive Officer will ensure the following process is implemented:

1. Expressions of interest to conduct the review, in line with Council's purchasing policy will be sought from appropriately qualified and experienced consultants by March each year.
2. Following consultation with Council and the Chief Executive Officer, the Council will appoint an independent consultant to conduct the review.
3. A formal report on the Shire's achievements for the year is provided by the Chief Executive Officer against the criteria listed (1-7 above).
4. The consultant shall seek feedback from Elected Members and the Leadership Team in relation to the criteria determined above. The Chief Executive Officer and Council may agree on the appropriateness of feedback being sought from other people. Whilst nominated people are requested to provide feedback, they are not required to do so.
5. The Council will consider the report provided by the consultant in sufficient time to allow recommendations to be considered by Council at its July meeting each year.
6. The Council will consider a recommendation that includes:
 - a. Endorsement of the Chief Executive Officer's performance for the period under review.
 - b. The Chief Executive Officer's remuneration for the next 12 months, having regard to the relevant determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officer's.
 - c. If required, the extension or renewal of the Chief Executive Officer's contract.
 - d. Determination of appropriate Key Performance Indicators for the next 12 months.

End of Policy

COMMENT

4. FINANCIAL MANAGEMENT

4.1 Annual Budget – Preparation Timetable

Introduction	There is a need to ensure that the budget preparation and adoption process follows a methodical process with the opportunity being provided for input from members of Council, staff and the community.
Objective	<ul style="list-style-type: none">- To provide clear direction to members of Council, staff and community members on the budget adoption process to be followed, to ensure adoption of the annual budget in compliance with the Local Government Act 1995.- The policy relates to the need to have guidelines for the adoption of the Budget and Plan for the Future to ensure its smooth transition.
History	Formerly – Policy part 2.16, 3.5, 7.6 Adopted – 29 November 2012 Adopted – 25 June 2015 Adopted – 30 August 2018
Policy Statement	

1. The following Policy Schedule 4.1 – Budget Preparation Timetable is adopted, and forms part of this Statement.
2. Requests for items to be included in the draft budget must be made in writing should be submitted prior to end of April each year.
3. Provision for ongoing commitments and fixed costs are to be included in the draft budget without reference to a committee.
4. In preparation for Budget, Council may direct that the following inspections be arranged–
 - roads – date/s to be agreed at the March Council meeting.
 - plant and equipment – on the day of the March Council meeting,
 - public facilities – on the day of May Council meeting
 - e.g. shire office, shire halls, caravan park, depot workshop, cemetery, landfill sites etc
5. In preparation for Budget, the Environmental Health Officer is to inspect Shire housing, and buildings, and provide a report to the May Council meeting.

– *End of Policy*

COMMENT

Policy Schedule 4.1 – Budget Preparation Timetable

TIMING	STAGE
End of March	Road inspection
April meeting	Approval by Council of draft – <ul style="list-style-type: none"> - capital works program - road preservation program - plant replacement program - dual use/foot path strategies
	Consideration of additional and increases/decreases in services
End of April	Written budget requests and submissions to be provided by– <ul style="list-style-type: none"> - Community - Councillors - Staff
	Finance of expected major projects to be determined
	Housing and public building inspections
May meeting	Council approval of: <ul style="list-style-type: none"> - Fees & Allowances for Elected Members - Donations - Fees and Charges
	Draft Capital Works Programme approved by Council – <ul style="list-style-type: none"> - Housing and Building programs - Recreation facilities / development
	Budget requests considered by Council
	Rate options to be considered by Council (note timeframes if differential rating)
End of May	Collate Plan for the Future and Prepare Commentary
	Advertise Differential Rates for 21 days
June meeting	Review any differential rates submissions
	Plan for the Future adopted by Council
End of June	Draft Budget ready for consideration by Council
July meeting	Adoption of rates by Council (note differential rates requirements)
	Adoption of Budget by Council
End of July	Budget information to DLGCC

– End of Schedule

4.2 Purchasing and Tenders

Introduction	
Objective	
History	Former Policy 3.15 Amended 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The following Policy Schedules are adopted, and form part of this Statement–
 - 4.2 (a) – Purchasing Principles
 - 4.2 (b) – Purchasing Thresholds
 - 4.2 (c) – Regulatory Compliance
2. In accordance with Delegation 2.2, the Chief Executive Officer may call tenders for purchases over \$100,000 at an appropriate time, subject to the goods or services being disclosed in the adopted Budget.

– *End of Policy*

COMMENT

Policy Schedule 4.2 (a) – Purchasing Principles

1. Objectives

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

2. Why Do We Need a Policy

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

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire purchasing practices that withstands probity.
- Ensures that environmental impacts across the life cycle of goods and services are considered in the procurement process.

3. Ethics & Integrity

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

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

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

4. Value for Money

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

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

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or repair response, familiarity with works etc

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

5. Sustainable Procurement

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

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes.

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

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage,
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range,
- For new buildings and refurbishments – where available use renewable energy and technologies.

– *End of Schedule*

Policy Schedule 4.2 (b) – Purchasing Thresholds

Purchasing Thresholds

Where the value of procurement (excluding GST) or the value of the contract over the full contract period (including options to extend) is, or is expected to be –

General –

Amount of Purchase	Requirement	Recommended
Up to \$2,999	Quotations not required	Obtain verbal or written quotations if possible
\$3,000 to \$9,999	Direct purchase from suppliers requiring only two verbal quotations, where possible and practical.	Obtain written quotations if possible
\$10,000 to \$39,999	Obtain at least three written quotations	Consider written specifications
\$40,000 to \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	
\$150,000 and above	Conduct a public tender process	

Local Sole Provider exemption –

Amount of Purchase	Requirement	Recommended
Up to \$4,999	Quotations not required	Obtain verbal or written quotations
\$5,000 to \$19,999	Obtain written quotations	
\$20,000 and above	No local sole provider exemption	

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Quotations

The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - written specification
 - selection criteria to be applied
 - price schedule
 - conditions of responding
 - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

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

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

1. Up to \$4,999 for General purchasing or to \$5,000 for Local Sole Provider
Where the value of procurement of goods or services does not exceed the limit, a quotation is not required. However, it is recommended to use professional discretion and occasionally undertake market testing.
2. 5,000 to \$19,999 for General purchasing
Purchase on the basis of at least two verbal quotations is permitted. However, it is recommended to use discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

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

3. \$5,000 to \$19,999 for Local Sole Provider
A written quotation to be obtained and is subject to approval of Chief Executive Officer. This provision is intended to be exercised for required services (i.e. trades etc) rather than goods readily obtainable from a variety of sources.

The Chief Executive Officer is required to periodically review of pricing and charges of a person or firm considered to be a Local Sole Provider, comparing their pricing to other providers, to ensure competitive rates are charged.

4. \$20,000 to \$39,999 for General purchasing
At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

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

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

5. \$40,000 to \$149,999
For the procurement of goods or services where the value exceeds \$40,000 but is less than \$150,000, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

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

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

– End of Schedule

Policy Schedule 4.2 (c) – Regulatory Compliance

1. Tender Exemption

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

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavor to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

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

3. Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$100,000, thereby avoiding the need to publicly tender.

4. Tender Compliance

Purchasing over \$100,000 is to comply in all respects with the Local Government Act and Regulations.

Where tenders below that threshold are invited at the direction or discretion of Council or Chief Executive Officer, they must also comply in all respects.

– *End of Schedule*

4.3 Regional Price Preference

Introduction	
Objective	
History	Former – Policy 3.16 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Subject to (2) below a regional price preference of 10% is to apply to on offer for the supply of goods and services not being construction (building) services–
 - (a) who has been operating continuously out of premises in the Shire of Menzies for at least 6 months;
 - (b) not established within the Shire of Menzies on that component of the price relating to goods and services supplied from sources within the Shire of Menzies
2. A regional price preference of 5% is to apply to an offer for the supply of–
 - (a) construction (building) services who has been operating a business out of premises in the Shire of Menzies for at least 6 months;
 - (b) construction (building) services not established within the Shire of Menzies on that component of the price relating to construction (building) services provided by local suppliers;
3. Notwithstanding (1) and (2) above, price is only one of the factors to be assessed when the Shire decides which offer of supply to accept, and the cheapest or any offer will not necessarily be accepted. Other factors to be considered include–
 - due diligence,
 - quality of the product,
 - terms of supply including after sales service,
 - freight costs,
 - urgency factors,
 - actual cost differential of provision of the goods or services and
 - budget provision.
4. A regional price preference applies whenever tenders are called unless the Council resolves otherwise in reference to a particular tender.
5. That tenders or quotes be called for the annual supply of goods and services where there are benefits to be gained from bulk buying.

– *End of Policy*

COMMENT

Amendment to this policy requires Statewide advertising – Function & General Regulations 24A to 24G

4.4 Donations, Sponsorship and Contributions

Introduction	From time to time, requests are received for Council to donate to particular causes or events, or to support individuals financially.
Objective	To establish a framework for the consideration of requests for donations, sponsorship or in-kind support
History	Former Policy 2.6, 3.3 Replaced 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. As a general practice, Council will restrict making donations of cash, materials and/or works to organisations which benefit the local community.
2. Sponsorship of individuals will not be considered, unless it is determined by Council that–
 - the person is representing the Shire as a community,
 - is acting for the Shire’s benefit to some extent, and
 - is authorised by a non-profit and non-government organisation which benefits the community.
3. Criteria for consideration of donation or sponsorship –
 - a) Applicants should note that donations will be made at the absolute discretion of Council.
 - b) Donation requests will not be considered where the applicant is –
 - i) a private and for profit organisation or association
 - ii) an individual person
 - iii) in relation to general fundraising
 - iv) for funding for conferences and conventions
 - c) Priority will be given where –
 - i) The applicant is a registered not for profit organisation and has a base or visible presence in the Shire.
 - ii) The applicant is a community group based in the Shire or has visible presence within the Shire or has a significant impact on residents of the Shire.
 - iii) The applicant can demonstrate that the funds will provide some benefit to the Shire residents.
 - iv) The funds are required for a new initiative or significant once off project.
 - v) The applicant has not received a donation from Council within the previous two years.
 - vi) If the donation is for an event, entry to the event is free of charge to Shire residents to attend and participate.
 - vii) The application is made in the financial year prior to the funds being required in time for inclusion in the coming year’s budget deliberations.
4. On request, the Chief Executive Officer may make a donation or meet the sponsorship request where the donation or sponsorship is disclosed within the Budget documents.
5. The Chief Executive Officer may refuse applications that do not meet the criteria of (2) or (3)(b) above without further reference to Council, but if considered appropriate, may refer non-complying requests to Council for decision.
6. Contributions to regional organisations, shall take into account, amongst other things, the relevant populations and revenues of the Shires participating.

– End of Policy

4.5 Credit Card Facilities

Introduction	From time to time, purchases are necessary from businesses that do not accept a Purchase Order, or in circumstances where it is impractical to obtain a Purchase order or make alternative arrangements.
Objective	To enable payments or purchases where normal creditors process are not available.
History	Former – Policy 2.7 Replaced – 29 November 2012 Adopted 25 June 2016 Adopted 30 August 2018
Policy Statement	

1. Eligibility

The Chief Executive Officer is authorised to hold a Corporate Credit Card to a maximum of \$25,000.

The Manager Finance and Administration is authorised to hold a Corporate Credit Card to a maximum of \$10,000

2. Appropriate Use

The cardholder may use the card to purchase goods and services in person or by mail, telephone, fax order, internet or email from supplier, provided that–

- the card is used for the purchase of goods and services where the normal system of acquisition and payment is not feasible or practical.
- The purchase is for Shire business and within the cardholder's authority.
- The value is within the credit limit set.
- It is deemed necessary to use the card in remote or emergency situations.

3. Excluded Uses

The credit card is for Shire purchases only and must not be used for –

- Obtaining cash, bank cheques or similar by any method
- Purchase of goods or services of a personal nature
- Any entity without an Australian Business Number (ABN)

4. Managing the Credit Card

In managing the credit card, the cardholders has a responsibility to–

- Adequately secure the credit card
- Bear any cost of any charges deemed by Council to be of a personal responsibility
- Immediately advise the card provider and Chief Executive Officer if the card is lost or stolen
- Ensure that the credit limit placed on the card is not exceeded
- Ensure that the credit card is not used by anyone other than the cardholder
- Ensure that appropriate documentation is kept for reconciliation. If documentation is not available, written justification of the expense is required.

5. Misuse of Credit Card

The cardholder will be considered to have misused the card if they fail to meet their responsibilities as described above. Misuse of the credit card may result in–

- The cancellation of use of the Corporate Credit Card
- Disciplinary action being taken
- The cardholder being required to bear the cost of any charges incurred by Council arising from misuse by the cardholder.

6. Return of Corporate Credit Card

The cardholder must return the credit card if –

- no longer employed as cardholder of the Shire of Menzies
- Has been suspended or dismissed by Council
- Otherwise requested by Council

7. Reconciliation Procedures

Each month the officer in charge of Bank Reconciliations will;

- Ensure that statements are distributed to the cardholder for authorisation and providing documentation.
- A full reconciliation of the credit card use is completed.
- Expenditure to be summarised and presented to Council with list of payments.

– *End of Policy*

COMMENT

Is compliant with Dept of Local Government & Communities Guidelines No.11 Use of Corporate Credit Cards. The Guidelines do suggest some additional requirements; however, these are not considered necessary at this time, but will be further reviewed as necessary.

4.6 Debt Recovery – Outstanding Rates and Sundry Debtors

Introduction	The Local Government Act 1995 provides for a local government to impose rates and charges on land in its district.
Objective	To establish a formal standard for the recovery of outstanding rates and charges levied under the Local Government Act 1995, and of sundry debtors.
History	Formerly – Delegation 7, 22 Policy 3.1, 3.11 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer may accept payment of a rate, service charge or sundry debt due and payable by a person in accordance with an agreement made with the person.
 - a) in cases of known or evidenced hardship, special payment agreements may be entered into for payment of outstanding debts.
 - b) should the arrangement negotiated with the Chief Executive Officer not be kept, the provisions below may be implemented.

2. If not paid at time of incurring the debt, sundry debtors –
 - a) are to have an invoice issued as soon as possible after the amount owing is known,
 - b) a reminder issued at the end of the month
 - c) further reminder at the end of the following month advising of over due
 - d) at the end of second month, a further invoice advising that legal action may be taken without further warning after 14 days.

3. Subject to an agreement, legal proceedings should be implemented and will continue until payment of the rates and service charges are made in full –
 - a) Issue Final Notices –
 - (i) A Final Notice is to be issued 14 days after the due date, to those persons who have made either no payment, or insufficient payment to cover the first instalment. The Final Notice is to specify that the ratepayer/s have fourteen (14) days to pay in full or to enter into a special repayment arrangement.
 - (ii) Final Notices are not to be issued to eligible persons registered to receive the pensioner rebate under the Rates and Charges (Rebates and Deferments) Act 1992 as such persons have until 30 June in the year of rating to make payment, without incurring any late payment penalties.
 - b) Debt Collections –
 - (i) After (14) days after the final notice period has expired and no payment has been received, all rates and charges are to be sent to Council’s debt collector.
 - (ii) The debt collector will follow a process to collect outstanding monies.
 - (iii) The debt collector, if unable to collect outstanding rates and charges will advise the rates officer.
 - (iv) The rates officer will present this to the Chief Executive Officer who will issue the debt collector an instruction to proceed with legal action.
 - (v) Should the debt collector not be able to collect the rates and charges then:

4. Where the amount is relatively minor, and cost of recovery excessive compared to the debt, the Chief Executive Officer may defer legal action until such time as further debt may be incurred.

5. If any rates and charges which are due to Council in respect of any rateable land have been unpaid for at least 3 years, Council may take possession of the land under the Local

Government Act 1995 s.6.64. The approval of Council is to be obtained before this course of action is initiated.

– *End of Policy*

COMMENT

In May 2012, Council resolved that debt collection should be undertaken by Dunn and Bradstreet. It is suggested that the collection agency does not need to be a Council decision but left to the administration.

4.7 Creditors – Preparation for payment

Introduction	
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Where practicable, invoices are to be certified by the person who placed the order to indicate–
 - i) that the purchase was duly authorised;
 - ii) that the goods and services were received in a satisfactory condition, or to a satisfactory standard, and
 - iii) the price and computations on the invoice are correct;
2. As confirmation of compliance with Council’s Purchasing Policy, attached to the invoice or first invoice of a number of payments, should be –
 - the duplicate copy of the purchase order (or photocopy),
 - any documentation regarding quotes obtained both for the successful quote and for the quotes not accepted,
 - any summary of quotes received, or calculations used to make the decision.
3. Information that is solely sales in nature does not need to be attached, unless considered relevant to the decision made.

– *End of Policy*

COMMENT

4.8 Petty Cash and Till Float

Introduction	
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015
Policy Statement	

1. Petty Cash –
 - a) A petty cash float may be held in the custody of a suitable officer at the direction of the Chief Executive Officer
 - b) All claims on petty cash are to be supported by receipts for the expenditure, or written explanation of the expenditure, and authorised by Chief Executive Officer prior to payment
 - c) Prior to recoup, payments made and cash on hand are to be reconciled.

2. Till Floats –
 - a) Till floats may be held in the care of suitable officers at the direction of the Chief Executive Officer, at–
 - Shire Office for front counter
 - Community Resource Centre
 - Caravan Park
 - b) No cash payments are to be made from the till float
 - c) Cash on hand is to be reconciled with record of receipts and till float daily.

– *End of Policy*

COMMENT

4.9 Investments

Objective	To document and provide the necessary information for the delegated officers to invest surplus funds.
History	Previous Policy 24 September 2015 Amended 15 November 2016 Adopted 24 November 2016 Adopted 30 August 2018
Policy Statement	

1. Purpose of Policy

- 1.1 The purpose of this policy is to ensure that:
- The Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act and Section 18(1)a of the Trustees Act 1962 (the 'Prudent Person' rule);
 - At all times the Council has in place a current set of policies and delegations for its Investment Officers (Delegation Number 2.5); and
 - Adherence to the guidelines by all officers with delegated authority to invest/control surplus funds.
- 1.2 This Policy is to be made available to all employees involved in daily investment decisions.
- 1.3 Notwithstanding the provisions of this Policy, the general financial management obligations imposed under Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 should at all times be complied with.

2. Prudent Person Rule

- 2.1 The investment options available to local government authorities in Western Australia were altered in June 1997 with changes to the Trustees Act. With the passage of the changes of the Trustees Act, the list of prescribed investments has been removed and replaced with Prudent Person rule.
- 2.2 The main features of the Prudent Person rule include:
- Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
 - A duty to invest funds in investments that are not speculative or hazardous.
- 2.3 In exercising powers of investment, there are important matters for consideration:
- The purpose of the investment and the needs and circumstances;
 - The desirability of diversifying investments and the nature of and risk associated with existing investments;
 - The need to maintain the real value of capital and income; the risk of capital or income loss or depreciation; the potential for capital appreciation;
 - The likely income returns and timing of the income return; the length of the term of the proposed investment;
 - The liquidity and marketability of the proposed investment; the aggregate value of the investment;
 - The effect of the proposed investment in relation to tax liability (if any);
 - The likelihood of inflation affecting the value of the proposed investment; and
 - The cost of making the proposed investment; the results of a review of existing investments.

3. Investment Objectives

- 3.1 To add value through prudent investment of funds;
- 3.2 To have ready access to funds for day-to-day requirements, without penalty.

4. Authority to Invest

4.1 In accordance with Local Government (Financial Management) Regulations 1996 – Reg 19C the Shire of Menzies surplus funds are to be invested in term deposits or negotiable certificates of deposit with one or more of the following:

- authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
- the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986.

4.2 Recommendations are to invest in one or more of the following:

- Commonwealth Bank
- National Australia Bank
- Westpac bank
- ANZ Bank
- Bankwest

Any proposal to invest in another institution, for whatever reason, is to be referred to Council:

4.3 Investments from the municipal, loan, reserve and trust accounts are to be kept separate and distinct.

4.4 Funds may be invested for a term of up to twelve (12) months based on predicted cash flow requirements.

4.5 The council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available

4.6 In accordance with Financial Management Regulation 19C the Shire of Menzies will not undertake any of the following investment activities:

- deposit with an institution except an authorised institution;
- deposit for a fixed term of more than 12 months;
- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- invest in bonds with a term to maturity of more than 3 years;
- invest in a foreign currency.

5. Delegation of Authority

The authority to make investment decisions is to be delegated to the Chief Executive Officer.

6. Review and Reporting

- 6.1 A cash flow report is to be monitored by the Manager of Finance & Administration at least weekly to ensure cash funds are available to meet commitments.
- 6.2 Investments will be managed actively as they mature with reviews by the Manager of Finance & Administration on a monthly basis.
- 6.3 For Audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on Councils behalf at 30 June each year.
- 6.4 A monthly report will be provided to Council on investments made.
- 6.5 Each investment and details thereof shall be maintained in an investment register.

– *End of Policy*

COMMENT

4.10 Financial Management – Payment of Accounts & Purchasing Authority Limits

Introduction	
Objective	To ensure that all payments made by the Council are in accordance with the Local Government (Financial Management) Regulations 1996.
History	New Policy 24 September 2015 Adopted 29 October 2015 Amended 6 August 2019 Adopted 30 August 2018
Policy Statement	

The signing of official purchase orders and certification of invoices for payment can only be carried out by the following positions and in accordance with their respective purchasing limits.

Chief Executive Officer

Authorised to incur expenditure to the delegated level approved by Council, including salaries and wages and in accordance with annual budget provisions.

Authorised as a **primary signatory** for cheques and online payment processing from all Shire bank accounts.

Manager Finance & Administration

Authorised to incur expenditure to the delegated level approved by the Chief Executive Officer, including salaries and wages and in accordance with annual budget provisions.

Authorised as a **primary signatory** for cheques and online payment processing from all Shire bank accounts.

Rates Officer

Authorised as a **second signatory** only for the signing of cheques and processing of online payments from all Shire bank accounts.

Works Supervisor

Authorised to incur budgeted expenditure relating to roads, works, parks, gardens and other technical services to the value of \$5,000.

Officers in an acting capacity may sign official orders and authorise invoices for payment for goods and services as detailed above. Acting capacity, for the purpose of this policy, is defined when the officer is absent, on annual leave, long service leave, sick leave, conferences, meetings or absent from the area during the course of business.

All official orders for goods and services must be countersigned by the Chief Executive Officer where the purchase is likely to exceed \$10,000.

– *End of Policy*

COMMENT

4.11 Rating Strategy

Introduction	
Objective	The objective of the Council's rates is to provide for net funding requirements of Council's Operational and Capital budget in order to achieve a balanced budget.
History	New 30 August 2018 Adopted 30 August 2018
Policy Statement	

Purpose of Policy

The purpose of the Rating Strategy is to provide a robust and considered framework for rates categories, minimum rates and differential rates that incorporates the principal of:

- Objectivity
- Fairness and Equity
- Consistency
- Transparency; and
- Administrative efficiency

and to ensure a stable rates revenue stream from year to year; and deliver a stable rating price path for our community.

In arriving at the proposed rate in the dollar and minimum payments Council takes into consideration many factors and attempts to balance the need for revenue to fund essential services, facilities and infrastructure to the entire Community.

Attachment

– *End of Policy*

COMMENT



SHIRE OF MENZIES

RATING STRATEGY 2018/2019

CONTENTS

OBJECTIVES.....	98
WHAT DO RATES PAY FOR	99
OTHER SIGNIFICANT REVENUE SOURCES	100
Fees and Charges	100
Grants, Contributions and Subsidies.....	100
CURRENT RATING FRAMEWORK.....	101
MINIMUM RATES	102
DIFFERENTIAL RATES	104
LONG TERM FINANCIAL PLANNING	106
VALUATION.....	107
CONCLUSION	108
APPENDIX A- LOCAL GOVERNMENT ACT 1995 RATING PROVISIONS.....	109
APPENDIX B - OBJECTS AND REASONS FOR RATING IN THE SHIRE OF MENZIES	111

OBJECTIVES

The objective of the Rating Strategy is to:

- Provide a robust and considered framework for Rates categories, Minimum Rates and Differential Rates that incorporates the principal of:
 - Objectivity
 - Fairness and Equity
 - Consistency
 - Transparency; and
 - Administrative efficiency
- Ensure a stable rates revenue stream from year to year; and
- Deliver a stable rating price path for our community.

Valuation Base

Rates are levied on all rateable properties within the boundaries of the Shire of Menzies in accordance with the *Local Government Act 1995*. Rates are a tax, not a fee-for-service; as such they need to be set in accordance with the principals of taxation – equity, efficiency, simplicity, sustainability and policy consistency.

The overall objective of the proposed rates is to provide for the net funding requirements of services, activities, financing costs and the current and future capital requirements of the Shire, after taking in all other forms of revenue.

The formulation of a rating system is about achieving a means by which Council can raise sufficient revenue to pay for the services it provides. Throughout Australia, the basis of using property valuations has been found to be the most appropriate means of achieving rating equity; however, the achievement of a wholly equitable rating system for all properties, in all areas, is a difficult task if it is based on the property valuations alone. For this reason, there are refined options made available, such as differential rating.

In Western Australia land is valued by Landgate Valuation Services (Valuer-General's Officer – a state government agency) and those values are forwarded to each Local Government.

Two types of values are Gross Rental Value (GRV) which generally applies for town sites (and some rural areas where spot rating is permitted); and Unimproved Value (UV) which generally applies for rural land and leased property (such as mining leases). Two types of rates may be imposed – Minimum Rates; and Differential Rates.

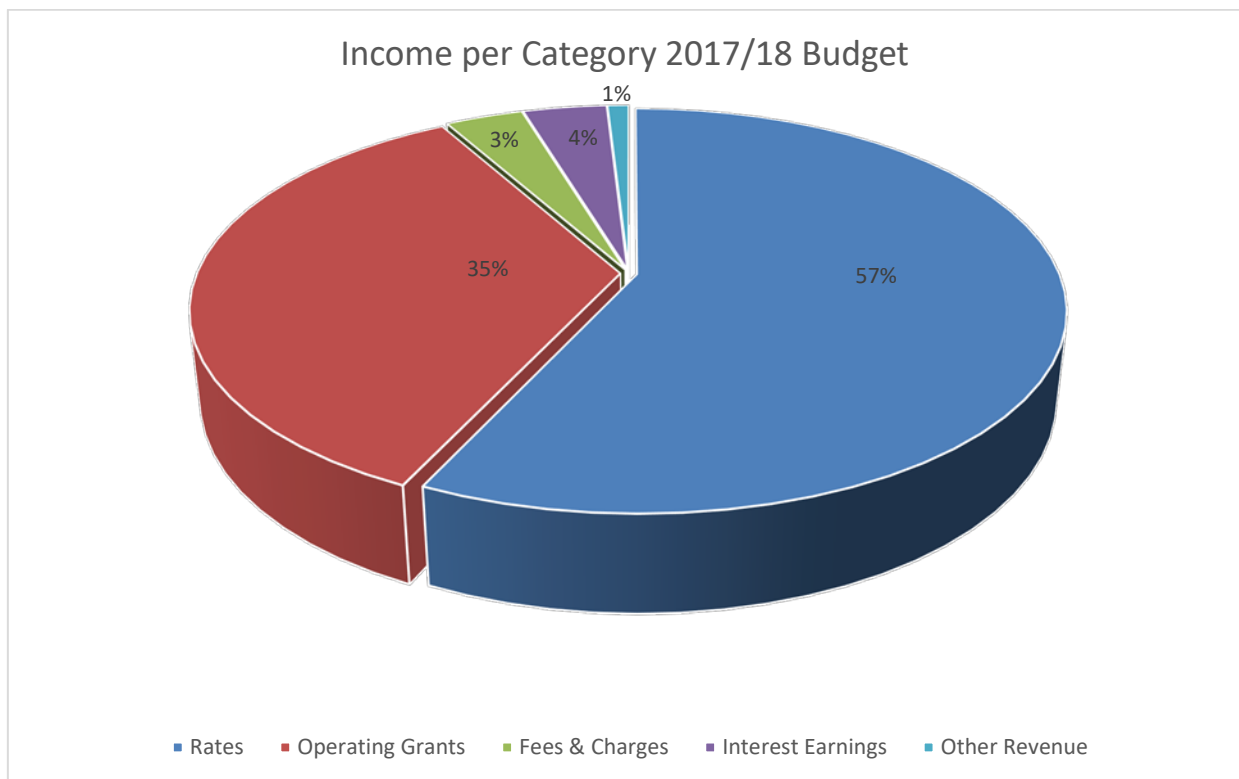
WHAT DO RATES PAY FOR

Rate revenue represents a significant percentage of the Shire's operating income each year; and is an income stream over which the Shire has a reasonable degree of control. This reliability and control is an important consideration in terms of the Shire's financial flexibility. General rates revenue supports a broad range of infrastructure and services including building control, animal control, community services, active and passive open space, roads, footpaths, and drainage, libraries, community events, town planning, governance and corporate support, cemeteries, emergency management, public conveniences, economic development, tourism and regional promotion. Rates are also used to service debt.

Our annual processes will continue to assess the community's capacity and willingness to pay rates.

As part of this strategy, the Shire's objective is to achieve a stable rating path for our community over the term of the Long Term Financial Plan (LTFP).

Where new major projects or initiatives are likely to place an increased burden on ratepayers beyond the forecast of the LTFP, increased community consultation, and demonstrated community support for such increases must be gained.



OTHER SIGNIFICANT REVENUE SOURCES

The Shire generates approximately 55% to 60% of its annual operating revenue from rates. The greater this rates coverage ratio, the more financial flexibility the Shire has, as its reliance on grants or discretionary user charges and fees is reduced. We will always seek to maximize alternative revenue streams such as grant funding and user pays fees and charges.

FEES AND CHARGES

Many of the Facilities and services provided by the Shire are offered on a full or partial user pays basis. The Shire has a framework that applies to the setting of fees and charges, as follows;

Public Benefit – Zero to Partial Cost Recovery

The service provides a broad community benefit. Partial cost recovery may apply in some circumstances.

Private Benefit – Full Cost Recovery

The service benefits particular users, for example by making a contribution to their individual income, or profits generally without delivering broader benefits to the community.

Shared Benefit – Partial Cost Recovery

The service provides a mix of community benefit and private benefit.

Regulatory

The fee or charge governing a service or function of the Shire is fixed by legislation.

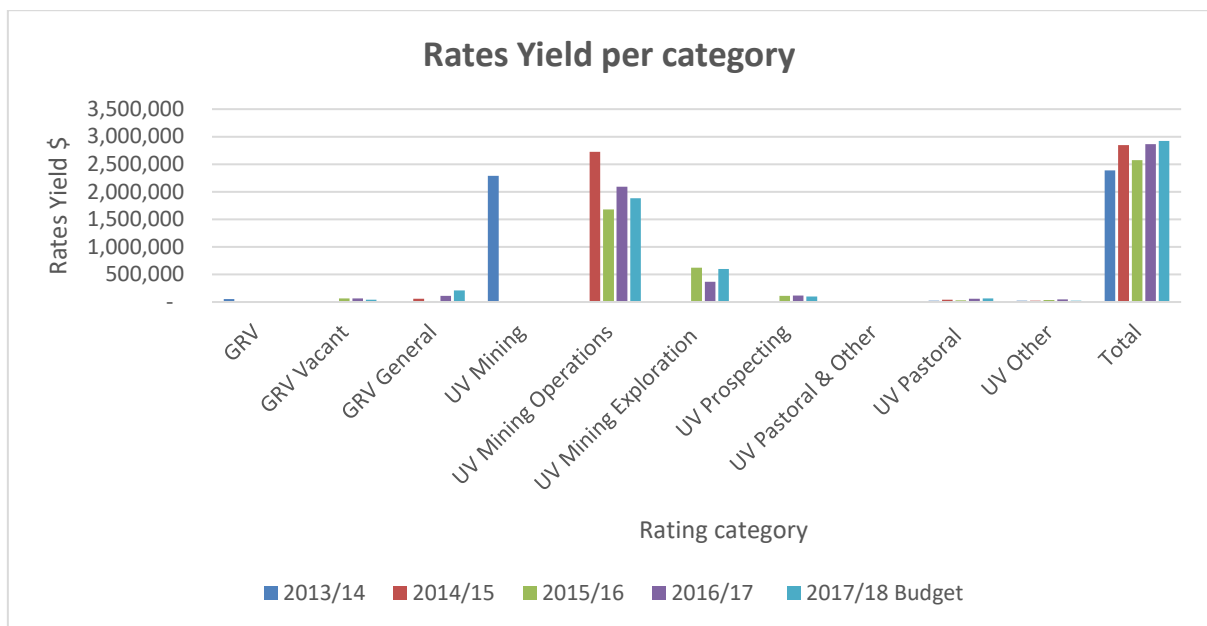
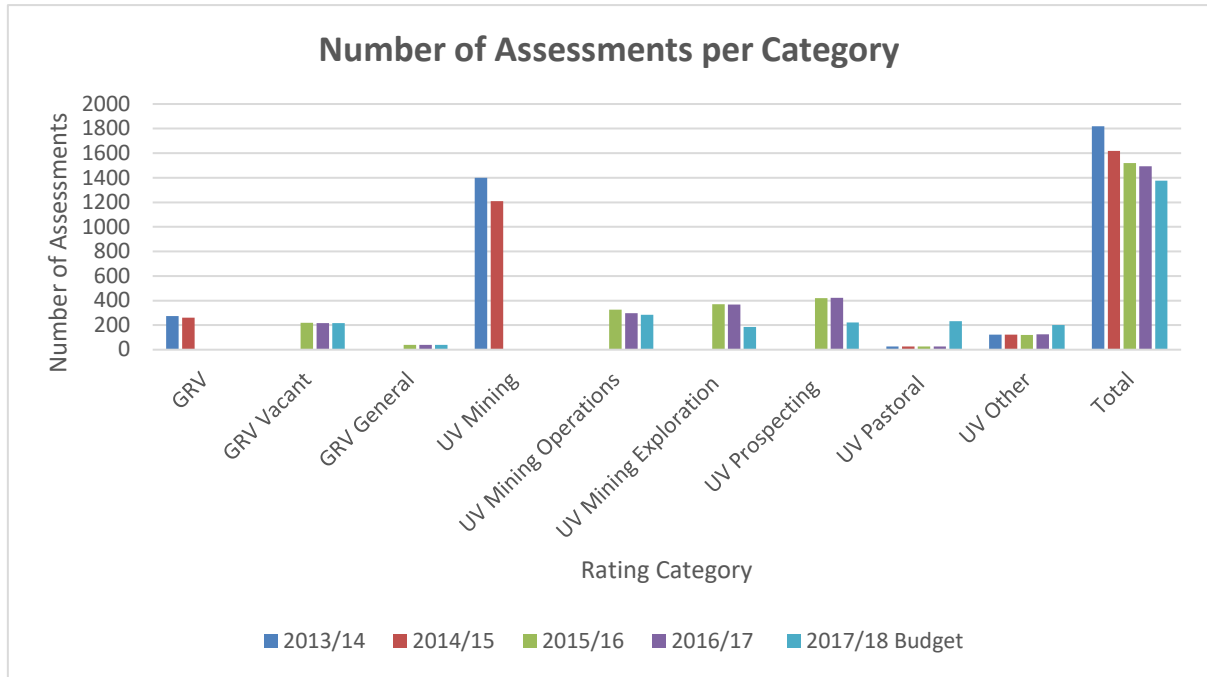
GRANTS, CONTRIBUTIONS AND SUBSIDIES

A number of services provided to the community are only possible because of specific grant funding from the State and Federal Government. In preparing future year financial plans, we have assumed that we will continue to receive such grants. Should the level of grants and subsidies be reduced, our ability to provide the related services will be impacted, as a greater reliance on rate revenue would be required.

The Federal Assistance Grant (FAGs) is the Shire's most important untied operating grant. This grant is equivalent to 60% of rates income.

CURRENT RATING FRAMEWORK

The Shire's current rating framework includes both Minimum Rates and Differential Rates. The Shire currently has 1376 rateable properties, across 7 different rating categories. The number of assessable properties has decreased by 27% from the end of 2013/14 to the start of 2017/18. Across the same period, the Shire's total rates yield has increased by 24%. This is largely due to the introduction of Differential Rating and the ability to rate different land uses at a different rate in the dollar (eg mining operations as opposed to mining exploration). This allows for a more equitable rating system and takes into consideration the financial ability of the land owner/lessee to pay.

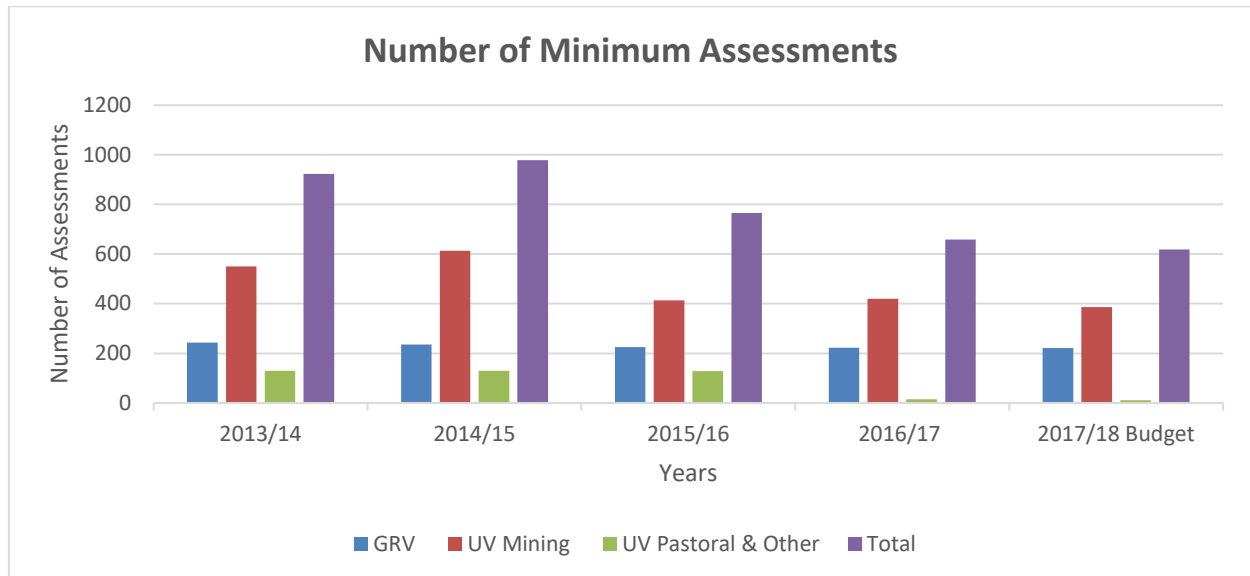


MINIMUM RATES

Historically only one minimum rate was imposed across all rating categories:

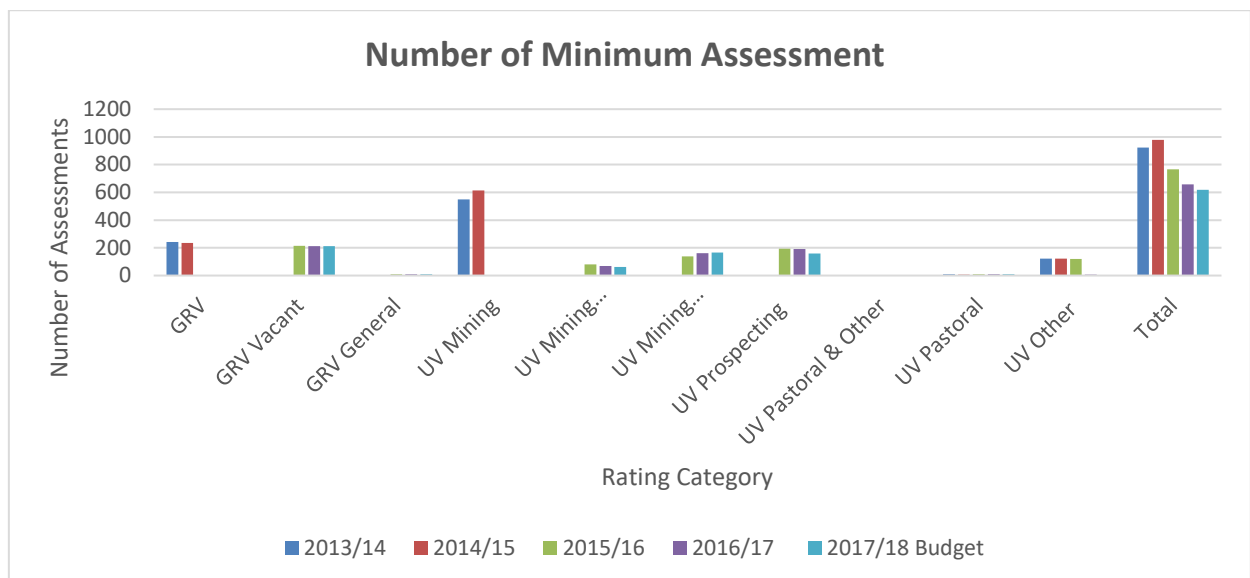
- GRV, UV Pastoral and Other, and UV Mining.

The following graph puts all the current rating categories into historical context.

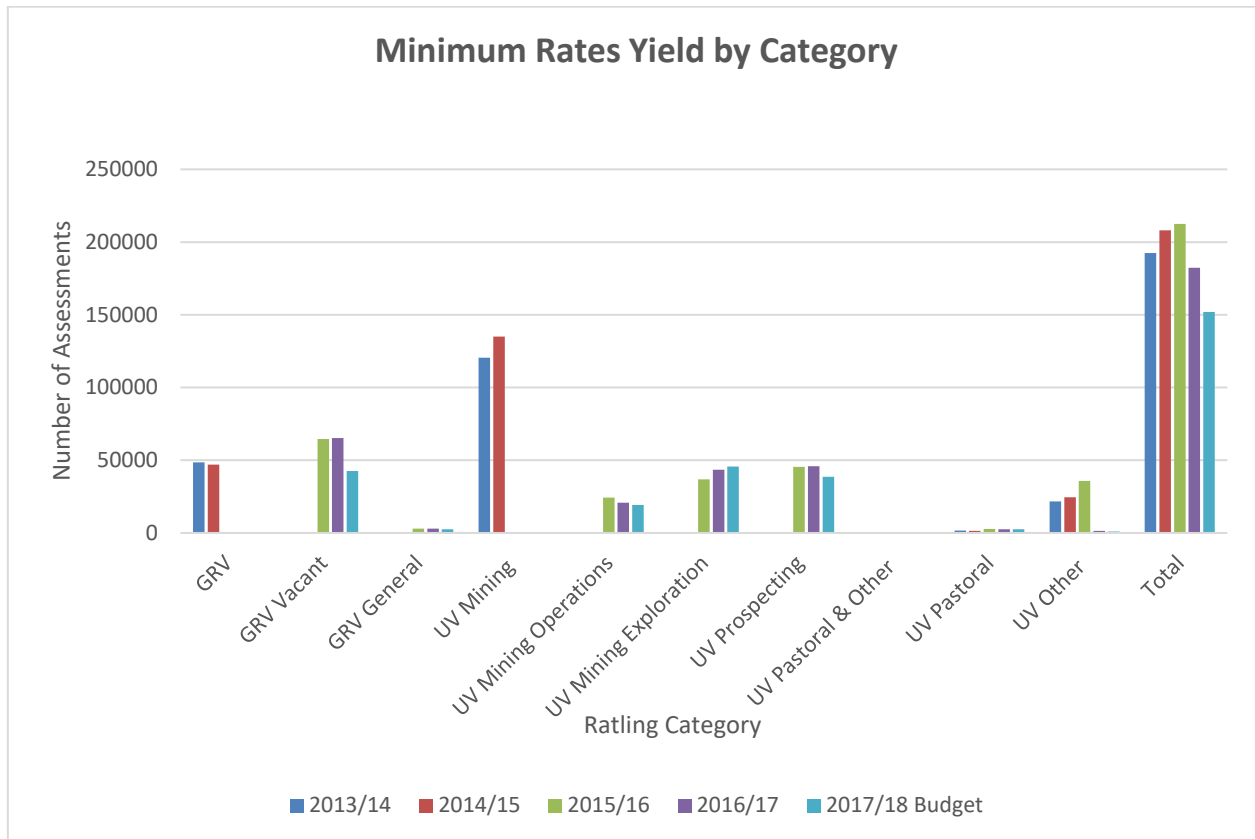


From 2015/16 three minimum rates were imposed:

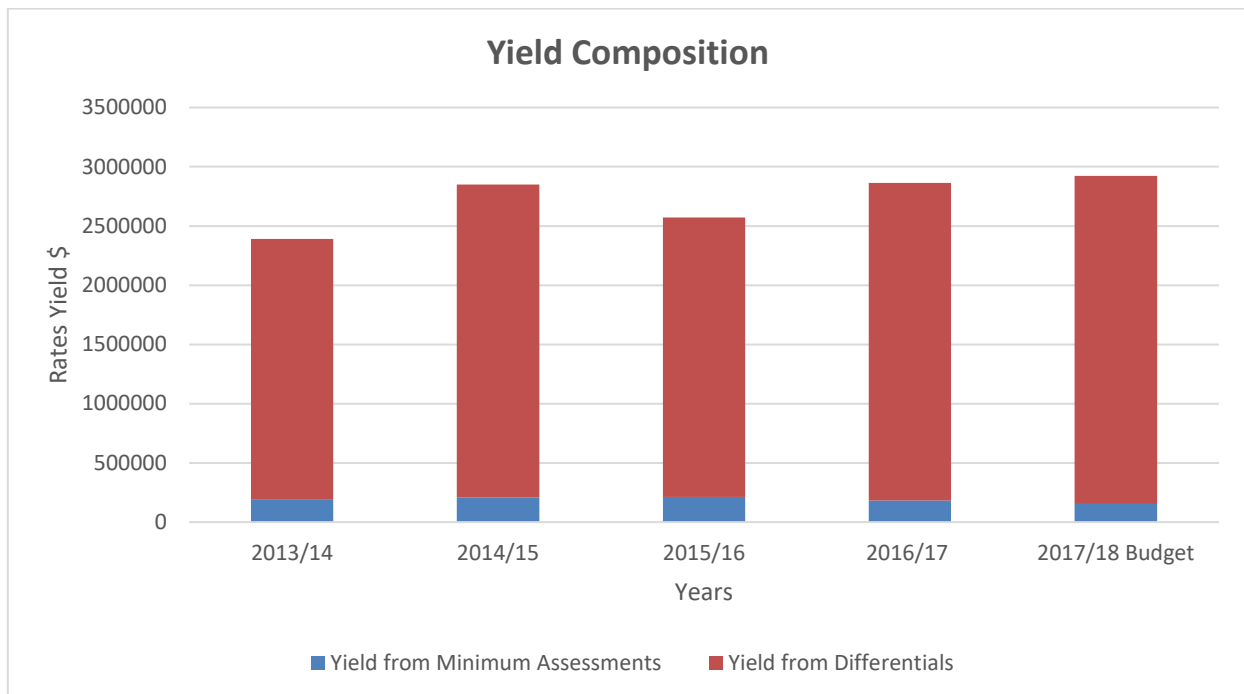
- GRV, UV Pastoral, UV Other and UV Mining Operations
- UV Mining Exploration, and
- UV Mining Prospecting



Minimum rates have been established to ensure that all rateable properties, regardless of their value, are making a contribution to the services and infrastructure of the Shire.



For 2017/18, a projected 618 assessments will be levied the Minimum rate. This represents 45% of the total number of rateable properties and will generate approximately 5% or \$152,000 of the Shires total rate yield.

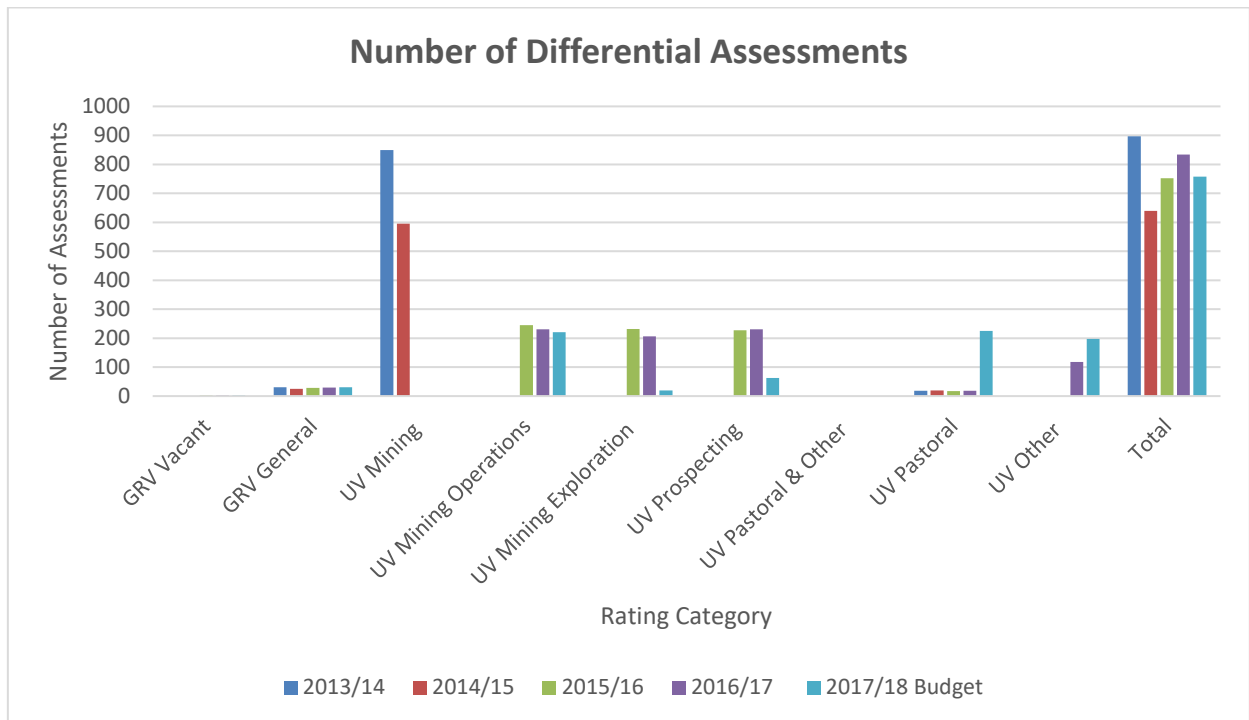


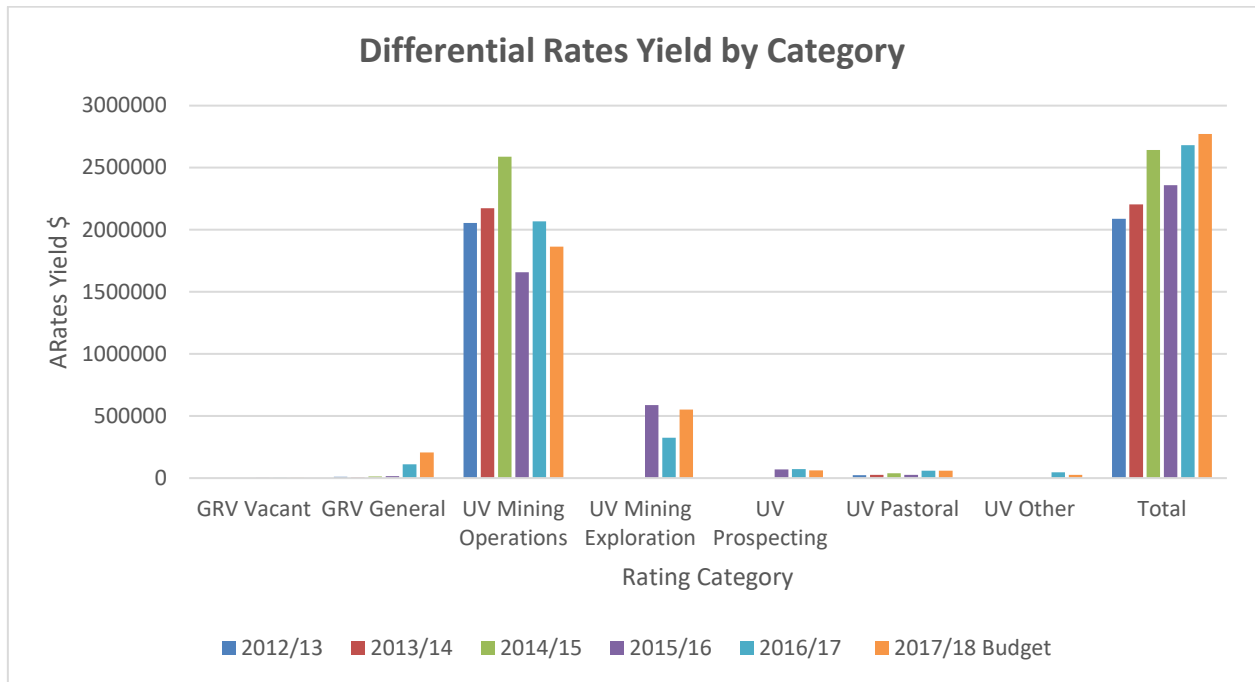
DIFFERENTIAL RATES

A differential rate occurs when categories of property within the UV or GRV land valuation methods are rated differently. The imposition of differential rates represents a policy decision of the Shire to redistribute the rates burden in its local government area by imposing a higher rate on some ratepayers by comparison to others. In doing so, the Shire gives consideration to the principles of objectivity; fairness; consistency; transparency; and administrative efficiency. The Shire will also give appropriate bearing to the capacity of particular categories of ratepayers to pay. The objects and reasons of the differential rates categories are set out in **Appendix B** of this document.

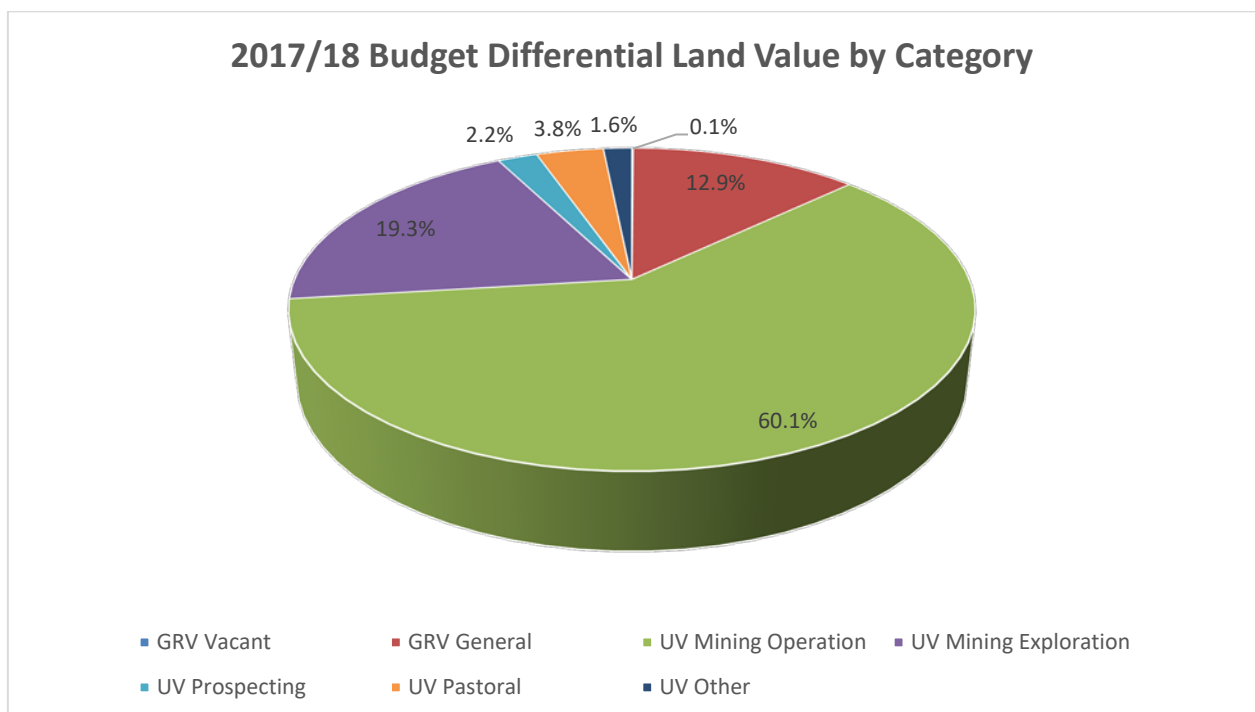
As property rates are a form of value or wealth tax, it is not possible to ensure equity between individual property owners, since not all properties are assessed at the same value. Therefore, our objective is to endeavour to ensure that each rating category bears its fair and reasonable share of the cost of providing local government services.

Typically, the number of properties subject to differential rates represent approximately 55% of the total number of rateable properties and will generate approximately 94% or \$2.66m of the Shires total rate yield.

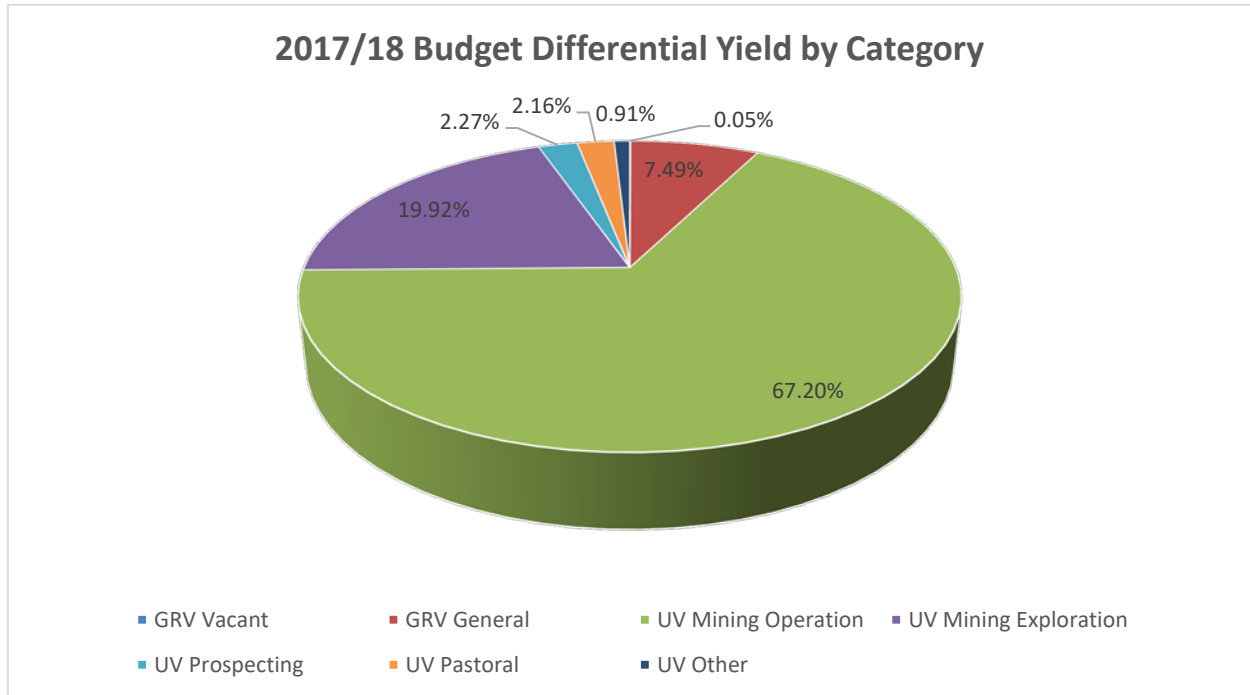




The two pie charts below provide a graphical representation of the composition of land values across differential categories, and the proportion of total rates yield generated by each category. This demonstrates that the contribution to total rates is largely consistent with the proportion of land value represented by each category.



2017/18 Budget Differential Yield by Category



LONG TERM FINANCIAL PLANNING

Our forecast financial planning will be based on annual yield increases of Local Government Cost Index (LGCI) plus 1.9% on top of prior year yield. Of the increase in yield, CPI will be absorbed within the general purpose revenue, and 1.9% dedicated wholly to Asset Management Initiatives.

Annual increases will be based on the prior year's estimated yield, plus any interim rates levied across the course of the year. This means that should a property change in status from rateable to non-rateable, the rates revenue that is lost will be recouped across the balance of rateable assessments, either within that category or more broadly distributed. In pursuing this strategy, the Shire recognizes the importance of generating a stable rate yield year on year in helping to achieve long term financial stability.

The Shire has historically derived revenue from the levying of interim rates across the course of the financial year. Given the degree of uncertainty surrounding interim rates, and the budgetary impact of failing to achieve estimated amounts of interim rates yields, the Shire's policy is not to budget for any interim levies. Any material variances achieved from Interims will be recognized and reported to council through the Quarterly Budget Review Process. The income realized from interim rates will form part of the base amount for calculating the proposed yield to be generated from rates in the next financial year.

The rates raised for properties which have been identified as 'rates not recoverable' will be written off each year. The cost of the rates lost for these properties will form part of the calculations for all rates each year until these properties are disposed of or become non rateable.

VALUATION

In Western Australia land is valued by Landgate Valuation Services (of the Valuer General's Office) and those values are forwarded to each Local Government for rating purposes.

Two types of values are calculated:

- Gross Rental Value (GRV) which generally applies to urban areas, and
- Unimproved Value (UV) which generally applies to rural land.

GRV general valuations are currently carried out on a triennial basis in the Perth Metropolitan area and every 3-5 years in the country areas of the state. UV's are determined annually.

The date of valuation in relation to a general valuation is fixed by the Valuer General. Values are then determined relative to sales and rentals that are negotiated in the market place at or close to the date of valuation, which is set at 1 August each year. The date of valuation is not the same as the date that the GRV or UV comes into force. The date in force is the date from which the values must be used by the rating and taxing authority. For GRV's it is 1 July each year whereas UV's it is 30 June.

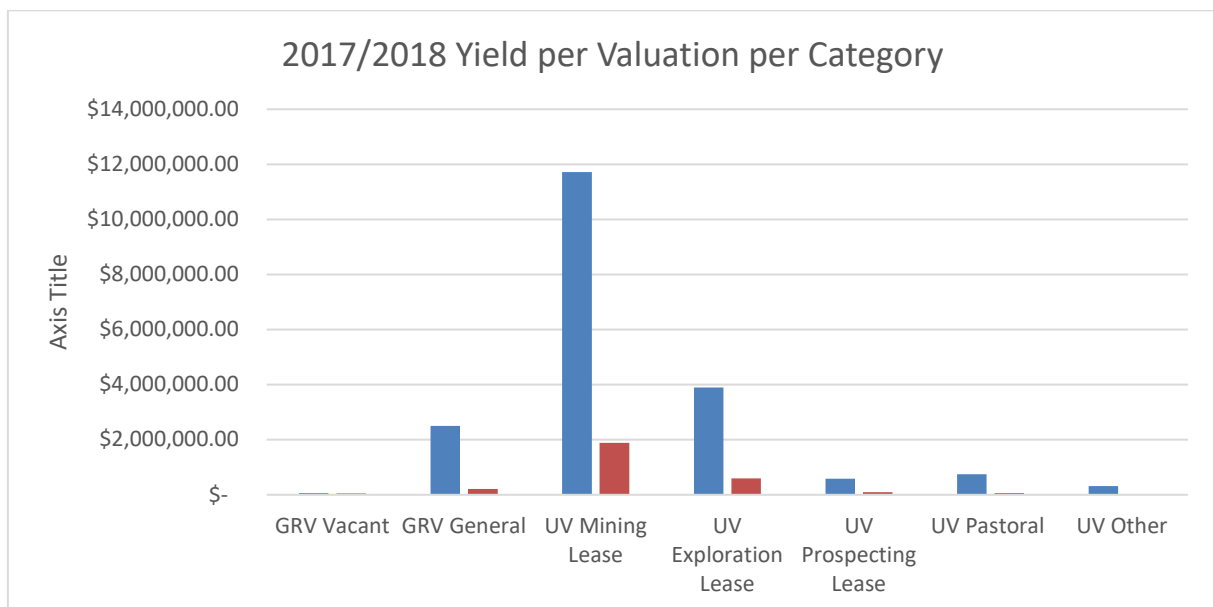
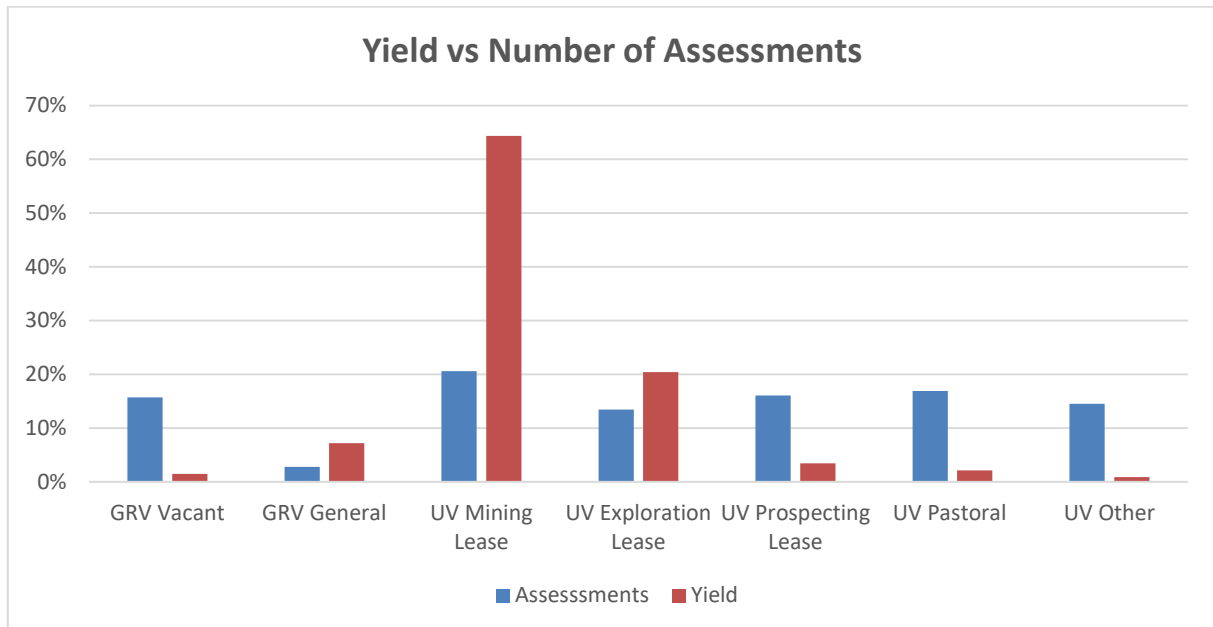
GRV means the gross annual rental that the land might reasonably be expected to realize if let on a tenancy from year to year upon condition that the landlord was liable for all rates, taxes, and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land. The GRV normally represents the annual equivalent necessary to maintain the land. The GRV normally represents the annual equivalent of a fair weekly rental. For instance; a GRV of \$52,000 represents a weekly rent of \$1,000.

As demonstrated above, the relevant rate in the dollar is adjusted such that the yield remains unaffected. This is because its levels of service and infrastructure provided by the Shire in response to community expectations that determines the amount of rates revenue required to be generated, as opposed to the value of land at any point in time. To allow total rates yield to fluctuate in proportion with the land values would expose the community and the Shire to significant variations in both service provision and rates bills on a yearly basis and compromise the long term financial sustainability of the Shire.

Similarly, the Shires strategy in relation to properties that revert from rateable to non-rateable is focused on maintaining the total desired rates yield. This means that where a property falls out of the rate base during the course of the financial year, or effective from the start of the following financial year, that "lost" rates revenue will be redistributed across the balance of the assessments within the category from which the loss arose. An example of this would be where the crown grants a lease to a third party for the operation of a mass accommodation facility. Once the lease expires, the land reverts to the crown, and is no longer rateable. This lost revenue would be redistributed across the balance of assessments within the mass accommodation category.

In pursuing this strategy, the Shire will assess the burden that the redistribution places on remaining assessments within the affected category and determine whether a broader distribution method (eg across all assessments) is a more equitable outcome.

Clearly the highest risk to the Shire is those categories with higher average rates, that is, categories that contribute a high percentage of rate yield in comparison to the percentage of assessments in that category. Further exacerbating the risk is the fact that a high number of these properties are rateable only because they have been leased by Government to third parties.



CONCLUSION

The rating strategy has been formulated to provide insight into the legislative framework surrounding rates in WA local government; the existing rating structure imposed by the Shire of Menzies; and the Shire’s strategy with regard to future rate movements. The key objective is to levy rates so as to provide a stable path for the community, and certainty around the Shire’s primary revenue source in a fair and equitable manner, having due regard to objectivity; consistency; transparency; and administrative efficiency.

APPENDIX A- LOCAL GOVERNMENT ACT 1995 RATING PROVISIONS

6.32 Rates and service charges

- 1) When adopting the annual budget, a local government —
 - a) in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either—
 - i. uniformly; or
 - ii. differentially; and
 - b) may impose* on rateable land within its district—
 - i. a specified area rate; or
 - ii. a minimum payment; and
 - c) may impose* a service charge on land within its district.
- 2) Where a local government resolves to impose a rate, it is required to —
 - a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and
 - b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.
- 3) A local government —
 - a) may, at any time after the imposition of rates in a financial year, in an emergency, impose* a supplementary general rate or specified area rate for the unexpired portion of the current financial year; and
 - b) is to, after a court or the State Administrative Tribunal has quashed a general valuation, rate or service charge, impose* a new general rate, specified area rate or service charge.
- 4) Where a court or the State Administrative Tribunal has quashed a general valuation, the quashing does not render invalid a rate imposed on the basis of the quashed valuation in respect of any financial year prior to the financial year in which the proceedings which resulted in that quashing were commenced.

6.33. Differential General Rates

- 1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - b) a purpose for which the land is held or used as determined by the local government; or
 - c) whether or not the land is vacant land; or
 - d) any other characteristic or combination of characteristics prescribed.
- 2) Regulations may —
 - a) specify the characteristics under subsection (1) which a local government is to use; or
 - b) limit the characteristics under subsection (1) which a local government is permitted to use.
- 3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- 4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where Section 6.40(1)(a) applies.
- 5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation ¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

6.35 Minimum Payment

- 1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- 2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- 3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - a) 50% of the total number of separately rated properties in the district; or
 - b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- 4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - a) the number of separately rated properties in the district; or
 - b) the number of properties in each category referred to in subsection (6),unless the general minimum does not exceed the prescribed amount.
- 5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- 6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - a) to land rated on gross rental value; and
 - b) to land rated on unimproved value; and
 - c) to each differential rating category where a differential general rate is imposed.

APPENDIX B - OBJECTS AND REASONS FOR RATING IN THE SHIRE OF MENZIES

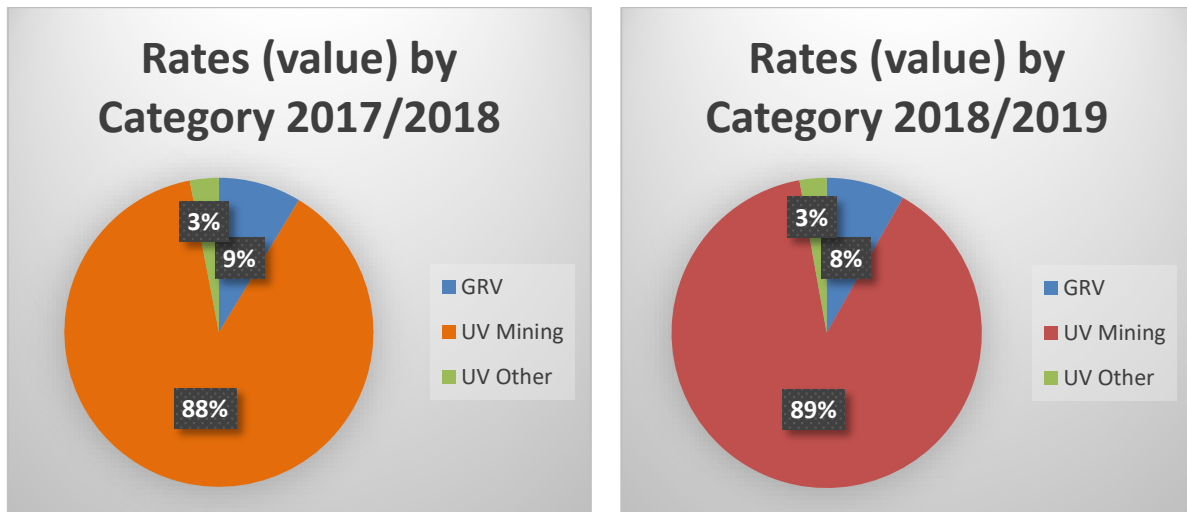


Objects and Reasons for Rating in the Shire of Menzies 2018/2019

The objective of Council's rates is to provide for the net funding requirements of Council's Operational and Capital Budget in order to achieve a balanced budget.

In arriving at the proposed rate in the dollar and minimum payments, Council has taken into consideration many factors and attempted to balance the need for revenue to fund essential services, facilities and infrastructure to the entire community. Given the funding variability from grants and other income sources, the shire looks to mining to be able to ensure funds are available.

The balance and contribution by each of the categories of ratepayers for the 2018/2019 Budget is materially the same as in 2017/2018. Once again, the Minimum for GRV Other has remained at \$200 to encourage owners of vacant lots in town to retain ownership and not surrender the blocks to the shire. The variance in all sectors reflects the changes to the rate in the dollar and the property valuation as set by the Valuer General.



Rates Increase for 2018/2019.

For 2018/2019 Council has agreed to increase the overall rate yield by at least 1.8% (0.3% on top of forecast CPI growth of 1.5%) with the exception of Minimum Rates for GRV Vacant which will remain at \$200

Basis of Rating

Property rates are calculated using the Gross Rental Value (GRV) and Unimproved Value (UV) provided for individual properties by the Valuer General's Office. A property's GRV represents the amount of the gross rental income the land might obtain if it is let on a tenancy from year to year. A property's UV represents the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land.

Updated Valuations

Updated unimproved values for rural properties are provided every year and updated gross rental values for residential, commercial and special rural properties are provided every five years.

Council's approach for 2018/2019 is to apply up to 1.8% increase to the rate in the dollar for the following categories, except for Minimum Rates for GRV Vacant which will remain at \$200.

GRV Vacant Land	from 8.34 c to 8.49c	minimum from \$200 to \$200
GRV improved Land	from 8.32c to 8.47c	minimum from \$306 to \$317
UV Mining Lease	from 15.97c to 16.26c	minimum from \$306 to \$317
UV Prospecting Lease	from 14.51c to 14.51c	minimum from \$240 to \$248
UV Exploration Lease	from 14.73c to 14.73c	minimum from \$270 to \$280
UV Other (includes Pastoral and Kookynie Townsite)	from 8.00c to 8.14c	minimum from \$306 to \$317

OBJECTS AND REASONS FOR DIFFERENTIAL RATES.

GROSS RENTAL VALUE (GRV).

GRV covers properties within the townsite of Menzies and one mining camp. The average townsite non-vacant property rate is \$550 (excludes mining camp). Of the 39 properties in Menzies townsite, only five attract rates in excess of \$500 -three are commercial premises and two are multi residential.

The majority of the properties rated GRV are vacant lots. The minimum of \$200 has been set for these vacant lots. This represents a contribution to the community of \$3.85 per week, which although below expectation is considered to be fair to encourage owners of vacant blocks in town to retain ownership and not hand the blocks back into the Shire.

The reason for differentially rating this category is to meet the criteria of the Local Government Act 1995, which does not allow for a minimum rate exceeding \$200 per lot where the number of lots which attract the minimum rate is greater than 50% of the properties in the category (being GRV).

The Council resolves to apply a minimum of \$200 per property to the 201 properties rated as GRV Vacant to recognize the difficulty of developing land in Menzies. A more onerous rating position may result in properties being surrendered to the shire.

UNIMPROVED VALUATIONS (UV)

Mining, Exploration and Prospecting Leases are rated differentially to reflect the nature of the lease. Prospecting leases attract a lower minimum and rate in the dollar (RID) to acknowledge that these leases are not, for the most part, income producing.

As per previous years, the differential rate for UV Pastoral and Other has been set taking into account issues of rating equity including capacity to pay. The Pastoral and Other sector are increasingly taking the opportunities afforded to them to diversify, and it is believed that the capacity to pay for this sector has improved.

OBJECTS AND REASONS FOR MINIMUM RATES

The setting of minimum rates within rating categories is an important method of ensuring that all properties contribute an equitable rate amount. A minimum rate for UV Mining Exploration and UV Mining Prospecting categories has been set lower than other rating categories to reflect the Shire's goal to encourage mining in the district.

5. PERSONNEL

5.1 Acting Chief Executive Officer

Introduction	
Objective	To ensure continuity of authority in the unexpected absence of Chief Executive Officer.
History	Former – Policy 5.15 Replaced – 29 November 2012 Policy 5.1 Amended 31 August 2017 Adopted 25 June 2015 31 August 2017 30 August 2018
Policy Statement	

Unless Council has made other prior decision, the Manager Finance and Administration is automatically authorised and appointed as Acting Chief Executive Officer when –

- a) the Chief Executive Officer is on annual, personal or other leave, planned or unplanned (i.e. does not include out of office at meetings, conferences etc),
- b) the Chief Executive Officer position becomes vacant without prior notice (e.g. employment is abandoned etc), subject to –
 - the President being advised immediately, and
 - LG Act processes being initiated at the earliest opportunity.

– *End of Policy*

COMMENT

Amendment of this Policy requires Absolute Majority – refer LG Act s.5.36 (2)

The operation of this Policy is contingent on recognizing that the position Deputy Chief Executive Officer position has been abolished and a new position created of Manager of Finance and Administration which is a designated position.

The Local Government Act requires that the Chief Executive Officer be appointed by Council, clearly requiring that Council also have some input into appointment of Acting Chief Executive Officer, when the Chief Executive Officer is on leave, or their employment concluded.

There are a number of legislative requirements that impact on the function of Acting Chief Executive Officer. While called Acting Chief Executive Officer due to the absence of the permanent Chief Executive Officer or the intended temporary nature of the appointment, the person has all the rights, functions, duties and obligations of the Local Government Act, Regulations and other legislation, as well as the delegated responsibility of the permanent Chief Executive Officer, for the duration of the appointment.

Legislative implications include –

- Local Government Act –
 - s.5.36 –
 - (1) the Council is to employ a Chief Executive Officer, who must be suitably qualified (which may be experience based) for the position
 - (2) the Chief Executive Officer must be under contract
 - (3) if the Chief Executive Officer position becomes vacant, it must be advertised
(5A) if vacant, the position can be filled by a person of the prescribed class, i.e. designated officer

- s.5.37 –
 - (1) Council may designate a particular employee or class of employees to be senior employees.
 - (2) Council is to approve the employment or dismissal of designated employees
- s.5.39 –
 - (1) Designated employees must be under contract
 - (1a) Separate contract not required for an employee acting as Chief Executive Officer, ie: The Chief Executive Officer cannot authorise a person to take on the duty to use the delegations made to Chief Executive Officer in the Delegations Register.
- s.5.44 – prohibition on Chief Executive Officer R being able to delegate the power of delegation
- Administration Regulations –
- r.18A – when vacant, Chief Executive Officer position is to be advertised (but is subject to LG Act s.5.36 (5A))

In summary, Council must have a say in the appointment of Chief Executive Officer, whether permanent or acting, not just which position steps up, but the specific person. The Chief Executive Officer does not have the authority to make the decision.

Problems in continuity of authority can arise with unexpected absences, or employment ending unexpectedly, and the Manager Finance and Administration may have to function in a vacuum of authority to actually do so. While their contract may very clearly imply the expectation of the Manager Finance and Administration to take on the Acting Chief Executive Officer role through reference to higher duties etc, it lacks the authority for the person to automatically do so.

The Department of Local Government & Communities advised–

The Act requires that Council cannot employ a person in the position of Chief Executive Officer unless they believe the person is suitably qualified. Therefore, the Department of Local Government and Communities DLGC is of the view that Council has a say in who acts in place of the Chief Executive Officer for periods of leave both short and long. This can be done via a policy document that details who steps into the role or via resolution for each time the Chief Executive Officer goes on leave.

The policy you are planning would adequately address the issue. You may wish to consider, if you have a reasonably new Manager Finance and Administration, to restrict the acting to planned or unplanned short periods of leave (of sick) and perhaps long periods of leave, let Council make the appointment by resolution.

To cover unexpected situations and comply with the Act and Regulations, two policies are needed –

- stipulating Designated Officers
- authority to function as Chief Executive Officer in an acting capacity under certain conditions

The Policy for Acting Chief Executive Officer needs to be made by absolute majority, since it is authorisation for the Manager Finance and Administration to be Acting Chief Executive Officer. To avoid the need to advertise the vacancy and terms of appointment of an Acting Chief Executive Officer, as well as a separate contract of employment, the policy should nominate a designated employee.

5.2 Designated Staff

Introduction	The Local Government Act provides that Council may designate a position, thereby reserving the right to have some input into any appointment to that position.
Objective	To ensure continuity of authority in the unexpected absence of Chief Executive Officer.
History	Adopted 29 November 2012 Adopted 25 June 2015 Amended 31 August 2017 Adopted 30 August 2018
Policy Statement	

In accordance with the Local Government Act s.5.37, the following positions are Designated Staff as defined by the Local Government Act –

- i) Chief Executive Officer, as required,
- ii) Manager Finance and Administration
- iii) Environmental Health Officer

– *End of Policy*

COMMENT

This Policy is required to ensure validity of the Policy for Acting Chief Executive Officer by the Manager Finance and Administration.

The Local Government Act requires that the Chief Executive Officer be appointed by Council, clearly requiring that Council also have some input into appointment of Acting Chief Executive Officer, when the Chief Executive Officer is on leave, or their employment concluded.

Legislative implications of the Local Government Act include –

s.5.37 –

- (3) *Council may designate a particular employee or class of employees to be senior employees.*
- (4) *Council is to approve the employment or dismissal of designated employees*

s.5.39 –

- (2) *Designated employees must be under contract*
 - (1a) *Separate contract not required for an employee acting as Chief Executive Officer, ie: the Chief Executive Officer cannot authorise a person to take on the duty to use the delegations made to Chief Executive Officer in the Delegations Register.*

In summary, Council must have a say in the appointment of Chief Executive Officer, whether permanent or acting, not just which position steps up, but the specific person. The Chief Executive Officer does not have the authority to make the decision.

The Department of Local Government & Communities advised–

The Act requires that Council cannot employ a person in the position of Chief Executive Officer unless they believe the person is suitability qualified. Therefore the DLGC is of the view that Council has a say in who acts in place of the Chief Executive Officer for periods of leave both short and long. This can be done via a policy document that details who steps into the role or via resolution for each time the Chief Executive Officer goes on leave.

The policy you are planning would adequately address the issue. You may wish to consider, if you have a reasonably new deputy, to restrict the acting to planned or unplanned short periods of leave (of sick) and perhaps long periods of leave, let Council make the appointment by resolution.

To cover unexpected situations and comply with the Act and Regulations, two policies are needed –

- stipulating Designated Officers
- authority to function as Chief Executive Officer in an acting capacity under certain conditions

The Policy for Acting Chief Executive Officer needs to be made by absolute majority, since it is authorisation for the Manager Finance and Administration to be Acting Chief Executive Officer. To avoid the need to advertise the vacancy and terms of appointment of an Acting Chief Executive Officer, as well as a separate contract of employment, the policy should nominate a designated employee.

There are a range of factors in relation to designated staff or otherwise–

Employee class	Council involvement	Committee involvement	Chief Executive Officer involvement
Chief Executive Officer	<u>Required</u> to appoint, but may delegate selection and interview to a Committee.	<u>Permitted</u> to interview and recommend to Council. <u>Not permitted</u> to appoint, manage or direct.	As directed by Council, but usually none or very limited (process, research, reporting).
Designated staff LG Act s.3.57	<u>Required</u> to consent to appointment or dismissal. <u>Not permitted</u> to manage or direct.	<u>Permitted</u> to interview and comment on recommendation of Chief Executive Officer to Council <i>(view not supported by DLGC)</i> <u>Not permitted</u> to appoint, manage or direct.	<u>Required</u> to recommend appointment or dismissal. <u>Statutory</u> function to manage and direct.
	Interview & recommendation can be done by Chief Executive Officer alone or with Council/or input. DLGC recommends no Councillor involvement, other than consent to appointment/dismissal.		
Environmental Health Officer	<u>If designated senior officer</u> – as above and Commissioner’s approval <u>In all cases</u> – approval of Commissioner for Health required for appointment or dismissal.		
Other (non-designated) staff	<u>Prohibited</u> – no involvement permitted in appointment, management or direction.	<u>Prohibited</u> – no involvement permitted in appointment, management or direction.	<u>Statutory</u> function to appoint, manage, direct etc.

5.3 Staff – Pre-employment requirements

Introduction	
Objective	
History	Formerly – Policy 5.7 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Medical Clearance of New Employees

It is Council policy that all prospective new employees are to have a medical examination and drug and alcohol test, at the Council's cost and the Doctor's report is to indicate that the employee is suitable to carry out the duties required, before the prospective employee is engaged.

2. National Police Clearance for New Employees

It is also Council Policy that a national police clearance be obtained, at the Council's expense, to indicate that the employee is suitable to carry out the duties and responsibility of the position.

– *End of Policy*

COMMENT

5.4 Equal Employment Opportunity

Introduction	
Objective	
History	Formerly – Policy 5.9 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Shire Council shall recognise its legal obligations under the Equal Opportunities Act, 1984 and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
2. All employment training with the Shire Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.
3. All promotional policies and opportunities with the Shire Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.
4. All offers of employment within the Shire Council shall be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.
5. The Shire Council shall not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, age, political or religious convictions, gender, marital status or disability.
6. The equal employment opportunity goals of the Shire Council shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.
7. All new employees (Including the Chief Executive Officer) shall be subject to a three months probationary period at the conclusion of which their suitability for permanent employment will be assessed.

– *End of Policy*

COMMENT

5.5 Emergency Services – Call Outs Affecting Work Hours

Introduction	Employees may be involved in the Volunteer Emergency Services Unit or St John's Ambulance or may be Defense Reservists and can be called out to attend an emergency during or after work hours.										
Objective	This Policy is intended to ensure that employees are not penalised for volunteering for emergency services or Defense Reservists.										
History	<table> <tr> <td>Former Policy</td> <td>5.10</td> </tr> <tr> <td>Amended</td> <td>29 November 2012</td> </tr> <tr> <td>Adopted</td> <td>25 June 2015</td> </tr> <tr> <td>Amended</td> <td>26 May 2016</td> </tr> <tr> <td>Adopted</td> <td>30 August 2018</td> </tr> </table>	Former Policy	5.10	Amended	29 November 2012	Adopted	25 June 2015	Amended	26 May 2016	Adopted	30 August 2018
Former Policy	5.10										
Amended	29 November 2012										
Adopted	25 June 2015										
Amended	26 May 2016										
Adopted	30 August 2018										
Policy Statement											

1. The National Employment Standards Division 8 Community Service Leave applies, and the following provisions are in addition to the NES where appropriate.
2. So as not to penalise them for their contribution to the community, employees are permitted to leave their workplace to render voluntary emergency assistance to a fire brigade, ambulance service or the FESA, without deduction from that employee's pay whilst so absent on such voluntary service during ordinary time, subject to the following conditions –
 - i) The emergency service is a bona fide organisation, properly constituted for its function and the employee is a registered member of that organisation;
 - ii) The employee recognises and acknowledges that upon leaving his/her workplace, the duty of care of the local government is suspended until such time as he/she returns to the workplace, and that whilst absent he/she is not afforded the protection of the local government's workplace insurances;
 - iii) The local government is indemnified against any claim which may arise by the employee out of his/her voluntary activities;
 - iv) Payment of wages is only applicable for the normal ordinary hours of work during which the employee is absent and engaged in the voluntary emergency service;
 - v) An employee shall not leave their place of employment without notifying their immediate supervisor of departure and indicative time of return. Except as provided by the Award, there is no automatic right for an employee to leave the workplace but approval should not be unreasonably withheld.
 - vi) Approval may be withheld in circumstances such as –
 - to ensure a worksite is left safe
 - if the staff member may be required by the Shire to respond to the emergency in a Shire capacity, e.g. loader operator or administrative support
3. Where the employee is called out on a weekend or overnight, the principles of the Award requiring a minimum time off of 10 hours are to apply.

Example – if after a callout, the employee does not get back to town until 2.00am, they are not expected to commence work until midday, thus giving them a break of 10 hours. As the works crew commences work at 7.00 am, the time between 7.00am and midday would be paid as though worked.
4. Where employees may be called out for other emergency purposes (e.g land search, flood evacuation etc), the Chief Executive Officer is to make a determination as to whether the principles of this policy, are to apply.
5. Should the Chief Executive Officer withdraw or stand-down employees, this does not prevent the person continuing as an unpaid volunteer in their private capacity.

6. For the purposes of this policy, ordinary working hours shall be the time ordinarily worked including standard overtime arrangements
7. Employees involved in Defence Reservists activities shall be entitled to paid leave and top up pay to cover any differences between their military pay and their civilian pay.

– *End of Policy*

COMMENT

5.6 Staff – Salary Sacrifice

Introduction	
Objective	
History	Adopted – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

An employee may utilise salary sacrifice subject to –

- written consent of the Chief Executive Officer
- there being no additional net cost to the Shire, other than as provided for in any contract

– *End of Policy*

COMMENT

5.7 Superannuation

Introduction	
Objective	
History	Former Policy pt 5.12 Replaced 29 November 2012 Reviewed 26 September 2013 Reviewed 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Shire will contribute towards an employee's personal superannuation as follows–
 - a) the Superannuation Guarantee Levy,
 - b) where the employee makes voluntary contributions, either by deduction from pay after tax or by salary sacrifice –
 - the Shire will make an additional contribution subject to an employee making their own contribution, either as salary sacrifice or after tax,
 - to maximum employee contribution of 5% of salary/wages
 - i.e. an employee may contribute in excess of 5% of salary/wages, but the Shire contribution will be limited to the maximum of 17% including the Superannuation Guarantee Levy.
2. Where the Superannuation Guarantee minimum increases, the additional matching percentage is to decrease an equal amount, maintaining a Council standard unmatched contribution of 17%.

– *End of Policy*

COMMENT

Superannuation contributions are governed by the Superannuation Guarantee (Administration) Act 1992.

5.8 Gratuitous Payments to Employees

Introduction	Amendments to this Policy must be advertised and submissions considered in accordance with the Local Government Act, prior to being confirmed.
Objective	To show appreciation to valued employees, who are leaving the Shire's employ and to comply with section 5.50 (1) of the Local Government Act 1995.
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. That for the purpose of section 5.50 (1) of the Act, the following maximum total value may be spent on a presentation gift to employees who retire or resign after a period of satisfactory service –

After completing 5 years of service	\$ 700
For each additional completed year of service	\$ 100
Maximum value of gift	\$
3,000	
 2. The Chief Executive Officer may at his/her discretion make a presentation gift where an employee leaves prior to 5 years of service to a value not exceeding \$75 for each completed year of service.
 3. The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice must be given.
- *End of Policy*

COMMENT

Amendments to this policy are required to be advertised for public comment prior to being effective – refer LG Act s.5.50.

Admin Regulations – Maximum value of gift is \$5,000

5.9 Leave Accruals – Annual and Long Service

Introduction	
Objective	
History	Formerly – Policy 5.19 Adopted – 29 November 2012 Reviewed 26 September 2013 Revoked 25 June 2015

Leave accruals, annual and long service leave are governed by the Local Government Officers (Western Australia) Interim Award 2011 and the Municipal Employees (Western Australia) Interim Award 2011.

5.10 Employees – Housing Allowances

Introduction	
Objective	
History	Formerly – Policy Replaced – 29 November 2012 Adopted 25 June 2015 Amended 30 June 2016 Adopted 30 August 2018
Policy Statement	

1. As from the 2013-2014 financial year, all permanent Shire employees whether full time or part time (i.e. excludes casual staff and trainees) not living in a Shire provided residence be paid a weekly allowance as set by Council in the annual Budget.
2. This allowance is to be paid –
 - through the payroll system each pay fortnight
 - pro-rata according to FTE
 - employees remain eligible whilst on leave or during periods of worker’s compensation.
3. Employees are not eligible in the following instances –
 - The residence is not within the Shire of Menzies boundary.
 - Where two Shire employees are living in one non-Shire residence only one payment is permitted.
 - The employee has been suspended from employment.
 - The employee is on leave without pay for more than one working day.
 - The employee is being provided with free caravan park accommodation
4. That the amount be set at a maximum of \$80.00 per week payable to employees in their own home, or to an employee renting accommodation, with the allowance amount not to exceed the rental paid.
5. And that the allowance be reviewed annually during the budget preparation.

– End of Policy

COMMENT

Employee group	Eligibility	Conditional on
Chief Executive Officer	Yes	Residence is within the Shire
Contract Staff – Manager Supervisor, etc	Yes	Residence is within the Shire
Admin Staff	Yes	Permanent Full-time or Part-time Residence is within the Shire
Works Staff		
Cleaners		
Trainees and Casual Staff	No	If more than 3 months
	No	If less than 3 months

5.11 Employees – Loyalty Pay

Introduction	
Objective	
History	Formerly –Policy 5.12 Replaced - 29 November 2012 Updated – May 2014 Updated – June 2015 Updated – August 2018

1. A Loyalty Pay as provided for in the Budget is to be paid to all permanent employees whether full time or part time, except–
 - Chief Executive Officer and other contracted staff
 - trainees and all casual staff regardless of duration of employment subject to any necessary phasing in arrangements for existing permanent staff at date of adoption.
2. The Loyalty Pay is paid pro-rata according to full-time employment equivalent.
3. The amounts, to be paid fortnightly in the employee’s pay, is currently:
 - \$ 41.12 after 1 year
 - \$ 82.37 after 2 years
 - \$123.56 after 3 years
 - \$164.75 after 4 years
4. The amounts payable for the Loyalty Pay allowance, is to be increased by the Local Government Cost Index as calculated by WALGA at 30 June annually.

– End of Policy

COMMENT

Employee Group	Loyalty Pay Eligibility	Conditional On
Chief Executive Officer, Manager Finance & Administration Works Supervisor	No No No	
Contract Staff	Yes	As per Agreement
Admin Staff	Yes	Permanent
Works Staff	Yes	Full-time or Part-time
Cleaners	Yes	
Trainees and Casual Staff	No	If more than 3 months
	No	If less than 3 months

5.12 Local Government Industry Award

Introduction	
Objective	
History	Formerly – Delegation 29 Policy 5.19 Amended 29 November 2012 Revoked 25 June 2015

The Shire of Menzies staff entitlements are governed by the Local Government Officers (Western Australia) Interim Award 2011 and the Municipal Employees (Western Australia) Interim Award 2011.

5.13 Relocation Expenses

Introduction	
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Senior Officers

Subject to the terms and conditions contained in paragraph 4 below, the Shire will meet all reasonable relocation expenses on the appointment of the following employees–

- Chief Executive Officer
- Manager Finance and Administration
- Supervisor Works and Services

2. All Other Employees

For other employees, the Chief Executive Officer, at his/her discretion, may approve meeting relocation expenses up to a maximum contribution of \$3,000 subject to the terms and conditions as contained in paragraph 4 below.

3. Alternative Arrangements for Other Employees

For all employees, other than those listed in paragraph 1 above, where their relocation expenses exceed the \$3,000 limit, the Chief Executive Officer may meet the relocation costs up to \$6,000 on their behalf, providing any amount exceeding the \$3,000 as provided for in paragraph 2 above is repaid to Council over a period not exceeding two years, by entering into a simple written agreement and making authorised payroll deductions.

The base amount of \$3,000 is then subject to the terms and conditions as stated in paragraph 4 below.

4. Terms and Conditions

New employees may select one of the following options –

Option One: If Council pays the relocation expenses in accordance with either paragraph 1 or 2 above, then the employee will be required to remain with Council for a period of 2 years. If the employee leaves before 12 months, then the full amount of the relocation expenses will be met by the employee and reimbursed to Council. After 12 months of service, pro-rata repayment to Council shall be made.

Option Two: If an employee pays for their own relocation costs initially, then reimbursement will be made by Council after 12 months of service by the employee to the levels as provided for in paragraph 1 or 2 above

5. Relocation Expenses - Definition

In respect to this Policy, “Relocation Expenses”, generally means costs incurred in the removal of household furniture and effects to Menzies.

The Chief Executive Officer, may however, consider approving requests for other expenses incurred by the employee in relocation to Menzies, subject to these costs being of a reasonable nature, and, if approved, will be included in any consideration of the amounts mentioned in the foregoing sub-clauses.

6. Alternative Quotations

For Employees proceeding along the lines of Option 1 in paragraph 4 above, three alternative quotes are required to be submitted.

–End of Policy

COMMENT

5.14 Social Media Policy

Introduction	The Shire of Menzies recognises the importance of the internet and social media as a modern and widely popular tool for community engagement.
Objective	To ensure responsible use of social media for official business whilst protecting the interests of the Shire of Menzies and to give guidelines for engaging in online conversations as representatives of the Shire of Menzies regardless of private or work-related access
Scope	<p>These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Menzies to apply to any online medium where information may reflect back on the image of the Shire of Menzies.</p> <p>Therefore, this Social Media Policy applies to all forms of social media including, but not limited to: blogs, Facebook, Wikipedia or other wikis, Snapchat, Twitter and LinkedIn.</p> <p>These guidelines also apply to any comments representatives of the Shire of Menzies may leave on others' blogs or Facebook pages, edits to wikis, responses to tweets, posting on message boards/forums and opinions on online polls. Reference should also be made to the Shire of Menzies Code of Conduct</p>
History	<p>New Policy 30 August 2018</p> <p>Adopted 30 August 2018</p>
Policy Statement	

As a Local Government agency, the Shire of Menzies and its representatives must follow certain rules when participating in social media. This policy applies to:

3. Communications initiated or responded to by the Shire of Menzies with our community; and
4. Elected Members when making comment in either their Shire of Menzies role or in a personal capacity.

Members and staff must be aware that any comments or interactions they perform on a social media platform will be perceived by the public that their comments and views are that of the Shire of Menzies. Members and staff should therefore ensure that their positions are in line with shire policies and positions.

Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications; however, professional discourse is expected.

All social media accounts, blogs and web pages carrying the Shire of Menzies brand identity are to be endorsed by the Shire of Menzies. If the Shire of Menzies is referenced in any media by its representatives these social media guidelines apply.

As in all interactions, whether face to face or virtual, elected members and staff are representatives of the Shire of Menzies.

Official Communications

The purposes of the Shire of Menzies's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Menzies events and services.

- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Menzies.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Menzies's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Menzies will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared by the Shire President, to promote specific Shire of Menzies positions;
- Social media; and
- Community newsletters, letter drops, and other modes of communications undertaken by the Shire of Menzies's Administration at the discretion of the Chief Executive Officer.

Guidelines

The internet is not anonymous, nor does it forget

Everything written on the Web can be traced back to its author one way or another and very easily.

There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities.

With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Menzies. Always write as if everyone knows you. Never write anything you wouldn't/couldn't say out loud to all parties involved.

Avoid hazardous materials

Do not post or link to any materials that are defamatory, harassing or indecent.

Don't promote other brands with our brand

Do not promote personal projects or endorse other brands, causes or opinions when posting on behalf of the Shire of Menzies. The endorsement of the Shire can be sought if required. If a personal opinion must be posted, clearly state that it does not represent the opinions of the Shire.

Maintain confidentiality

Do not post any confidential information in regard to the Shire of Menzies including personal information of employees, Councillors and other individuals associated with the Shire of Menzies.

Always acknowledge

When reposting/referencing a post or someone else's comments provide a link to the original item or acknowledge the author.

Identify yourself

When relevant, identify your affiliation with the Shire of Menzies to add credibility to your profile and to increase the visibility of the Shire of Menzies.

Do not qualify your work

Do not post statements regarding the quality or quantity of your work/load.

Do not return fire

If a negative post or comment is found online about the Shire of Menzies or one of its representatives, do not counter with another negative post. Publicly offer to remedy the situation through positive action.

Do not action requests made through social media

Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders blocked.

– End of Policy

COMMENT

5.15 Use of Mobile Phones and GPS Satellite Devices

Introduction	To provide staff with clear guidelines on use of mobile electronic devices such as mobile phones and GPS Spot Satellite Messengers to ensure the safety of workers.
Objective	To ensure responsible use of mobile phones and GPS satellite devices to ensure that work of the Shire of Menzies is not impacted, and the health and safety of staff members or others is not endangered.
Scope	These guidelines are intended for use by Councillors, staff members and other representatives of the Shire of Menzies to apply to any device which
History	New Policy 30 August 2018 Adopted 30 August 2018
Policy Statement	

Electronic Communications

1 Mobile Phones

Safe Usage

Mobile phones are to be used in a safe manner. The following guidelines are to be observed at all times.

- A mobile phone (including SMS text messaging) is not to be used in the following situations:
 - Whilst driving, unless using a hands-free system (SMS text messaging not permitted while driving);
 - Whilst refuelling a vehicle, plant or equipment;
 - Whilst dealing with chemicals;
 - Whilst using any equipment or machinery.
 -

An employee allocated a mobile phone is to make themselves familiar with the owner's guide and specifically the safety guidelines pertaining to its use.

Use of personal mobile phones

Where practicable:

- a) Personal mobile phones are to be set to "silent mode" or turned off during work hours and usage should be kept to a minimum.
- b) Personal mobile phones should not normally be used to make business calls. The Shire does not undertake to refund any business calls made on personal mobiles.

2 GPS Spot3 electronic locator

Section 3.3 of the Occupational Safety and Health Regulations 1996 requires that an employee isolated from other persons, because of time, location or nature of the work, have a means of communication in the event of an emergency, or alternatively there is a procedure in place for regular contact to be made.

Consideration of the regulations must be given by managers and supervisors when determining the allocation of GPS Spot Satellite Messengers.

Daily Safety Checks

Staff who are designated to be an isolated employee and are allocated a GPS Spot Satellite Messenger must ensure that this is attached to their body at all times and that they comply with the following guidelines.

- a) Prior to leaving their designated “*accommodation spot*” they should send an electronic alert to the Chief Executive Officer and Works Supervisor by using the pre-recorded message on their GPS Spot Satellite Messenger :-

“Daily Check in from Staff Member – All OK”

- b) At midday or as close to as possible they should send an electronic alert to the Chief Executive Officer and Works Supervisor by using the pre-recorded message on their GPS Spot Satellite Messenger.

“Daily Check in from Staff Member – All OK”

- c) Upon returning to their designated “*accommodation spot*” at the end of the day they should send an electronic alert to the Chief Executive Officer and Works Supervisor by using the pre-recorded message on their GPS Spot Satellite Messenger:-

“Daily Check in from Staff Member – All OK”

This procedure provides the Chief Executive Officer or the Works Supervisor to verify the location of the employee at the designated times and in the event of an emergency assist in pin pointing a location to send assistance to.

Emergency Alerts – HELP Spot

In the event of requiring medical or other urgent assistance staff who are designated to be an isolated employee and are allocated a GPS Spot Satellite Messenger have the capacity to summon assistance by using the HELP Spot button. This sends a message to the Chief Executive Officer and the Works Supervisor immediately stating: -

“HELP message from Staff Member”

The Chief Executive Officer or Works Supervisor can immediately locate the exact position of the staff member and can dispatch assistance to the exact location of the staff member.

Emergency Alerts – HELP Spot

There is no message to edit for the S.O.S. alert. S.O.S. alerts along with your GPS coordinates are routed directly to GEOS International Emergency Response Coordination Center.

The S.O.S. button should only be used in *life-threatening situations*.

The ability to send S.O.S. alerts to GEOS is covered in the SPOT service plan. However, the cost associated with rescue efforts are billed directly to the user so this alert should only be used as stated above. For all other situations, the HELP Spot is adequate coverage to provide assistance.

– End of Policy

COMMENT

6. OCCUPATIONAL HEALTH and SAFETY

6.1 Occupational Health and Safety

Introduction	
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Shire of Menzies is committed to –
 - a) Maintaining and improving, as far as is practicable, a safe and healthy working environment conducive to job satisfaction and productivity.
 - b) Controlling and, where practical, eliminating hazardous elements from the workplace.
 - c) Prevent ill health and accidents caused by working conditions.
 - d) Ensuring that all employees receive training in safe working practices. It is the responsibility of each employee to perform duties in a manner which adheres to these safe working practices, thus ensuring the individual's safety and health and that of others.
 - e) Developing and implementing preventative strategies which include workplace and job design, the identification of hazards in the workplace and taking of appropriate remedial action to control the hazards.

2. The Chief Executive Officer is required is to ensure that an Employee Safety Manual and systems of work are maintained which recognise the principles contained in statement (1) and that this Manual –
 - a) be reviewed at least annually by the Chief Executive Officer as required;
 - b) be issued to employees who are to sign an acknowledgement that they have read and understood the requirements and are prepared to abide by them.

– End of Policy

COMMENT

The Policy is to be reviewed and adopted annually as required by the Occupational Health and Safety Act

6.2 Harassment and Grievances

Introduction	
Objective	
History	Former Policy 5.8 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The following Policy Schedules are adopted, and form part of this Statement
 - 6.2 (a) – Harassment Policy
 - 6.2 (b) – Complaints/Grievance Procedures
2. This Policy and Procedure does not restrict in any way, the right of an employee to make formal complaint to the Police, Worksafe, Equal Opportunity Commissioner or other authority.

– *End of Policy*

COMMENT

Policy Schedule 6.2 (a) –Harassment Policy

Council strongly supports the concept that every employee, elected member and member of the public employed by or engaged in business with the Council, has a right to do so in an environment which is free from harassment and the Council is committed to providing such an environment.

Council considers harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that harassment is unlawful.

Harassment includes –

- a) Sexual harassment – any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited. The following examples may constitute sexual harassment when they are considered offensive to an employee, elected member or member of the general public –
 - i) Deliberate and unnecessary physical conduct such as patting, pinching, fondling, kissing, brushing against, touching.
 - ii) Subtle or explicit demands for sexual activities or molestation.
 - iii) Intrusive enquiries into a person’s private life.
 - iv) Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
 - v) Unsolicited leers and gestures of a sexual nature and the display within the workplace

- b) Bullying and intimidation, for example –
 - i) Abusive, insulting or offensive language by one or more persons to another or others
 - ii) Behaviour or language that frightens, humiliates, belittles, degrades, criticism that is verbally aggressive
 - iii) Inappropriate comments about a person’s appearance, lifestyle or their family
 - iv) Teasing or regularly making someone the brunt of pranks or practical jokes
 - v) Interfering with a person’s personal effects or work equipment
 - vi) Physical assaults or threats
 - vii) Behaviour that undermines, treats less favourably or disempowers others
 - viii) Excluding or isolating employees
 - ix) Constant criticisms or insults
 - x) Manipulating the impression of others to split the work group into taking sides
 - xi) Displaying, written or pictorial material which may degrade or offend certain employees
 - xii) Initiation pranks
 - xiii) Where bullying involves assault or threat of assault it becomes a police matter.

Council recognises that harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of harassment in the workplace including general training of the workplace and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

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

Any person making a claim of harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by harassment will not have their employment status or conditions disadvantaged in anyway.

A formal complaints/grievance procedure is adopted and will be utilised to resolve complaints of harassment.

– *End of Schedule*

Policy Schedule 6.2 (b) – Complaints/Grievance Procedure

All complaints of harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling and resolution of complaints will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser are victimised.

It is recognised that cases of harassment may occur between supervisor and employees and as such, alternative methods of raising complaints are provided for by this procedure.

1. A complaint of harassment may be lodged with any of the following persons –
 - Immediate Supervisor/Manager (except where this person is the alleged harasser)
 - Divisional Manager (if applicable – except where this person is the alleged harasser)
 - A Nominated Grievance Officer (if applicable)
 - Chief Executive Officer
 - Union Shop Steward
 - President (only if the alleged harasser is the Chief Executive Officer)
2. A person receiving a complaint of harassment will –
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward received the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant –
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
4. If it is not possible to resolve the complaint, simply by discussion with complainant and the alleged harasser.
 - The matter will be investigated and where the complainant or the alleged harasser is a member of the Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of serious harassment, if requested by either party or by management, alternative working arrangements may be made.

- 6 If, following investigation and resolution, a complaint is judged to have foundation –
 - Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a minimum period of 12 months, whereupon the record may be destroyed if so decided by the Chief Executive Officer.

7. If, following investigation, a complaint is judged to have no foundations –
 - The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complaint.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

– *End of Schedule*

6.3 Personal Protection Equipment and Uniforms

Introduction	
Objective	
History	Formerly – Policies 5.1, 5.2, 5.13 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Employees engaged in generally open-air duties, Standard of personal protective equipment, and clothing etc to be issued as follows –

Description	Number issued
Clothing –	
- high visibility (orange/yellow) long sleeve, light weight shirt, sleeves are not rolled up and the shirt must have a collar.	4
- trousers or “long shorts” no higher than 50mm above the knee.	2
- high visibility (orange/yellow) jacket <u>or</u> jumper for cold weather	1
- boots – at least ankle height, with reinforced toe cap	1
Chemical and hazardous substances –	
- breathing masks, gloves, disposable overalls	As required
Sun protection –	
- wide brimmed sun hat	1
- sunglasses	1
- sunscreen applied at least twice daily to all exposed skin	As required
Other –	
- gloves – gardening, welding etc	As required
- safety glasses	As required
- ear plugs	As required
Where reasonable, employee’s personal preferences may be taken into account, with the type of equipment or clothing etc, selected after consultation with employees.	

2. Administrative staff uniforms –

Uniforms – - Councils approved colour scheme is to apply	\$500pa <i>pro-rata</i>
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3. General provisions-

- All shirts, blouses, jackets, jumpers etc to have an approved logo featured prominently –
 - the Shire of Menzies logo
 - the Lake Ballard logo
 - WALGA preferred supplier corporate local government logo
- purchases are to comply with Australian Tax Office requirements

– End of Policy

6.4 Fitness for Work

Introduction	The Shire of Menzies is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.
Objective	The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol.
History	Formerly – Policy 5.3 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The following Policy Schedules are adopted, and form part of this Statement
 - 6.4 (a) – Fitness for Work Procedures
 - 6.4 (b) – Drug Testing: Additional Information
2. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.
3. The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.
4. Conduct by an employee while under the influence of alcohol or drugs is likely to be subject to disciplinary action.
5. The Shire has a responsibility to maintain a safe and healthy workplace, and will take all reasonable steps to ensure that no-one is exposed to unnecessary risk arising from impaired work performance as a result of any of the following –
 - Alcohol and other drug use
 - Fatigue/Illness
 - Psychological impairment
6. Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.
7. When a manager or supervisor has reason to suspect that an individual's work performance is impaired by substance related problems the manager is required to address the issue with the employee concerned. The employee will be entitled to natural justice and procedural fairness including –
 - the right to explain their apparent impairment
 - the right to be accompanied by a friend or advocate
 - the opportunity to address any issues identified
8. Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.
9. Employees experiencing problems with alcohol or other drugs, are encouraged to discuss this with their manager; and/or seek counselling or treatment
10. Employees displaying impaired work performance as a result of issues other than alcohol and or illicit drug use will be counselled on performance and, if appropriate, be offered alternate duties and requested to seek medical advice.

11. This policy applies to all Shire work sites, including mobile plant and vehicles.
12. This policy applies to all employees including office and managerial staff.
13. This policy applies to contractors undertaking works on behalf of Council.
14. This policy applies to the elected members of Council, to the extent permitted by law, specifically the *Local Government (Rules of Conduct) Regulations 2007 r.3(1)(h)*.
15. Testing to be carried out is to be at random by an independent contractor or person, who is to independently determine all relevant matters such as –
 - date of testing
 - selection of persons to be tested, if not all,
 - method of testing used
 - need for additional testing,
 - laboratories to be used etc
16. To ensure confidentiality of results, and safeguard privacy –
 - results are to be emailed to the Chief Executive Officer only,
 - the documents password secured,
 - one copy only of the test results printed by the Chief Executive Officer and given to the employee personally,
 - an electronic version of the documents is to be retained in a secure location accessible by the Chief Executive Officer only.
 - As each employee's test is only reviewed by the Chief Executive Officer, the Chief Executive Officer's test should be reviewed by the President.
17. This Policy and Schedules are to be distributed to all new employees as part of their induction.

– *End of Policy*

COMMENT

Based on the Model Policy prepared by WALGA Workplace Solutions, and policies adopted by other Shires

Policy Schedule 6.4 (a) – Fitness for Work Procedures

1. Testing individuals for presence of drugs or alcohol

Employees shall be notified of testing programs — not individual test dates — and the consequences.

These procedures are not intended to address general decline in performance unless there is some external factor affecting fitness for work. General performance issues will be dealt with through normal supervision, performance management and performance review processes.

If a Manager or Supervisor has justifiable cause to doubt an employee's fitness for duty, the Chief Executive Officer (or appropriate employee) may have the employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the health or safety of the employee, co-workers or the public, the Chief Executive Officer or delegate may remove the employee from duty pending an urgent medical examination to determine fitness for duty.

2. Purpose

The purpose of this procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including –

- (i) Illicit drug use
- (ii) Alcohol use
- (iii) Prescription medication
- (iv) Other medication
- (v) Fatigue
- (vi) Any other factors where concentration and agility of an employee is affected

The Shire recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This procedure outlines guidelines and the expectations of the Shire to demonstrate their duty of care under the Occupational Safety and Health Act and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences or recurrent behaviour may result in dismissal.

3. Definitions

For the purpose of this policy and procedure the following definitions apply–

<i>Alcohol</i>	– any substance containing alcohol
<i>Drugs</i>	– amphetamines, cannabinoids THC, opiates, barbiturates, cocaine, methadone, benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs
<i>Fatigue</i>	– the inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including “hangovers” and/or “come downs”, etc)
<i>Fit for Work</i>	– not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued, ill or unduly stressed etc
<i>Impaired Work Performance</i>	– sudden or gradual deterioration in a person's ability to function appropriately at work
<i>Misuse</i>	– inappropriate use of a substance on the Shire premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice

<i>Substance</i>	– any drug that may have adverse effects causing impaired work performance
<i>Unfit for Work</i>	– being impaired for work and therefore unable to perform duties in a safe manner
<i>Use</i>	– eating, drinking, inhaling, injecting or dermal absorption of any substance or drug

4. Objectives

The objectives of introducing a Fitness for Work procedure is to reduce the risk posed to the Shire employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual's private behaviour outside the workplace, providing that behaviour does not have a residual effect on work performance.

5. Guiding Principles

5.1 Employee Responsibilities

Employees have a responsibility to ensure that when they attend work they are fit to undertake that work without impairment. This includes ensuring–

- that they are not affected by alcohol or illicit drugs
- that they are not impaired by prescription or over the counter medication
- they are not affected by fatigue as a result of illness or lifestyle issues
- they are not impaired by emotional or personal problems.

If an employee has a problem that will result in impairment they have a duty to ensure that they do not put themselves or others at risk and take appropriate steps to ensure that the problem is addressed.

Employees should seek advice or alternative treatment options if medication affects their capacity to perform their duties. If no alternative is available, it may be necessary to get an appropriate medical certificate and take sick leave.

Employees also have a responsibility to take appropriate action if they become aware that someone else in the workplace is affected by some impairment.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

5.2 Employer Responsibilities

The Shire, through its elected members, Chief Executive Officer, senior staff and supervisors has a responsibility to ensure it maintains a safe and healthy workplace. The Shire has a responsibility to address any impairment by its employees that may put that employee or any other person at risk.

The Shire also has a responsibility to ensure that any employee found or suspected of being impaired in their capacity to perform their duties is afforded natural justice and procedural fairness.

A manager or supervisor may identify that an employee's performance is impaired in some way by –

- (i) disclosure by an employee or family member
- (ii) report from another staff member
- (iii) observation of performance, or an increase in errors or mistakes.

6. Procedures

If a manager or supervisor has reasonable ground to believe that alcohol or drugs (including prescription or over the counter medications) affect an employee, either through observation or the results a random test, the employee will be sent home immediately and may not return to work that day.

Prior to any test, the employee should disclose to the person conducting the test, any prescription medication being taken that may cause a presumptive positive result.

Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time may be forfeited.

6.1 Alcohol at work

Persons being under the influence of alcohol will not be permitted to work on premises, or with property of the Shire.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol test. If the employee is found positive to having a blood alcohol level of 0.05 or over then dismissal may follow.

If an employee refuses a breath or blood alcohol test, then dismissal may follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of Council vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

All employees may be breathalysed at the commencement of work or any other time at the discretion of the Manager of department.

6.2 Alcohol at functions

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire that employees make alternative arrangements to get home.

The Shire accepts no responsibility for employees during travel to and from the function.

6.3 Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire property or premises will result in disciplinary action and possibly dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire).

Refusal to a drug screen may result in dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as attached) then dismissal may follow.

6.4 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information should be recorded on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (e.g. penicillin) that may be useful in a medical emergency.

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements may result in disciplinary action.

6.5 Fatigue, Illness, Stress etc

Fatigue can be the result of many different situations. Accordingly, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to) –

- (i) lack of sleep due to illness or other personal issues
- (ii) voluntary work
- (iii) external work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, illness or stress etc, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is Shire policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire that may impact accordingly.

Depending on the circumstances, the Shire may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action may result.

If sleep deprivation is due to illness or personal issues the Shire will endeavour to find a short-term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

7. Procedure for Dealing with Drug and Alcohol Use

The procedure for dealing with drug and alcohol use is divided into three levels, depending on seriousness, and is separate from any disciplinary action that may be taken–

- Level One – discussion between the employee and immediate Supervisor.
- Level Two – discussion between the employee, supervisor, manager and representative (optional).
- Level Three – disciplinary action.

7.1 Level One

The employee and immediate Supervisor should participate in Level One, although the employee may request a representative to be present. An observer should be present if an employee representative attends.

- Procedural fairness must be observed and the Supervisor must clearly state the performance-related reasons for the interview with the employee must be given the opportunity to respond. The Supervisor must clearly state what standards of performance are required or expected.
- The Supervisor should offer assistance by encouraging the employee to participate in an Employee Assistance Scheme, although the employee is not obliged to accept.
- A timeframe for a review should be established. The employee should be informed of expected changes, on-going performance monitoring by the supervisor and the compulsory interview at the end of the review period.
- The employee should be made aware of possible consequences if there is no significant improvement.
- The Supervisor should prepare a brief summary of the interview and give two copies to the employee. After reading the summary, the employee should sign one of the copies and return it to the Supervisor. This copy should be placed under confidential cover on file.
- The review interview should be held at the prescribed time. The points discussed should respond exactly to those raised at the first interview; improvements should be acknowledged. Continuing problems, such as continued decline in performance, and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview.

7.2 Level Two

The participants at Level Two should be the employee, supervisor, manager, and at the option of the employee, a representative.

The second meeting should be held using the same procedure as the first, although the employee should be made fully aware of the possible consequences if there is no significant improvement and that this represents a final warning.

7.3 Level Three

If the issue is serious or remains a problem, the third level of the procedure is in accordance with the Shire's disciplinary procedure.

8. Disciplinary Action – Drugs and Alcohol

If the Fitness for Work procedure is in any way contravened by an employee, it is the supervisor's discretion as to the disciplinary action that may follow.

8.1 General Guidelines

Any employee who tests positive to an alcohol or drug screen may be stood down from their work and not permitted to continue or resume work until such time as they have proven they are fit for work.

Depending on the severity of the positive test, the provisions of clause 7 at any level may also be applied.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

8.2 Pre-commencement of Work

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive they may be sent home without pay. This will act as the employee's warning and will be confirmed in writing. The employee will not be allowed to commence work again until they have proven themselves fit for work.

Following the warning if the employee continues to come to work unfit for work, further warnings or disciplinary action may follow.

8.3 Post-commencement of Work

If an employee deems himself or herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol or drugs including working under the adverse effects of alcohol or drugs, they will be stood down from their duties and taken for a blood alcohol test or drug screen. If the employee is found positive to having a blood alcohol level above zero or a drug screen result above the cut off threshold limit (as attached) then they will be sent home without pay and dismissal may follow.

8.4 Minor Offence

- (i) The employee may be immediately suspended from duty without pay if found unfit to work.
- (ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iv) The employee will be counselled by their supervisor and will focus on:
 - The unacceptability of the employee's behaviour
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - The employee's responsibility to demonstrate that the problem is being effectively addressed
 - That any future breach of the policy will result in a second warning or dismissal.
- (v) 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/substance problem is the responsibility of the employee and cannot be made mandatory.

It is required 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.

8.5 Significant Offence

- (i) The employee will be immediately suspended from duty without pay if found unfit for work.
- (ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.
- (iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.
- (iv) The employee will be counselled by their supervisor that will focus on:
 - The unacceptability of the employee's behaviour
 - The risk that such behaviour creates for the safety of the individual and other employees or members of the public
 - The employee's responsibility to demonstrate that the problem is being effectively addressed
 - That any future breach of the policy will result in dismissal.
- (v) Counselling will be offered (refer to 6.2 (v)), if counselling was not used in the first instance.
- (vi) The employee will be submitted fortnightly or randomly, at the supervisor's discretion, for alcohol and/or drug screen for a period of two months, paid for by the Shire. If screen testing confirms positive on any occasion, dismissal may follow.
- (vii) If the employee refuses to comply, dismissal may follow.

8.6 Major Offence

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

8.7 Dismissal

The following are guidelines to specific circumstances that may result in dismissal without notice –

- (i) any attempt to falsify the drug and alcohol screen
- (ii) cultivating, selling or supplying drugs and/or other substances on the Shire's premises or property
- (iii) consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period
- (iv) unlawful behaviour.
- (v) refusing a random drug or alcohol test.

9. Other

- (i) If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued at work and they are sent home, it is a requirement of the supervisors to –
 - Contact the employee's next of kin to arrange pick up
 - If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.
- (ii) As part of their pre-employment medical all new employees may be required to undertake a drug and alcohol screen prior to commencing work at the Shire.
- (iii) Any person who requires a Driver's License to perform their duties may be dismissed if they lose their license and are therefore unable to fulfil their duties.
- (iv) The Shire's responsibilities extend beyond managing its own workforce. The Shire also has a role to play in community safety, crime prevention and community building. Any employee who is convicted of a criminal offence including drug offences may face disciplinary action that may include eviction from Shire housing (if provided) or dismissal. The test to be used will be –
 - If this offence was revealed on a police clearance prior to employment would the person be employed?

Acknowledgement

I have read understand this policy and have been provided with a copy.

Printed Name

Signature

Date

– End of Schedule

Policy Schedule 6.4 (b) – Drug Testing: Additional Information

Counselling and Assistance

Many agencies are able to assist, including –

Aboriginal Alcohol and Drug Services

Individual and family counselling. Assessment. Referrals. AOD education & therapeutic programs for schools, prisons & community groups. Prevention through community development activities. Men's, women's & youth camps. Cultural consultancy & advise to mainstream service providers working with Aboriginal clients. Anger management and Parenting support.

Web: www.aads.org.au/

Alcohol and Drug Clinical Advisory Service (Drug and Alcohol Office, WA Govt)

A 24 hour statewide telephone service for doctors or other health professionals seeking advice about patient management from an alcohol and other drug medical specialist.

Ph: 08 9442 5042 or 1800 688 847 Tollfree

Web: www.dao.health.wa.gov.au

Alcohol and Drug - Parent Drug Information Service (Drug and Alcohol Office, WA Government)

24 hour, statewide, confidential telephone service. Callers can opt to speak to a trained parent volunteer (all have experience of children with alcohol or drug problems). Parents also offer information/support at the Drug Court and the Children's Court.

Ph: 08 9442 5050 or 1800 653 203 for country callers

Web: www.dao.health.wa.gov.au

Goldfields Community Drug Service Team

The Goldfields CDST is located within the structure of Centrecare Goldfields Agency and caters for the unique needs of the large regional mining and remote communities in Goldfields Esperance region. The Agency aims to provide services to individuals, their families, service providers, community groups, employee assistance programs and to the community as a whole.

Ph: (08) 9091 1833

Extensive resources are available from the State Government's Drug and Alcohol Office–

Website – www.dao.wa.gov.au 24 hour helplines –

Alcohol and Drug Information Service

Tel (08) 9442 5000

Country toll free 1800 198 024 Email

adis@health.wa.gov.au

Parent Drug Information Service

Tel (08) 9442 5050

Country toll free 1800 653 203 Email

pdis@health.wa.gov.au

There are also resources available on –

Website – <http://www.wvda.org.au/portalc.htm#wa> Laboratory

Testing

The laboratory must comply with Australian Standard 4308.2001 and be NATA accredited for quality assurance.

A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

Cut-off Thresholds

As recommended by Australian Standard 4308.

Examples –

Class	Individual Drug	Screening Test (µg/L)	Confirmatory Tests (µg/L)
Amphetamines (i.e. Speed)		300	300
Benzodiazepines (i.e. Valium)		200	200
Opiates (i.e. Heroin)		300	
	Codeine		300
	Morphine		300
Cannabinoids (i.e. Marijuana)		50	15
Cocaine	Cocaine	300	150

µg/L = microgram per litre

– End of Schedule

7. LAW, ORDER and PUBLIC SAFETY

7.1 Dog Act – Enforcement

Introduction	
Objective	
History	Formerly – Delegation 41 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. In accordance with the Dog Act 1976, the Chief Executive Officer is authorised to undertake actions to alleviate complaints or offences relating to dogs, including the issue of infringement and orders.
2. Where it is proposed to implement legal proceedings, the prior consent of Council is required.

– *End of Policy*

COMMENT

7.2 Bush Fires Act – Enforcement

Introduction	
Objective	
History	Formerly – Delegation 39 Amended – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. In accordance with the Bush Fires Act 1954, the Chief Executive Officer is authorised to undertake actions to alleviate complaints or offences relating to the Act or Fire Control Order, including the issue of infringement and orders.
2. Where it is proposed to implement legal proceedings, the prior consent of Council is required.

– *End of Policy*

COMMENT

7.3 Impounded Goods

Introduction	
Objective	
History	Former – Delegations 32, 33 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer is an authorised person under the Local Government Act section 3.39 (1) to remove and impound goods.
2. The Chief Executive Officer is authorised to then dispose of any unclaimed vehicles, animals or goods that have been impounded in accordance with Delegation 2.3.

– *End of Policy*

COMMENT

8. ENVIRONMENTAL HEALTH

8.1 Compulsory Waste Collection Service

Introduction	
Objective	To provide an equitable and financially sustainable waste collection service
History	New Policy 24 September 2015 Adopted 30 August 2018
Policy Statement	

1. In accordance with the Waste Avoidance and Resource Recovery Act 2007, Section 66(1), Council will impose a compulsory annual waste collection charge for all properties used for residential purposes in the Menzies and Kookynie townsites.

– *End of Policy*

COMMENT

9.0 HOUSING

9.1 Shire Accommodation – Rental charges

Introduction	
Objective	
History	Formerly – Delegation 6, 29 Replaced – 29 November 2012 Amended – 27 February 2014 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Rental charges for all accommodation is to be reviewed annually, and the charges adopted by Council in the annual Budget.
2. Housing bonds and pet bonds for all accommodation is to be reviewed at least annually.
3. Rubbish removal and other charges on Shire owned accommodation are incorporated in the overall rental structure, rather than levied on the tenant as a separate item.

– *End of Policy*

9.2 Shire Housing – Tenancy Conditions

Introduction	
Objective	
History	<p>Formerly – Delegation 6, 29</p> <p>Replaced – 29 November 2012</p> <p>Amended – November 2014</p> <p>Adopted 25 June 2015</p> <p>Amended 25 February 2016</p> <p>Adopted 30 August 2018</p>
Policy Statement	

1. Guiding Principles –
 - a) All tenancies of Shire owned/administered accommodation are subject to the requirements of the Residential Tenancies Act, and the agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
 - b) Inspection as per Tenancy Act provisions may be made by Chief Executive Officer or nominated representative
 - c) Security and pet bonds may be paid by payroll deduction over not more than 3 full pays.
 - d) Shared occupancy with a non-relative may be approved by Chief Executive Officer with or without conditions

2. General Conditions, to be included as part of the Tenancy Agreement –
 - a) It is a condition of tenancy that the tenant who signs the lease agreement holds a permanent full-time position with the Shire of Menzies –
 - The Chief Executive Officer is not obligated to enter into a new agreement with an alternative member of the household
 - Termination of employment automatically terminates the Tenancy Agreement
 - b) Persons other than the direct family of the person renting Shire accommodation (direct family being their spouse/partner or children), are permitted to stay in the house for a maximum of two weeks after which Chief Executive Officer’s approval is required.
 - c) Smoking inside the accommodation or within 5m of open doors or windows is prohibited
 - d) Dogs are not permitted inside the accommodation, without written consent of the Chief Executive Officer.
 - e) Power, gas, telephone etc, are the responsibility of the tenant, unless otherwise provided for by employment conditions etc.
 - f) Unless stipulated in their employment contract, a security bond of \$500.00 is to be paid, and held in accordance with the Residential Tenancies Act.
 - g) Where the tenants propose to keep pets, a pet bond of \$200.00 is required
 - h) Upon vacating the residence, it is required that the tenant will have thoroughly cleaned the premises, including professional carpet cleaning if appropriate, that there is no damage beyond normal wear and tear, and that utilities etc will be paid. Should cleaning or repairs etc beyond what is reasonable be required, deduction will be made from the bond/s prior to refund to the tenant. Should the bonds not be sufficient to cover the costs, the Chief Executive Officer may issue an invoice to the tenant and recover the cost as a sundry debtor. Examples include –
 - Washing walls, carpet cleaning etc to remove the smell of smoking or pet hair/fur, or if premises left in an untidy or unclean state etc
 - Repairs of damage beyond normal wear and tear, such as holes in the walls, broken windows etc.
 - Unpaid water, power, telephone accounts etc.

3. Temporary accommodation of former or non-employees –

Employee housing will not generally be available to non-employees, but may be agreed by the Chief Executive Officer in appropriate circumstances, such as –

- where a terminating employee wishes for members of their family to complete their own employment, school year etc,
- as short-term accommodation for contractors providing services to the Shire,

provided that –

- the residence is not currently required for employees, and is to be vacated within two weeks if subsequently needed,
- the period of occupancy as a non-employee is strictly limited,
- the period of occupancy is at prevailing market rental, and
- is not subject to staff subsidies.

– *End of Policy*

9.3 Shire Housing – Inspections

Introduction	
Objective	To ensure staff accommodation is cared for appropriately by the occupant, and to identify any matters for attention.
History	Adopted – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer is to arrange regular inspection of all Shire housing –
 - unless there is a perceived need, inspection is not to be more often than 3-monthly,
 - not to be longer than 6-monthly between inspections
2. Inspection is to be made –
 - by the Chief Executive Officer or delegate, and as far as is possible, by the same person each time,
 - after being vacated by an employee, and prior to return of the bond,
 - prior to occupancy of the next employee.
3. A standard inspection form/report is to be used for continuity and comparison of condition.
4. A summary report is to be made to the Chief Executive Officer of conditions, and any matters requiring attention.

– *End of Policy*

COMMENT

Residential Tenancies Act provides for frequency of inspection, notice of intention, hours permitted, who may inspect etc

It is essential to note that while the residence is owned by the Shire, it is the home of the employee, and the Act provides significant protections for the resident.

10. NATURAL RESOURCE MANAGEMENT

10.1 Collection of Native Flora and Fauna

Introduction	Approval of the Shire is required before Department of Biodiversity, Conservation and Attractions (DBCAs) will issue permission to people wishing to pick wildflowers, collect seed or take native fauna. Local Government Act 1995 – <ul style="list-style-type: none">- s.3.54 – management of reserves vested or placed under Council’s control Wildlife Conservation Act – <ul style="list-style-type: none">- protection of native flora and fauna
Objective	
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. On written application, the Chief Executive Officer may provide permission to pick wildflowers and / or collect seed on lands under Council’s control, under the following conditions –
 - it is for their own domestic or hobby use
 - permission is given for a period not exceeding one week
 - the area of picking and/or collection is strictly limited
 - not more than one collector is permitted in any one location
 - a maximum of 10% of seed only to be taken in any one area
2. All applications for commercial picking of wildflowers or collection of seed are to be referred to Council, for consideration of –
 - collector’s credentials and purpose (collector includes the permit holder and up to 2 assistants),
 - duration of approval, if any,
 - the area of picking and/or collection
 - not more than one collector being permitted in any one location
 - a maximum of 25% of seed only to be taken in any one area
3. All applications for the collection of reptiles, amphibians and birds from lands under Council’s control, are to be referred to Council for consideration, having regard to –
 - collector’s credentials
 - purpose of collection – domestic, hobby, display, educational, commercial
 - fauna to be collected – rarity, locality, need for preservation etc
 - locality of collection – ease of access, likelihood of general public-knowledge or access
 - period of duration
4. Where Council has previously permitted an application, the Chief Executive Officer may re-issue permission in subsequent consecutive years under identical terms and conditions, without further reference to Council.
5. The approval of the Department of Biodiversity, Conservation and Attractions is mandatory, and Shire consent is invalid without the Department’s permission.

– *End of Policy*

–

COMMENT

Department of Biodiversity, Conservation and Attractions may issue a permit for a maximum of 1 year.

10.2 Tree Policy

Introduction	It is proposed that this policy be developed that will assist administration to understand the importance of vegetation to the Community, and to ensure that the direction set by Council is honoured.
Objective	To provide guidance and direction in the management of all the Shire's trees. To develop a Tree Policy for the Town of Menzies to manage and protect vegetation in the Menzies Town Site.
History	New 30 August 2018 Adopted 30 August 2018
Policy Statement	

General

All trees are assets of the Shire that contribute to the well-being of the community and to the natural environment. The Shire recognises and values the significance of trees within the townsite for the many social, environmental benefits they provide.

The Shire of Menzies is committed to protecting, maintaining and increasing its tree population whilst meeting its obligation to provide a safe environment for the community. The Shire is responsible for planting, establishing, maintaining and removing all trees within the Shire. The Shire will actively protect existing trees, promote the planting of trees and reserves the right to plant street trees on Council verges adjacent to properties where no street trees currently exist

Tree Planting:

The Shire is responsible for planting all trees within the Shire of Menzies. In keeping with good horticultural practices, the Shire will undertake a seasonal tree planting program, ordering in advance to ensure good stock availability.

When planting a tree, the Shire will:

- nominate the species.
- consider the mature species size and shape suitability for the site.
- plant a pot size suitable for the site. *Where practicable plant tree species endemic to the area when planting adjacent to natural areas.*
- choose a location that considers the
 - safety for both pedestrian and vehicles, including restriction to sight lines or impact on road safety,
 - impact on utilities or underground services.
 - impact on adjacent infrastructure.
- provide post installation care including watering and maintenance until established
- position the tree in line with any existing street tree alignment and centrally between property boundaries where practicable.

Tree Pruning, Maintenance and/or Removal:

The Shire is responsible for all pruning, maintenance and removal works on all street and park/reserve trees, this includes trees adjacent to developments. All work shall be undertaken by Shire staff under the supervision of the Works Supervisor in consultation with the Chief Executive Officer.

Pruning is undertaken by the Shire of Menzies, as deemed necessary to:

- to clear the canopy or branches from interference with overhead services and/or poles;
- remove overhanging branches considered hazardous to traffic, pedestrian, buildings or structures;
- remove low branches considered hazardous to pedestrians or traffic, or impeding statutory signage;
- remove dead, dying, pest infested or diseased branches or abnormal growth;
- define form, structure or framework of the tree, conducting preventative maintenance; and
- be in accordance with AS 4373 Pruning of Amenity Trees, or as specified by the Shire.

At the Shire of Menzies discretion, a tree will be considered for removal in the following circumstances:

- the tree is an unauthorised planting;
- the tree is dead or in decline;
- the tree is irreparably damaged or structurally unsound;
- the tree has been or will be affected by infrastructure works and cannot be retained;
- the tree has been deemed to be a hazard to persons or property, as assessed by the Shire
- the tree is deemed, by the Shire, to be inappropriate for that location;
- if the street tree impedes development on the adjacent lot and all possible design options have been exhausted by the Shire; and
- the Shire President and the Councillors, with agreement from the Chief Executive Officer, agree that the tree is inappropriate.

The Shire shall investigate and respond to all requests for pruning and/or removal of a tree. However, the following do not provide sufficient or justifiable reasons:

- the tree is disliked
- the tree is considered to be the wrong species, shape or size
- the tree is perceived to cause health problems
- the tree is perceived as a safety concern
- the tree attracts unwanted fauna
- the tree causes nuisance by producing natural debris like leaf fall, bark, nuts, flower, or fruit etc.
- the tree obstructs, partially or fully, views (other than vehicular/pedestrian sightlines)
- the tree shades other features like gardens, lawns, vegetable patches, solar panels, solar hot water systems, satellite dishes etc.
- the tree restricts access, or is an inconvenience, during development or works.

Where a tree is required to be removed, by the Shire, a replacement tree will be planted in the next planting season.

Vandalism

The Shire of Menzies encourages the reporting of vandalism towards the Shire's trees and all reports will be investigated and responded to appropriately.

– End of Policy

COMMENT

It appears that there have been a number of tree planting programs, undertaken by the Shire, the School and the general community. However, the pressures from other sectors to reduce fire hazard, control pest species, and protect the residents from dangers (both perceived and actual) has seen some trees removed on occasions without proper consideration or consultation.

The development of this policy is to ensure that trees and vegetation planted by one administration will not be wiped out by the next. It recognises the importance of the environment to all the community and ensures that the removal of vegetation and trees will not be undertaken without consultation.

This policy can be used to recognise existing significant trees within the townsite of Menzies, and once identified they can be incorporated into the Town Planning Strategy.

11. PUBLIC FACILITIES

11.1 Council Facilities – Alcohol consumption

Introduction	
Objective	
History	Formerly – Delegation 20 Replaced – 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Council has no objection to the consumption of liquor in Council facilities, when Council facilities are hired.
2. Details to be provided for Shire approval are –
 - a) name of the person or organisation holding the function
 - b) name and contact details for person to be responsible for the event
 - c) date and time of commencement and conclusion
 - d) area of consumption and/or service of alcohol is to be specified, e.g. within a particular building, a delineated outdoor area
 - e) whether or not the alcohol is to be sold
3. Police approval is also required where alcohol is to be sold.
4. Police are to be provided with a copy of each permit issued.

– *End of Policy*

COMMENT

Shire organised functions are also to complete a permit and the Police advised.

Bond for consumption of alcohol to be included in each year's Budget, together with the hire charges/fees applicable.

Liquor Licensing Act S.59 and S.119 apply

12 WORKS, PLANT and EQUIPMENT

12.1 Plant Replacement

Introduction	
Objective	This Policy is intended to provide guidance as to the timing of changeover of plant and equipment
History	Formerly – Policy 7.6 Replaced - 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The following Policy Schedule 12.1 – Plant Replacement Cycles is adopted, and forms part of this Statement.
2. The cycles are intended as a guide and are subject to annual review and decision by Council, during the Budget process.

– *End of Policy*

COMMENT

Policy Schedule 12.1 – Plant Replacement Cycles

Description	Recommended cycle earlier of -	Comments
Road Plant and Trailer		
Grader	5 Years / 10,000hrs	
Wheel loader	5 Years / 10,000hrs	
SP Vibrator Roller	5 Years / 4,000hrs	
SP Multi tyre Roller	6 Years / 4,000hrs	
Towed M/T roller	20+ Years	
Trucks and Trailers		
Prime mover	6 years / 300,000km	
Side Tipper	12-15 Years	
Drop deck semi trailer float	8-10 Years	
Tri-axle water tanker	8-10 Years	
Tandem Dolly	8-10 Years	
Service Truck – crew cab	4 Years / 80,000 km	
Town truck – standard cab	5 Years / 150,000klm	
Fire Vehicles		
Light Tanker	4 Years / 80,000 km	Subject to DFES
Other Plant		
Backhoe	7 Years / 8,000 hrs	
Ride on mower – front deck	5-7 Years	
Ride on mower – mid mount	2 Years	
Trailers		
Box trailers	8-10 Years	
Car Trailer	8-10 Years	
Fuel Trailer	8-10 Years	
Light Vehicles		
Chief Executive Officer Car	1 yr / 40,000km	
Admin Vehicles	2 Years / 80,000km	
Dual Cab Work Ute	2 yr / 80,000km	
Gardeners Ute	3 Years / 90,000km	

– End of Schedule

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12.2 Shire Plant, Vehicle and Equipment

Introduction	
Objective	
History	Formerly – Delegations 8, 13 Policies 5.18 & 7.3 Replaced 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Any Councillor or staff member may be permitted to use a Council passenger vehicle (i.e. sedan or utility) anywhere on Council business, as the Chief Executive Officer directs.
2. An employee having private use of a passenger vehicle, whether as an employment condition or temporary approval, is responsible to ensure that it is –
 - a) appropriately garaged, secured or supervised at all time
 - b) is not driven by a person without a valid motor vehicle license
 - c) is not driven by any person who is not an employee of the Council, unless the responsible employee is a passenger in the vehicle,
3. The Chief Executive Officer may permit other employees temporary limited private use of a passenger vehicle should circumstances appear to necessitate, under such conditions as is appropriate, including –
 - a) appropriately garaged, secured or supervised at all time
 - b) fuel contribution may be required
 - c) the employee is the only person authorised to drive the vehicle
4. Notwithstanding the limitations of 2(c) and 3(c) above, in exceptional circumstances the Chief Executive Officer may approve strictly limited use of a vehicle by a person who is not a spouse or partner, provided that –
 - a) the employee accepts responsibility for the other person's use of the vehicle
 - b) such use is closely linked to the business purposes of the Shire or provisions of the employment contract
 - c) the use is of minimal duration, time and distance

Examples –

 - *ferrying a vehicle to/from repairs if the employee is unavailable*
 - *delivering or picking up an employee from a commitment*
5. Large plant (e.g.) trucks, graders, backhoe, sweeper, front end loader and the like, only be provided for private use by an employee, with approval from the Chief Executive Officer and, that the use be restricted to –
 - Shire owned property and improvement thereof,
 - a community purpose approved by the Chief Executive Officer,
 - a suitably qualified operator is operating the plant,
 - usage within the townsite area,
 - the employee/person authorised accepting full responsibility for any loss or damage caused,
 - times where the use will not conflict with Shire requirements.
6. Small plant (e.g.) whipper snippers, lawn mowers, and the like be allowed for use by Shire Staff only for maintenance at Shire owned property. Private use of chainsaws is not permitted.
7. All private use of vehicles, plant, equipment etc, terminates immediately on conclusion of employment, unless specifically agreed by the Chief Executive Officer.
8. Smoking is not permitted in any Shire vehicle or item of plant.

– *End of Policy*

COMMENT

12.3 Stock Grids

Introduction	
Objective	
History	Formerly Policy 7.4.1, 7.4.2 Amended 29 November 2012 Amended 28 February 2013 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. Prior to the installation and replacement of stock grids, Council requires an application in writing to be sent to the Chief Executive Officer.
2. The Chief Executive Officer shall instigate an investigation of the fence line in question and other details relating to the installation of the grid, and present the request to Council.
3. In considering the application, Council will apply the following conditions:
 - i) no grid will be authorised for construction unless a stock-proof fence adjoins the proposed grid installation/replacement;
 - ii) capable of handling ALL stock;
 - iii) twenty (20) metres either side of the grid be sealed (if practical) to prevent the inadvertent filling up of the grid during the process of maintenance grading; and
 - iv) each grid be determined at no less than eight (8) metres wide.

– *End of Policy*

12.4 Road Train Permits

Introduction	
Objective	
History	Formerly Delegation 17 and Policy 7.5 Amended 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer may approve or reject applications to use road trains on roads under Council's control under the following terms –
 - for the transport of stock,
 - where the application is for occasional use or for a limited period,
 - where the road has been assessed by Main Roads WA as being suitable for the configuration proposed
2. Details of any approvals or rejections issued under this delegation are to be reported to Council via the Information Bulletin.
3. The Chief Executive Officer shall have regard to any policy or precedent established by the Council and with particular regard to the imposition of requirements for a bond or bank guarantee (subject to legal advice) to insure reinstatement of the road should that be required.
4. Where the application is for continuous use or to be permanent, the request is to be referred to Council.
5. In considering the application, Council will–
 - apply the provisions of Local Planning Policy 11 Developer Contributions in negotiations with the person or company,
 - require an enforceable contract with the person or company having the ultimate responsibility for the application
 - consider the standards and/or assessment of the road by Main Roads WA as being suitable for the configuration proposed
 - include provisions in the contract for bringing the road up to the necessary standards, and maintenance of the road at that standard
 - apply other conditions as necessary.
6. Non-compliance with Council requirements will result in withdrawal of Council approval for use of the road.

– *End of Policy*

COMMENT

Performance bonds are not legal.

Should consider the road access to mine sites etc, as part of the development approval process for a mine, and subject to any Planning Policy in place.

12.5 Private Works

Introduction	
Objective	
History	Formerly Delegation 15 Replaced 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

Private works will only be carried out where –

- a) the works and maintenance program will not be adversely affected unless the Chief Executive Officer is of the opinion that the advantages of carrying out the private works justifies some reassessment of the works program;
- b) full costs including supervision, travel time to and from the project, and administration costs are recovered through private works charge rates to be set annually in the Schedule of Rates and Charges;
- c) agreements for private works are made in writing and signed by the person requesting the works. Where deemed necessary prepayment may be required before the commencement of work.

– *End of Policy*

COMMENT

12.6 Retention of Stock Grids

Introduction	
Objective	
History	Created 16 September 2014 Adopted 25 September 2014 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. The Chief Executive Officer will write to the property owner advising that the grid is to be removed and invite the owner to make application to have the grid retained.
2. The Chief Executive Officer shall consider all requests for retention and present a report to Council making recommendations to either retain or remove the grid.
3. In considering any request to retain the grid, Council will apply the following criteria:
 - i) The grid must be a part of a properly functioning stock proof fenceline;
 - ii) The grid must be a minimum of 8 metres in width;
 - iii) Grids removed from any fence line with a stock proof fence intact shall have a four wire, star picket and strainer post fence erected along the road sides for a distance of 50 metres either side of the grid location;
 - iv) Any grid to be retained shall have grid warning signs erected at 150 metre approaches; and
 - v) The retention of boundary grids shall have priority over intermittent grids.

– End of Policy

13 BUILDING / DEVELOPMENT

14 UNCLASSIFIED

14.1 Flying of Australian Flag

Introduction	
Objective	As a mark of respect and condolence
History	Formerly Policy 2.4 Amended 29 November 2012 Adopted 25 June 2014 Adopted 30 August 2018
Policy Statement	

1. The Australian Flag is to be flown during the opening hours of the Shire Offices.
2. The flag at the Council Office be flown at half-mast for the passing of ex-members of Council on the day of the funeral, and for all local funerals.
3. Floral tributes may be made in the case of ex-members of the Council and notables of the district, at the discretion of the Shire President.
4. The flag will also be flown at half-mast on the dates of national significance (ANZAC Day, Remembrance Day etc.) provided the event is recognised during office opening hours.

– End of Policy

COMMENT

Australian Government flag protocol –

Flying flags at half-mast

Flags are flown at half-mast as a sign of mourning.

The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole. There are times when direction will be given by the Australian Government for all flags to be flown at half-mast. The Commonwealth Flag Network can notify you of these occasions by email.

Flags in any locality can be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.

When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.

The flag should never be flown at half-mast at night even if it is illuminated.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

<http://www.itsanhonour.gov.au/symbols/flag.cfm#halfmast>

January 2011

14.2 Political and Elections Roadside Advertising

Introduction	
Objective	To ensure no political statements are made on Council controlled land
History	Adopted 29 November 2012 Adopted 25 June 2015 Adopted 30 August 2018
Policy Statement	

1. No advertising materials of a political nature, whether elections or general is permitted on any lands controlled by the Shire –
 - “advertising materials” includes materials –
 - relating to a Commonwealth, State, local or organisation election erected for or on behalf of a political party or candidate,
 - identifying or are promoted by a political party
 - attempting to influence for political purposes but does not include –
 - notices of impending elections
 - notification of right to vote, closure of enrolment, directions to polling station etc
 - “lands” includes –
 - road reserves
 - recreation or other reserves
 - land owned in freehold
2. Political and election advertising materials erected on Shire controlled lands will be removed by the Shire, without prior notice to the advertiser, and an invoice raised for costs of removal at private works rates, with a minimum charge for half an hour.

– *End of Policy*

COMMENT

The Goldfields Highway is under the control of Main Roads WA and not the Shire. If Main Roads WA requested removal of materials, part 2 would still apply as it becomes a private works request by Main Roads WA.

14.3 Community Engagement Policy

Introduction	This policy outlines the Shire of Menzies Commitment to engaging with the Community through use of appropriate, effective and inclusive practices.	
Objective	To provide the public with a clear understanding of Council's commitment to community and stakeholder engagement.	
History	New	30 August 2018
	Adopted	30 August 2018
Policy Statement		

The Community Engagement Policy should be applied at the initial stages of any program, project and initiative, or when a change in service or activity is considered.

This policy aims to:

- achieve good governance by facilitating open and honest communication with stakeholders and the community on programs, projects and initiatives that may impact their lives
- raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives
- allow for informed decision-making to collectively achieve an improved quality of life in the Shire of Menzies
- provide the public with a clear understanding of Council's commitment to community and stakeholder engagement

Community engagement is the responsibility of all Council service areas and employees as appropriate to their role and function.

Council's Community Engagement Policy is built upon a set of commitments that guide the planning, implementation and evaluation of community engagement processes undertaken by the Shire. These commitments are built upon the core values identified by the International Association of Public Participation (IAP2). Council commits to:

- being open and transparent about the decision-making process and the challenges and opportunities to be met
- seeking to involve those community members potentially affected by, or interested in, a decision as early as possible in the decision-making process
- ensuring that the purpose of the engagement is clear and relevant and that the level of engagement is appropriate to the decision being made
- ensuring that the methods used are well suited to generate highly-effective and inclusive community engagement from a broad section of the community
- providing information that is clear, easy to understand and accessible to the community
- incorporating the community's views into the decision-making process to the agreed level of participation and reporting back to the community how their input was considered and influenced the decision
- evaluating our community engagement processes to continually improve our approach to community engagement

Good governance is based on a belief that those impacted by a decision may have important contributions to make in a decision-making process. In planning a community engagement process, Council will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders. The final decision rests with the Shire of Menzies.

Council decision-making processes are influenced by several factors such as financial and resource considerations, political directive and environmental and social concerns. If a difference occurs between the level of engagement and the Shire's final decision, the reasons will be clearly stated.

How do we engage

The level of engagement that is selected for the process will determine how the feedback is used within the Council and the decision-making process. There is no "one size fits all" approach to community engagement activities. A variety of methods will be required to cater for different purposes of engagement as well as the broad range of groups and individuals in the community.

Definitions:

IAP2

The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

Community Engagement

Refers to the range of opportunities for involving people, in a meaningful way in the decisions that affect their lives; it needs to be a purposeful and planned approach.

Community

Includes individuals or groups who live, work, play, study, visit, invest in, or pass through the Shire of Menzies local government area.

Good Governance

Effective processes for making and implementing decisions

Related Legislation

The roles and function of local government in Western Australia are governed by the *Local Government Act 1995*. The engagement of the community is indispensable in Council's achievement of these roles.

Local councils in Western Australia are legally required to conduct public consultation through a prescribe process on a range of specific matters.

– End of Policy

COMMENT

HISTORY SUMMARY

	Meeting	Purpose	Policy affected
1	November 2012	Revocation, Review and Adoption	Full review – revocation of all previous policies, review and amendment of those policies to continue, and adoption of new policies
2	September 2013	Review and Adoption	Full review
3	November 2013	Adoption	3.6 Information Technology – Access and Use
		Review	9.1 Shire Accommodation – Rental Charges
		Review	9.2 Shire Housing – Tenancy Conditions
4	February 2013	Amendment	12.3 Stock Grids
5	February 2014	Amendment	3.2 Conferences and Meetings
6	May 2014	Amendment	2.2 Capitalisation of Assets
7	October 2014	Adoption	12.6 Retention of Stock Grids
8	November 2014	Review	1.4 Elected Member Records – Capture & Management
9	April 2015	Adoption	1.7 Enterprise Risk Management and Framework
10	25 June 2015	Revocation, Review and Adoption	Full review – revocation of all previous policies, review and amendment of those policies to continue, no new policies adopted.
11	30 July 2015	Review	6.4 Fitness for Work
12	24 September 2015	Revocation and Adoption	3.7 Staff Recruitment – Permanent, Part and Full Time 4.9 Investments 8.1 Compulsory Waste Collection Service
13	29 October 2015	Adoption	4.10 Financial Management – Payment of Accounts & Purchasing Authority Limits
14	17 December 2015	Adoption	3.8 Ordinary Council Meetings 3.9 Meeting Venue 3.10 Agenda Format / Officer’s Reports
15	25 February 2016	Amendment Amendment Adoption	9.2 Shire Housing – Tenancy Conditions 3.8 Meeting of Council 3.11 Council Forums/Briefing Sessions
16	26 May 2016	Amendment	5.5 Emergency Services – Callouts affecting work hours
17	30 June 2016	Amendment	5.10 Employee Housing Allowance
18	29 September 2016	Amendment	3.10 Agenda Format
19	24 November 2016	Adopted	4.9 Investments
20	25 May 2017	Adoption	3.12 Annual Performance Review

21	27 July 2017	Amendment	2.2 Capitalization of Assets
22	31 August 2017	Amendment	4.5 Credit Card Facilities 5.1 Acting Chief Executive Office 5.2 Designated Staff
23	30 August 2018	New Amendment New New New Amendment New Amendment New New New New	1.8 Official Communication 3.2 (4)(a) Conferences, Meeting & Training Expenses 3.2 (4)(b) Conference, Meetings & Training Expenses 3.2 (10(a) Conferences, Meetings & Training Expenses 3.2 (10(b) Conferences, Meetings & Training Expenses 4.9 (4)(4.2) Investments (add Bankwest) 4.11 Rating Strategy Policy 5.11 Loyalty Pay – <i>formerly Menzies Allowance & Service Pay</i> 5.14 Social Media Policy 5.15 Use of Mobile Phones and GPS Satellite Devices 10.2 Tree Policy 14.3 Community Engagement Policy
24	30 August 2018	Revocation and Adoption	Full review – August 2018 Revocation of all previous policies, Adoption of Manual Review and amendment of those policies to continue.

12.5.3 Amendment to Policy 1.3 - Shire Logos

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GOV.875.1/NAM165
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.3-1 Policy 1.3 – Shire Logos

COUNCIL RESOLUTION:	No 1501
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MOVED: Cr Justin Lee

SECONDED: Cr Ian Tucker

That Council recind the previous Policy 1.3 – Shire Logos and adopt the new Policy 1.3 – Shire Logos to include the promotional logo “Take a Look Around” with the Wongatha words “Ngurrirni Kapi” above “Menzies”.

Motion was Lost 0/6

OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:

That Council recind the previous Policy 1.3 – Shire Logos and adopt the new Policy 1.3 – Shire Logos to include the promotional logo “Take a Look Around” with the Wongatha words “Ngurrirni Kapi” above “Menzies”.

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

Policies are determined by Council and may be amended or waived according to circumstances. This power is conveyed to Council in section 2.7(2)(b) of the *Local Government Act 1995*. Policies cannot be made in relation to those powers and duties given directly to the Chief Executive Officer by the Act.

RELEVANT TO STRATEGIC PLAN:

14.2 Strong sense of community maintained

- Our community will be cohesive, inclusive and interactive, where people feel safe, are welcomed and can live comfortably.
- Our community will value each other, building relationships and networks to interact, socialise and for recreation.

14.3 Active civic leadership achieved

- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Regularly monitor and report on the Shire's activities, budgets, plans and performance.

14.4 Heritage & Natural assets conserved

- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY:

Local Government Act 1995 (Section 2.7(2)(b) & Section 3.1)

POLICY IMPLICATIONS:

Amendment to Policy 1.3 Shire Logos

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS: Nil

BACKGROUND:

Policies of Council have been reviewed. The review commenced in March 2018, and a draft of the new policy manual was presented to Council in July 2018. A request was received to consider Policy 1.3 separately.

COMMENT:

The addition of the words "Ngurrirni Kapi" have been proposed to be included in the Shire promotional logo generally known as "Take a Look Around".

This proposal will recognise the indigenous presence in the region both today and in the past, and to show that indigenous and non-indigenous live and work side-by-side in the Shire.

It is acknowledged that more languages than Wongatha are spoken and used within the Shire. The author trusts that the introduction of this phrase will not cause offence to those who's language translates differently to that provided in this item. The Shire is named Menzies, and the intent is to recognise the important role of the indigenous community in the district to support an inclusive focus as we promote our district.

Advise from the Menzies's community indicate that the town of Menzies has always been known as "Kapi Menzies". Kapi translates to 'water', and indicates that Menzies is an area where water could be found.

Ngurrirni translates directly as 'go and have a look at'. Discussions with members of the Menzies Aboriginal Corporation. While acknowledging that the Goldfields Aboriginal Language Centre are not aware of the suffix "ni" and have provided the following suffix to ngurri (look or search), the following suffix's have been provided.

Ngurriranyi – present continuous – **looking and continue to look**

Ngurrirnu – past tense – **went looking**

Ngurrilanyi – present tense – **are looking now**

Ngurrilku – future tense – **will look**

Ngurringkutjaku – encourage someone – **want to have a look**

Ngurriwa – command – **go and look !**

These translations were considered, but it was agreed by those consulted that the most appropriate words for the logo are Ngurrini Kapi.

The author does not propose to withdraw all instances where the current logo is displayed and replace them with the updated logo, but to use the updated logo going forward.

COUNCIL RESOLUTION:

No 1502

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Tucker

That Council adjourn the meeting at 3.47pm for a break.

Carried 6/0

COUNCIL RESOLUTION:

No 1503

MOVED: Cr Ian Tucker

SECONDED: Cr Jill Dwyer

That Council reconvene the meeting at 4.06pm.

Carried 6/0

1.3 Shire Logos

Introduction	The Shire logos are copyright to the Shire.
Objective	This Policy is intended to provide guidance concerning use of the logo.
History	Formerly – Policy 2.1 Replaced – 29 November 2012 Adopted 25 June 2015 Amended 30 August 2018 Adopted 30 August 2018
Policy Statement	

1. The official logo of the Shire is –



2. The official logo should be used –
 - on all Shire publications, letterheads, promotional materials etc
 - where the Shire has provided sponsorship or support for a program, activity or advertisement
 - o e.g. – scholarship programs, ICP support etc
3. Private use of the official logo is not permitted –
 - unless the proposed use benefits the Shire or community through promotion of the district, directly or indirectly, for example –
 - o permitted on a tourism promotion brochure indicating a facility or event is located within the Shire
 - o not permitted on private communications, advertising etc
 - on materials which are provided by the Shire, or
 - without the prior approval of the Chief Executive Officer
4. Approval for use of materials provided by the Shire or for private use of the official logo, may be withdrawn if Council is of the opinion that it is being misused, or is for an inappropriate purpose.

For example –

- to imply Shire support of a particular service, activity etc in preference to others, where no such support has been given
- to imply Council authorisation or endorsement of a particular person or position, where no such endorsement has been given.

5. Promotional logos of the Shire are –



6. Use of the promotional logos is encouraged wherever it is appropriate and may enhance the image and recognition of the Shire.

– *End of Policy*

COMMENT

Private use of the official logo is only to be permitted where there is some identifiable benefit to the Shire or community.

12.5.4 Tourism Strategic Review

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	GR.903.1/NAM170
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	20 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.4-1 – GTNA Constitution 12.5.4-2 – GTNA Memorandum of Understanding 12.5.4-3 – GTNA CEO Report June 2018 12.5.4-4 – Risk Assessment Tourism

COUNCIL RESOLUTION:	No. 1504
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MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Tucker

That Council

1. *Endorse the payment of annual fees for Goldfields Tourism Network \$25,000 for the year ending 30 June 2019.*

Motion was Lost 2/4

Councillors Jill Dwyer, Ian Baird, Greg Dwyer and Keith Mader were recorded as voting against this motion.

COUNCIL RESOLUTION:	No. 1505
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MOVED: Cr Jill Dwyer

SECONDED: Cr Keith Mader

That Council

2. *Endorse the payment of annual fees for Golden Quest Discovery Trail \$11,500 for the year ending 30 June 2019.*

Motion was Lost 2/4

Councillors Jill Dwyer, Ian Baird, Greg Dwyer and Keith Mader were recorded as voting against this motion.

COUNCIL RESOLUTION:	No.1506
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MOVED: Cr Jill Dwyer

SECONDED: Cr Keith Mader

That Council

3. *Agree that Goldfields Tourism Network Association be dissolved as of 30 June 2019*

Carried 4/2

Councillors Ian Tucker and Justin Lee were recorded as voting against this motion.

MOVED: Cr Jill Dwyer**SECONDED: Cr Ian Baird***That Council*

4. *Resolve that the delegate and proxy to the Goldfields Tourism Network work with other members of the Board of the Goldfields Tourism Network to develop a strategy to enable an organisation to meet the requirements of the member Shires in providing a functional tourism resource and marketing asset, and together with the Chief Executive Officer report the progress of the strategy to the December 2018 ordinary meeting of Council.*

*Carried 6/0***MOVED: Cr Jill Dwyer****SECONDED: Cr Keith Mader***That Council*

5. *Receive the Risk Assessment OP97 and OP98 Risk Assessment for Tourism Services*

*Carried 6/0***OFFICER RECOMMENDATION TO BE DEBATED AND RESOLVED BY COUNCIL:**

That Council

1. Agree that Goldfields Tourism Network Association be dissolved as of 30 June 2019
2. Resolve that the delegate and proxy to the Goldfields Tourism Network work with other members of the Board of the Goldfields Tourism Network to develop a strategy to enable an organisation to meet the requirements of the member Shires in providing a functional tourism resource and marketing asset, and together with the Chief Executive Officer report the progress of the strategy to the December 2018 ordinary meeting of Council.
3. Endorse the payment of annual fees for Goldfields Tourism Network \$25,000 for the year ending 30 June 2019
4. Endorse the payment of annual fees for Golden Quest Discovery Trail \$11,500 for the year ending 30 June 2019.
5. Receive the Risk Assessment OP97 and OP98 Risk Assessments for Tourism Services

VOTING REQUIREMENTS:

Simple Majority

IN BRIEF:

The Shire, together with other Local Authorities in the Goldfields Region holds one position on the board of the Goldfields Tourism Network Association (the Association). The current

Memorandum of Understanding (MOU) is due to expire on 30 June 2019. The Board has resolved that the Association will be dissolved as at 30 June 2019.

RELEVANT TO STRATEGIC PLAN:

14.1 Sustainable local economy encouraged

- A strong local economy, diversified through encouraging commercial growth, which provides jobs and services.
- A local economy that has close working partnerships with mining companies and other industries.
- A local economy accessing the commercial options and services in place, for timely development.
- The acquisition of appropriate resources to assist with economic and tourism planning and development.

14.2 Strong sense of community maintained

- Our community will have access to all necessary service requirements.
- The Shire to acquire appropriate resources to assist with developing the services and facilities required by the community.

14.3 Active civic leadership achieved

- Regularly review plans with community consultation on significant decisions affecting the shire.
- Where possible, support opportunities to build the capacity of the community within the Shire of Menzies.
- Maintain sustainability through our leadership, our regional and government partnerships and ensure we make informed resource decisions for our community good.
- Continue to engage with our community, to advocate on behalf of our community, to be accountable and to manage within our governance and legislative framework.
- Continue to participate in regional activities to the benefit of our community.

14.4 Heritage & Natural assets conserved

- Our natural environment will be protected and preserved for future generations.
- Our built environment will be managed to sustain our growing needs, while protecting and restoring buildings of historical value.
- Heritage and cultural places and items will be protected.
- A strengthening of our cultural and heritage awareness and values.

STATUTORY AUTHORITY: Nil

POLICY IMPLICATIONS: Nil

FINANCIAL IMPLICATIONS: Nil

RISK ASSESSMENTS:

A risk assessment is attached.

BACKGROUND:

At the ordinary meeting of Council in May 2018, Council resolved to

1. Review the purpose of membership of the Goldfields Tourism Network Association and prepare a report for consideration at the August 2018 meeting of Council to include a risk assessment for tourism services.
2. Invite a panel of Councillors and Business representatives of the Shire to a meeting to be held on Tuesday 3 July 2018 between 5.30pm and 7.30pm to discuss the tourism needs of the Shire.

Membership of the Association includes representation by the Shires of Menzies, Dundas, Coolgardie, Leonora and Laverton, and the City of Kalgoorlie-Boulder. The Association is an Incorporated body. For information relating to the rules and process applicable to the Association, refer to <https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia>

COMMENT:

Tourism Needs in the Shire of Menzies

The meeting held on 3 July 2018 was attended by a cross section of the Menzies community. Those attending identified a number of areas where the Council could improve infrastructure to encourage tourism. Specific items include

- Sealing of main tourist routes (in particular Menzies North West Road)
- Construction of trails and walks for cyclists, walkers and runners
- Extension of interpretative Art walks and Art installations
- Upgrade and maintenance of camp sites such as Lake Ballard and Niagara.

The promotion of the Shire, and the establishment of a “point of difference” to encourage travellers to stop in the Menzies Shire while still supporting the region. The support of events both in Menzies and neighbouring Shires

- Cyclclassic
- Golden Gift
- Regional Horse Racing Circuit
- Menzies Rodeo and Ute Muster
- Astro Tourism and
- Art Gallery Trail.

The promotion of events outside the traditional ‘tourist season’, and the ability to react quickly to occasional events such as flowering of wild flowers, and the landing of banded stilts were also discussed. The need for a higher profile on social and electronic media, and the importance of the ability to respond to changing needs of both tourists and travellers was a topic to be further discussed.

Most important is the need to initiate new tourism based business, and the increase of available accommodation. While some participants expressed interest in becoming involved in tourism, a lack of start-up support, and the need to develop the necessary skills for the industry was discussed without solution.

The Shire can boast of the attraction and quality of our free camp sites at Lake Ballard and Niagara Dam, and their associated attractions. The town of Menzies hosts a quality Caravan Park.

Further, a significant number of named sites on the Golden Quest Discovery Trail are within the Shire boundaries.

We have 'Content' to promote, but without associated businesses to provide tours, accommodation and support industries such as food outlets, mechanical and other services there is no or little direct benefit economic to the residents of the Shire. The presence of tourists, and through travellers does create a feeling of community and vibrancy that should not be underestimated.

It is not suggested that free and/or low-cost facilities provided by Local Government should be reduced. The infrastructure, events and activities supported by the Shire should play a support role to businesses that provide economic development and employment. The best method of developing these enterprises should be the subject of Council's strategy for Tourism which included in an Economic Development Strategy for the Shire.

Visitation numbers show a steady increase for the past five to ten years. The economy has not grown to benefit from this increase in numbers. Improvements in promotion may increase visitation numbers, but until associated businesses are developed there will continue to be little return to the economy of Menzies from the investment of the rate dollar.

The meeting indicated that there is an appetite for a tourism industry in Menzies, but uncertainty regarding the path to take, and a lack of seed funding to nurture small business meant that the opportunities were not being taken up.

Membership of Goldfields Tourism Network Association

The recommendation by the Author recognises the resolution passed at the special Meeting of the GTNA on 29 June 2018, and an existing Memorandum of Understanding between the Shire of Menzies and the GTNA. The resolution to dissolve the GTNA on 30 June 2019 also resolved that the member Shires together with other board members of the Association develop a new strategy and mode of operation for the future. The outcome of this action will determine the future direction of the relationship between any future Association born from the current GTNA and the Shire of Menzies.

It is not the intention of the author to pre-empt the strategy of the Board of the Association. The following are matters for consideration and perhaps implementation in part or whole prior to 30 June 2019.

The GTNA is operated under the rules for an Incorporated Body under the control and direction of the Department of Mines, Industry, Regulation and Safety. Each member Council nominates a delegate to serve as a board member. Each Council may also nominate a proxy to act where the delegate is not available. It is protocol that, having nominated a delegate to the Board, the Council will support the actions of the delegate in relation to decisions made when representing Council on the board.

The Board of the Association is not a Committee of Council and is run in accordance with the Incorporated Associations legislation. There may be times where the processes of the Association conflict with expected processes by Board members representing Local Authorities. It will be important that these conflicts are highlighted by members of the Board and their proxies when the future format of the Association is considered.

The following comments are intended to provide a basis for discussion by Council to assist Council's delegate to GTNA to represent the views of the Shire of Menzies during the forthcoming year.

Diversity of existing attractions requires a diverse and flexible promotion plan which (once content and destination are addressed) needs to be in place to ensure that every dollar invested in promotion will provide a return. To do this, on-going review of the market place, and popular media access must be undertaken and encouraged. Analysis of current and future market trends and the target cliental is a specialist area. For small local authorities this aspect of the tourism industry is outside the expertise available, and the use of external agencies may give best value for money.

An alternative to small council's use of external agencies is to co-operate at a regional level. The current model of the Association is to be reviewed.

The ability for a single organisation to focus on a region between Laverton and Norseman across to the South Australian border and to provide promotion better than that currently provided by AGO must be questioned. The June 2018 report from the Chief Executive Officer (CEO) of the GTNA notes that the Goldfields as represented by GTNA accounts for 33% of business for AGO.

- Is promotion targeted at a regional level in such a large region the best model?

Annual Subscription to organisations such as Australia's Golden Outback (AGO), and Western Australian Indigenous Tourism Operators Council (WAITOC) and Tourism WA provide broad based promotion at a low cost.

GTNA provides promotion focused on a smaller area. This area was initially that covered by the Golden Quest Discovery Trail, later expanded south to Dundas, and north to Wiluna. Recently Wiluna has withdrawn from the Association. Would the region be better served by groups focusing on smaller areas? – Coolgardie to Norseman and Menzies to Laverton. It is possible that Kalgoorlie-Boulder will follow the lead of Esperance to provide their own Service.

Questions to be considered –

- Would the Shire be better served by spending the available funding to develop and support enterprises to provide serve the tourists that come to the area ?
- Would the redirection of the annual expenditure of \$36,500 be better directed into training and mentoring programs for the local residents who may lack the resources for start-up of a business, but have the enthusiasm and ideas necessary?
- Is the current form of promotion through trade shows and paper-based brochures providing the best value-for-money?

The operating mode of the Goldfields Tourism Association which was formed to promote the region through media and trade shows has not changed for some years. The current CEO of the GTNA has written a report quantifying the value of the tourism industry and the return on investment. (*Attachment 12.5.4-3*).

The basis of the extrapolations for Menzies must be questioned. This is not to say that the report at a Regional level is questionable. Towns and Shires both north and south of Menzies have more developed tourism Content. The focus on promotion of the district, sharing the cost through organisations such as GTNA while not of direct benefit to Menzies may be of benefit in the future when our businesses are established.

The promotion of the Golden Quest Discovery Trail is, for the most part undertaken as a part of other promotions in the district. The trail, while still relevant has not developed for a number of years and needs to be the subject of attention given that it is funded separately, but reported as a part of the total GTNA expenditure. The Constitution and Memorandum of Understanding of the Association focus heavily on the Trail, but recent promotions undertaken do not.

The Shire's of Menzies, Leonora and Laverton may revisit the Northern Goldfields Tourism Group and define a basic level of promotion with options for as-needs and special events campaigns managed by either the group, or contract to a specialist depending on the occasion.

This would ensure promotion of the region could be more focused with the greater region being managed through greater input by Council into the larger (lower unit cost) organisations such as AGO, WAITOC and Tourism WA. Annual membership to these three organisations is less than \$1,000.

Marketing Events and Destination Development for the Shire of Menzies may be managed by a combination of own-resources, sponsored promotion and focused contracts.

For the year ending 30 June 2019, it is recommended that the annual fees committed by the existing MOU be honoured both to support the motion moved by the Council delegate and the Shire's commitment previously given. It is suggested that the Shire take a more active interest in the activities of the Association. This should include the following activities which are able to be met in the recently adopted budget.

- Attendance at the Perth Royal Show by Shire of Menzies (with GTNA)
- Promotion of the Menzies Rodeo and Ute Muster
- Promotion of the Cyclclassic Saturday
- Attendance by Shire of Menzies at the Goldfields Caravan and Camping Show (with GTNA)
- Attendance by Shire of Menzies at Coolgardie Day Celebrations
- Promotion of the Hotel, Gallery and Visitors Centre in Menzies on Kalgoorlie-Boulder newsletters and Goldfields Art Trail.

These actions will allow the delegate to the Goldfields Tourism Network Association together with her proxy to consider and discuss the direction of Council in this matter prior to the dissolution of the Goldfields Tourism Association scheduled for 30 June 2019.

Council may also consider encouraging business owners and interested residents of the Shire of Menzies to increase their participation in activities promoted and presented by the Kalgoorlie-Boulder.

	<p style="text-align: center;"><u>GOLDFIELDS TOURISM NETWORK ASSOCIATION INC.</u></p> <p style="text-align: center;"><u>CONSTITUTION 2012</u> <u>Amended 2017</u></p>
1.	<p><u>NAME</u> The name of the Association is Goldfields Tourism Network Association Inc. (“the Association”).</p>
2.	<p><u>DEFINITIONS AND INTERPRETATION</u></p> <p>2.1 <u>Definitions</u></p> <p>“Act” means the Associations Incorporation Act 1987 (WA).</p> <p>“Board of Management” and “Board” means the Board of Management appointed pursuant to this Constitution.</p> <p>“Executive Officer” means any person appointed to that position by the Board.</p> <p>“Financial Report” means a Statement of Financial Performance (or Profit and Loss Report) and a Statement of Financial Position (or Balance Sheet)..</p> <p>“Financial Year” means the period between 1 July one year to 30 June of the next year.</p> <p>“General Meetings” includes Annual General Meeting and Special General Meetings.</p> <p>“Office Holders” means the Chairperson, Deputy Chairperson, Secretary or Treasurer.</p> <p>“Quarter” means each three month period in a financial year.</p> <p>“Quorum” at a Board of Management Meeting means six members, at an AGM or Special General Meeting means at least half the members.</p> <p>“Rules” means any Rule made pursuant to Clause 8 of this Constitution.</p>

	<p>2.2 <u>Interpretation</u></p> <p>2.2.1 A reference to a person includes corporations.</p> <p>2.2.2 Words importing singular numbers include plural numbers and vice versa.</p> <p>2.2.3 Words importing a gender shall include all other genders.</p>
3.	<p><u>OBJECTS OF THE ASSOCIATION</u></p> <p>The Association is a not-for-profit organisation whose aims are:</p> <p>3.1.1 Develop and implement a comprehensive plan to manage and maintain the Trails and attractions of the partnering members.</p> <p>3.1.2 To ensure the Golden Quest Discovery Trail's ongoing maintenance and project promotion.</p> <p>3.1.3 The property and income of the association shall be applied solely towards the promotion of the objects or purposes of the association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members of the association, except in good faith in the promotion of those objects or purposes.</p> <p>3.1.4 The custody of records, books documents and securities of the incorporated association is the responsibility of the Board of Management and in the custody of an employee of the association in the position of Manager.</p> <p>3.1.5 All records and documents of the association will be available on request for inspection by members of the association.</p> <p>3.2. Ensure the Trails and attractions are marketed to their full potential to the widest possible audience.</p> <p>3.3. Contribute to the ongoing promotion of the regions through which the trails and attraction of the partnering members pass.</p> <p>3.4 Encourage all stakeholders to have an active and meaningful involvement with the Trails and attractions.</p> <p>3.5 Encourage a diverse range of members of the local community to be actively involved in the Association.</p>

4. MEMBERSHIP

4.1. MEMBERSHIP CLASSES

There are three classes of Membership;

(a) "Prime Members" being the following organisation's;

- Shire of Coolgardie
- Shire of Laverton
- Shire of Leonora
- Shire of Menzies
- City of Kalgoorlie-Boulder
- Shire of Wiluna
- Shire of Dundas
- Goldfields-Esperance Development Commission
- Goldfields Land and Sea Council
- WA Dept of Environment and Conservation

(b) "Individual Members" being any natural person;

(c) "Associate Members" being anybody, incorporated or any individual who elects to be an Associate Member and not an Individual Member;

4.2. REGISTER OF MEMBERS

The organisation shall maintain a register of all Members, with the name and postal address of all the members and shall make that register available for inspection by any person authorised in writing by a Member to do so at reasonable times at the registered office of the Organisation.

4.3 APPLICATION

Associate and Individual members shall be those eligible persons or organisations who:

4.3.1 apply in writing for membership and agree in writing that they support the objects of the Association.

4.3.2 are accepted by the Board as members. The Board may refer an application for membership to a General Meeting of the Board for determination. The decision of the General Meeting of the Board is final.

4.3.3. The members may from time to time at a general meeting determine the amount of subscription to be paid by each member.

	<p>4.4. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE</p> <p>A right, privilege or obligation which a Member has by reason of being a Member of the Organisation –</p> <p>(a) is not capable of being transferred or transmitted to another person; and (b) terminates upon cessation of the Member's membership.</p>
5.	<p><u>LIABILITY OF MEMBERS</u></p> <p>5.1 The members of the Association shall not be liable to contribute towards the payment of debts and liabilities of the Association.</p>
6.	<p><u>MEETINGS</u></p> <p><u>6.1 Annual General Meeting</u></p> <p>The Association must convene the Annual General Meeting between 1 July and 31 October each year.</p> <p><u>6.1.1 The business of the Annual General Meeting shall be:</u></p> <p>(a) to receive appropriate Reports including Chairperson's Report, Financial Report and a duly audited statement of accounts for the financial year to 30 June just ended; and</p> <p>(b) to appoint Auditors; and</p> <p>(c) to fill any vacancy on the Board of Management; and</p> <p>(d) other business of which the Secretary has been given 14 days notice; and</p> <p>(e) fulfil the customary Meeting procedures.</p> <p><u>6.2 Special General Meetings</u></p> <p>A Special General Meeting may be convened by the Chairperson at any time and must be convened if:</p>

(a) called for in writing by at least half the members of the Board of Management; and

(b) those Board members calling for the Meeting specify the reason for and nature of the business to be transacted at the Special General Meeting.

6.3 Notices of Meetings

6.3.1 The Secretary shall give notice to all members of General Meetings as follows:

(a) At least 21 clear days prior to the Annual General Meeting;

(b) At least 7 clear days prior to a Special General Meeting.

6.3.2 The Notice must specify the time, place and nature of business to be transacted at the Meeting.

6.3.3 Method of Notice

The Secretary may give notice by:

(a) publishing an advertisement in the Public Notices of a local newspaper; or

(b) posting, by traditional or electronic means, a notice to each member at the last known address of that member.

6.4 Procedure at Meetings

6.4.1 The Chairperson will preside at all Meetings if present.

6.4.2 If the Chairperson is not present, the Deputy Chairperson will preside.

6.4.3 If neither the Chairperson nor Deputy Chairperson is present, a chairperson shall be elected by those present at the Meeting.

6.4.4 No Meeting shall commence or continue unless a quorum is present.

6.4.5 Unless otherwise provided in this Constitution or the Rules of the Association, the majority shall rule in all votes.

6.4.6 The person presiding over the Meeting shall have a deliberative as well as a casting vote.

6.4.7 Any Meeting may be adjourned for a lack of a quorum or any reason agreed by the majority but not for a period exceeding 28 days. Only unfinished business may be dealt with at a reconvened Meeting. No further notice of an adjourned Meeting to all members is required.

6.4.8 Proxy Voting at General Meetings

6.4.8.1 A member unable to attend any General Meeting may apply for a proxy vote.

6.4.8.2 Application for a proxy vote will be in the form approved by the Board.

6.4.8.3 An application for a proxy vote must be submitted to the Secretary at least 24 hours prior to the scheduled time of the Meeting.

6.4.8.4 A member appointing a proxy does not have to instruct the proxy how to vote on any matter but may do so.

6.4.8.5 A member may only appoint another member as its proxy.

7.

BOARD OF MANAGEMENT

7.1 The business and affairs of the Association shall, subject to this Constitution, the Act and any Rules made under this Constitution, be conducted by a Board of Management.

7.2 The Board of Management may be made up of representatives from each of the following categories:

7.2.1 One from each Prime Member Organisation

7.2.2 Individual Members representing each of the following areas (One individual may be considered to represent two or more of the categories above, or, four different individuals may become Board members under this category.)

- Local Indigenous community representative
- Business community
- Community representative
- Mining industry (up to 3)

7.2.3 Co-opted individual if that person has particular knowledge or skills that may assist the Association. The person will be co-opted for a nominated time frame (eg 3 months or 12 months) and may only be co-opted if a resolution to co-opt the new person is passed by a majority of three quarters of the Board members present and voting

on that resolution.

7.2.4 One other organisation only if a resolution to admit the new organisation is passed by a majority of three quarters of the Board members present and voting on that resolution. This Board Member does not have voting rights.

7.2.5 Each member of the organisation has one vote.

The total number of Board members must be greater than seven but less than seventeen.

7.3 From their members, the Board of Management must elect persons to the following positions:

(a) Chairperson;

(b) Deputy Chairperson;

(c) Secretary;

(d) Treasurer.

7.4 A person may hold more than one position.

7.5 Chair or Deputy Chairperson must be representative from the Primary Members.

7.6 The terms of office of members of the Board of Management shall be elected annually for a one year period.

7.7 The grounds on which, or reasons for which a Board member shall become vacant include:

a) Lack of attendance at bi-monthly meeting without notification exceeds 3 meetings consecutively.

b) Death or Illness or mental incapacity.

c) Should a casual vacancy on the Board become available prior to the completion of the 12 month term, the Board shall elect a replacement at the Bi-monthly Board meeting, with no less than $\frac{3}{4}$ of the Board members present. The elected Board member shall complete the term of the vacant position.

7.8 Alternative Board members

7.8.1 Each member or the Association may appoint a person to be its Alternative Member to attend Board Meetings in case the Board Member is unable to attend particular Board Meetings.

7.8.2 If a Board Member and the Alternative Board Member both attend a Board Meeting only the Board Member is entitled to vote.

7.9 The Powers of the Board

7.9.1 The Board shall be responsible for the management and control of the business of the Association.

7.9.2 The Board shall have all the powers of a natural person, including but not restricted to the powers set out in this sub-clause, provided that at all times it acts in the best interest of the Association in managing its affairs and in accordance with this Constitution, the Act and any Rules made there under:

- (a) to manage its own internal affairs;
- (b) to buy or sell assets;
- (c) to operate bank accounts;
- (d) to issue or defend legal proceedings;
- (e) to borrow or lend with or without security;
- (f) to appoint and dismiss staff;
- (g) to lease premises;
- (h) to apply for funding and grants;
- (i) to set fees and charges;
- (j) to appoint professional advisers including auditors;
- (k) to keep records and minutes;
- (l) to have the power to delegate responsibilities to staff.

7.10 Board Meetings

7.10.1 The Board may meet at any time but must meet at least once per quarter each financial year.

7.10.2 The Board shall set its own Meeting procedures.

7.11 Board Members Indemnity

7.11.1 No Board Member is liable to the Association for any losses

	<p>incurred by the Association for any act undertaken by that Board Member on behalf of the Association provided that:</p> <p>(a) at the relevant time, the Board Member acted in good faith; and</p> <p>(b) at the relevant time, the Board Member acted in accordance with the Act, this Constitution, the Rules and any resolution of the Association; and</p> <p>(c) the act undertaken by the Board member did not constitute a criminal offence.</p> <p>7.11.2 Clause 7.11.1 applies similarly to a failure to act by a Board Member.</p> <p>7.12 Expenditure relating to funds shall be discussed by an Audit committee (3 members) which meets prior to a General Meeting, recommending all expenditure and budgets to the Board for ratification. The Audit committee can only be representative from Local Government Authorities.</p>
8.	<p><u>RULES OF THE ASSOCIATION</u></p> <p>The membership in general meeting and the Board may make such Rules as are necessary for the conduct of the Association provided that no Rule is inconsistent with this Constitution or the Act.</p> <p>8.1 A member may at any reasonable time, inspect without charge the book, documents, records and securities of the Association.</p>
9.	<p><u>CORPORATE SEAL</u></p> <p>The Board shall maintain custody of the corporate seal and it may only be used with the Board's express authority and on conditions set by the Board.</p>
10.	<p><u>FINANCIAL ACCOUNTS</u></p> <p>10.1 The Board must ensure proper and true financial accounts are kept of all moneys received and expended by the Association.</p> <p>10.2 The Board must ensure that the financial accounts are audited at the end of each financial year and that audited Financial Reports are presented to the Annual General Meeting.</p> <p>A current Financial Report must be presented to each Board Meeting by the Treasurer or a person appointed by the Board to do so.</p>

11.	<p><u>AUDITORS</u></p> <p>11.1 Auditors must be appointed at the Annual General Meeting.</p> <p>11.2 Auditors are appointed for a one year term.</p> <p>11.3 If the appointed Auditor resigns or fails to fulfil his duties, the Board may appoint another Auditor whose appointment shall be valid until the next Annual General Meeting.</p>
12.	<p><u>AMENDMENTS TO THIS CONSTITUTION</u></p> <p>12.1 Amendments to this Constitution can only be made at the Annual General Meeting or a Special General Meeting called for that purpose.</p> <p>12.2 A proposed amendment must be carried by Special Resolution by three quarters of the majority of members present and voting at the meeting to be successful.</p> <p>12.3 Members may not vote on amendments to this Constitution by proxy.</p>
13.	<p><u>DISSOLUTION</u></p> <p>13.1 The Association shall only be voluntarily wound up pursuant to a Special Resolution to do so carried by 75% of the members present and voting at a Special General Meeting called for the purpose of considering the dissolution of the Association.</p> <p>13.2 The Association shall notify the Deputy Commissioner of State Revenue of the date of winding up.</p> <p>If, upon winding up or dissolution of the Association, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or be distributed among the members of the Association, but shall be given or transferred to some Incorporated Association having objects similar to the objects of the Association and whose Memorandum of Association or Constitution shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by its Constitution and such Incorporated Association is to be determined by the members of the Association at or before the time of dissolution of this Association.</p>

GOLDFIELDS TOURISM NETWORK INC

MEMORANDUM OF UNDERSTANDING

For the maintenance and marketing of the GOLDEN QUEST DISCOVERY TRAIL

VISION

That the Golden Quest Discovery Trail is internationally recognised as one of the great interpretative drive trails of Australia-

In order to:-

- Draw attention to the rich history of the Goldfields of Western Australia and its importance in the growth of the nation, while highlighting the regions cultural and environmental biodiversity.
- Attract national and international visitors in order to provide employment and tourism related business opportunities for Goldfields communities.

MISSION

On behalf of the community of the WA Goldfields, the Goldfields Tourism Network Inc (formerly the Golden Quest Trails Association Inc.) will manage the development and promotion of the Golden Quest Discovery Trail.

1. PARTIES TO THIS AGREEMENT

The Participants of the Golden Quest Discovery Trail include the; Goldfields Tourism Network Inc, Department of Environment & Conservation, City of Kalgoorlie-Boulder and the Shires of Coolgardie, Menzies, Leonora and Laverton represent Local Governments Authorities along the route of the Golden Quest Discovery Trail ("the Trail").

2. AIM

To manage the ongoing maintenance and use of the Trail ensuring its future viability as a tourist attraction for the region whilst supporting the operational cost associated with the Goldfields Tourism Network

3. OBJECTIVES

The 'Participants' agree to work together to achieve the aim by:

1. In developing a comprehensive program to maintain and manage the Trail in perpetuity with the local government authorities agreeing to;
 - a. Accept ongoing maintenance responsibility for sites and road sections (excluding the Goldfields Highway, Leonora-Laverton Road, Great Eastern Highway and the Coolgardie-Esperance Highway) associated with the Trail.
 - b. Local government authorities accept responsibility for continuing the regrading of roads and pathways as detailed in the initial Planning Study.
2. Ensuring the Trail is marketed to its full potential, in conjunction with key-stakeholders as identified by the Goldfields Tourism Network (GTNA Inc);

3. Ensuring all stakeholders feel they have meaningful involvement in the project;
4. GTN Inc will meet with Shires/Council's GTNA Inc. Board representatives prior to their budget deliberations to report on the past twelve months on results achieved;
5. Ensuring, wherever possible, that subsequent trails within the boundaries of the Local Government Authorities, are marketed in association with the Trail and are consistent with the Golden Quest theme;

4. BENEFITS

- The Golden Quest Discovery Trail will continue to be used as a catalyst to promote the Goldfields region in its entirety as a tourist destination.
- Each contributing agency will have equal representation and voting rights on the Goldfields Tourism Network Inc board.
- Each local government area will receive the ongoing economic benefits of additional visitors to the region through the ongoing Marketing activities of the Goldfields Tourism Network.
- Continued involvement within the GTN Inc. MOU demonstrates support for a regional collaborative project that was originally initiated by the GEDC to unite and strengthen the link between communities in the Goldfields and therefore support them socially and economically.

5. PUBLIC LIABILITY

The local government authorities accept public liability responsibilities as they relate to the Trail where it runs through their local government area, excluding site 25 – the Super Pit.

6. REVIEW

- The participants will consult on the operation of this Memorandum and progress in achieving its aim. The Memorandum will be reviewed in 2019.
- The participants agree that this reviewed Memorandum of Understanding shall have effect from the date of signing.
- The Memorandum of Understanding is an agreement between the Goldfields Tourism Network Inc and each participant, being the organisation.

Ms Rhonda Evans
Chief Executive Officer
Shire of Menzies

Cr Mandy Reidy
Chairperson
Goldfields Tourism Network Association Inc

Date: _____

Date: _____

The Shire of Menzies agrees to renew the Memorandum of Understanding with Goldfields Tourism Network Association Inc for the following per annum amounts for the period 1 July 2016 to 30 June 2019:

- \$25,000 (ex GST) for Goldfields Tourism Network, and
- \$11,500 (ex GST) for Golden Quest Discovery Trail.

Rhonda Evans

Ms Rhonda Evans
Chief Executive Officer
Shire of Menzies

Date: *17 August 2016.*

Acknowledged by:

Mandy Reidy
Chairperson
Goldfields Tourism Network Association Inc.

Date: _____

Goldfields Tourism
WA
GVROC
Presentation
June 2018

CEO Report on
GTNA
Western
Australia



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1. 2p

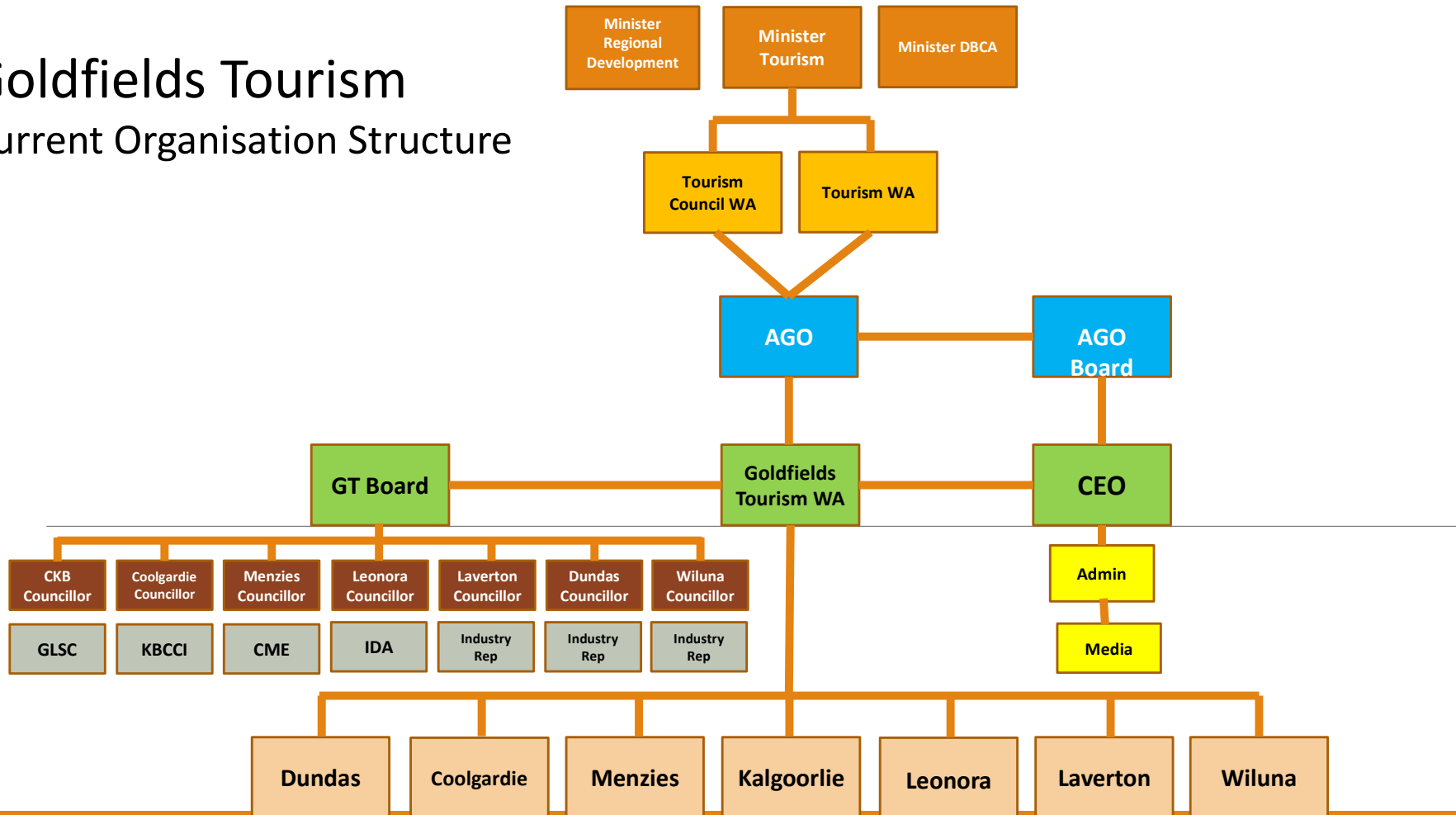
Key Strategic Issues & Effective Marketing

- Organisation Structure and Strategy – GT Moving forward
- Low consumer knowledge – Spreading the Word, what's the word, where's the destination
- Product Development – Attracting Incentive Funding, Wayfinding and Infrastructure
- Destination Marketing – Higher level Marketing Platform with State and Federal acknowledgment



Goldfields Tourism

Current Organisation Structure



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Current Contribution From Local Government

Essentially GTNA WA is a marketing and promotional organisation that amongst other activities has two developed product GQDT and 'Drive Yourself Wild'.

Golden Quest Discovery Trail – each shire contributes \$11,500 for equitable marketing

- Coolgardie
- Kalgoorlie-Boulder
- Menzies
- Leonora
- Laverton

Drive Yourself Wild – each shire contributes \$25,000 for equitable marketing

- Dundas
- Coolgardie/Kambalda
- Kalgoorlie-Boulder
- Menzies
- Leonora
- Laverton
- Wiluna

Return on Investment – Information from Report March 2018

Investment Goldfields Tourism Network as a LTO is 25K annually per Shire for and estimated 246K Return Activates Undertaken by GTNA representing the Goldfields from the shires of Dundas to Wiluna

- Caravan and Camping National Trade Shows – around the country 6 to 10 per year
- Events - across the State of WA are 7 to 10 events per year
- Associated meetings and organisational industry meetings for increased marketing and awareness – 80plus per year
- Marketing Projects Destinations WA
- Hema Maps – Adventures Team - Camper Trailer Australia, Caravan World, Outdoor, Wanderer
- Famils – Media Reps, Travel Writers, Bloggers, Wholesalers, inbound Travel Agents, Wholesalers
- Interactions and market development and brand representation increased brochure distribution
- State and Federal Lobbying for market development, support and exposure
- Government organisations Main Roads, Roadwise, Department of Biodiversity Conservation and Attraction. Parks and Wildlife, IDA Southern Desert Rangers, GLSC
- 5 new sponsors on board for individual project funding
- Advertising and Social Media interactions
- Annual publications and holiday planners –
- Kalgoorlie Boulder Holiday Planner
- AGO Planner and annual Marketing Collaborative
- Caravan and Camping Industry
- Drive Yourself Wild Brochures
- Golden Quest Discovery Trail Guide book
- Event Advertising or Campaign's
- Face book and social media
- Media West and Television Campaigns
- Collaborative Editorials 8 to 10 per Year
- TWA Wild Flower Brochure
- Cooks Tours amazing North and Beautiful South Brochure
- Distribution at all shows and events of individual shire brochures and products

Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Sponsorship sourced from September 2017 to date over 35k

- Evolution Mining
- RDAGE
- Hema
- Minister Department of Biodiversity, Conservation and Attractions
- Indigenous Desert Alliance
- GLSC
- Thrifty Car Rental
- Department of Primary Industries and Regional Development
- Australia's Golden Outback
- Ian Kealley Consulting
- Dreamtime Tours
- Ngadju Dancer and Rangers
- and other funding partners from Accommodation and Tour Operators

Internal Business Review Progress September 2017 to Date Summary

Organisation Reviews	Outcomes	Actions
<ul style="list-style-type: none"> ➤ Premises Review ➤ SWOT Analysis, Risk Management Report. Address internal operations and housekeeping, RISK analysis and business structure review. 	<ul style="list-style-type: none"> ➤ Outcome Premise deemed inappropriate with no running water or rest amenities ➤ Organisation Review Reports 	<ul style="list-style-type: none"> ➤ Sourced premises subsidised rent in the RDAGE office in KB Small Business Centre ➤ Presented to the board, CEO's in March 2018 addressed banking, business registration and ATO registration and Member Access
<ul style="list-style-type: none"> ➤ Accounting Systems and Practices 	<ul style="list-style-type: none"> ➤ MYOB not the appropriate accounts system for the organisation 	<ul style="list-style-type: none"> ➤ Moved to Xero for more cost effective and training provided to staff reduced 17/18 Deficit from 55k to 1k and budgeted appropriately for 2018/19 budget.
<ul style="list-style-type: none"> ➤ IT infrastructure review, compatibility and future marketing 	<ul style="list-style-type: none"> ➤ Outdated inefficient and non functional capabilities for productive day to day running of the business 	<ul style="list-style-type: none"> ➤ Moved to a lease agreement with a service provider for all office equipment and IT support for both onsite and remote working
<ul style="list-style-type: none"> ➤ Staff structure and productivity review, cost analysis 	<ul style="list-style-type: none"> ➤ Inadequate staff capabilities and training, external contracting at inflated costs 	<ul style="list-style-type: none"> ➤ Appointed part time Office administrator with broad experience a capabilities to organisational internal office needs. Engaged internal part time marketing, graphics and photographer
<ul style="list-style-type: none"> ➤ Grants, Funding, Sponsorship 	<ul style="list-style-type: none"> ➤ Extra projects require external funding 	<ul style="list-style-type: none"> ➤ Sourced sponsors to cut back costs on buy in for shires

Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Organisation Structure

- Is the current model sufficient for the sustainability of the organisation?
- Is the current board a representation of the market place and it's current needs?
- Is there a strategy in place for the future of Goldfields Tourism?

Vision Statement.....

Criteria for a successful Vision Statement

- Simple and clear
- Repeatable by all on all levels
- Associated with specific and objectives
- Associated with a clear roadmap of mile stones
- Possesses executive ownership

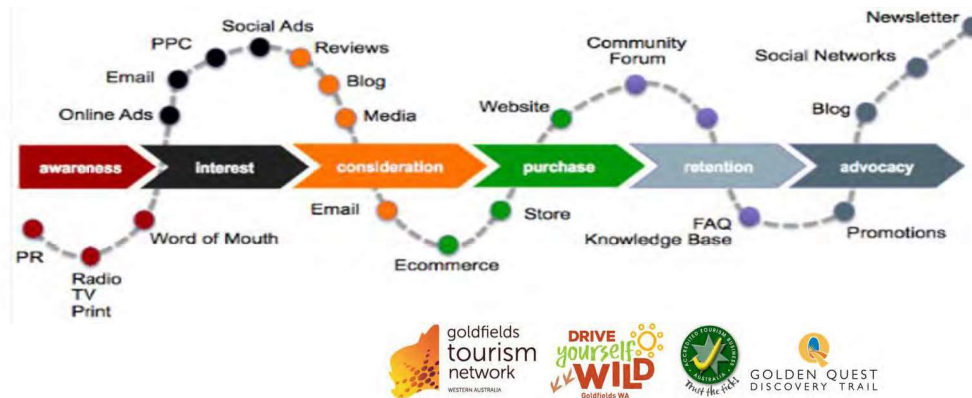


Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Consumer Marketing Strategy

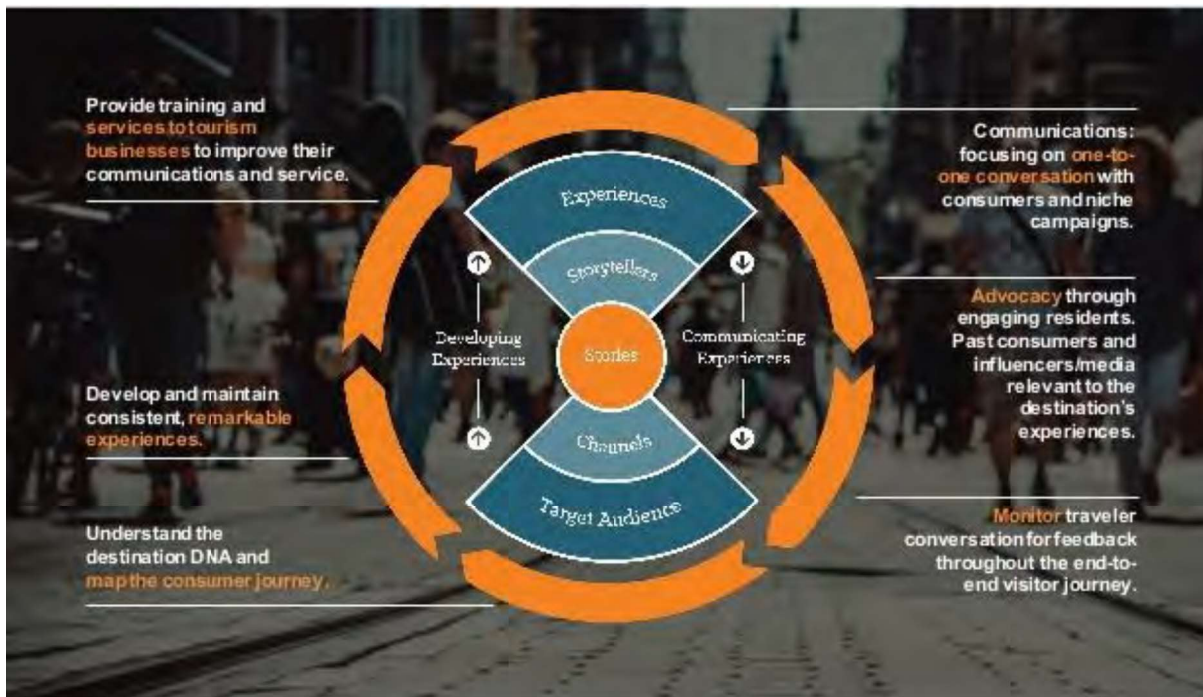
The Visitor Journey and Marketing

- The visitor always begins with a dream of something they have seen or heard even if they don't realise it.
- They start planning and booking and they are far more immediate than they have ever been and they know the difference between a genuine product and a fake and they'll call you on it. They more often than not prefer to do their own bookings and create their own journey
- Anticipation and fear of missing out is a marketing and promotional friend
- They begin the journey and the entire time they are sharing with family and friends both good and bad experiences
- Key Business for Marketing and Promotional Organisations such as GT



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Trade/Internal Marketing Strategy



- Key on the ground strategy
- Investments and responsibility of Maintenance, infrastructure
- Surveying feedback and demand
- Training educating and quality of delivery
- Key Business for Local Government



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Product Development

- To drive visitation investigate, survey go out to your market
- Layering of product offer diversity. Dark Sky Park, Lake Ballard
- Show people what, when, how and why. What they are missing
- Product driven by local investment and community to engage with tourists are generally the most successful with support and incentives from Local, State and Federal Investment



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

Destination Marketing

Destinations require infrastructure and product to attract

The more product and infrastructure the more attractions and retention is achieved

What influences competitiveness



Steps to successful destination marketing

Identify markets and target

- For example: domestic vs. international;
- For example: Family, DINKs, teen agers, honeymooners, adventurers, active holidaymakers, etc.

Identify customer needs and wants

- What do people with that holiday motivation from their holiday?

Match tourism resources and products with the selected targets and markets

- The products chosen are coherent with the target we want to attract?

Study the competitors

- What are others destinations doing on the same products/targets?
- What are my direct competitors doing? Which products are they developing?

Develop tourism products coherent with the selected targets of demand

- How can I make my products more appealing for my targeted customers? What can be innovated in order to beat my competitors?

Develop and implement a marketing strategy

- Develop a marketing plan identifying goals, timing and budget

Monitor results

- Am I reaching the goals I established in the marketing plan? If not, how can I modify my strategy?

Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

- The current organisation structure does not provide enough funding and recourses to deliver outside of Marketing and promotion
- When promoting or working on a marketing campaign it is the aim of Goldfields Tourism to always include
 - Cultural Content
 - Historical Content
 - Artistic Content
 - Environmental Content

When marketing a large region with such diversity both geographical and socioeconomic that also faces some barriers both from and internal marketing perspective and external perception. Biggest barrier is that of distance, secondary is product and third is wayfinding. For these reasons it is important to layer the opportunity and experience. Entice your audience with intrigue the unknown and the opportunity to be the first to see and be a part of the experiences.



Minutes of Shire of Menzies Ordinary Council Meeting held on Monday 6 August 2018 at 1.22pm

CEO Statement

Goldfields Tourism believe an overarching Tourism Strategy or Plan will need to aim to make tourism a leading contributor to a sustainable Goldfields WA economy. To deliver quality visitor experience, exceeding visitors' expectations, improving awareness of the regional inland of Western Australia.

The tourism sector has the ability to take a leading role in protecting and enhancing the environment. Lifting environmental performance management of government managed environmental lands. The tourism sector and communities working together for mutual benefit will ensure the regions benefit. Presenting a unified Goldfields. WA has the ability to support and encourage government and private sector funding for Goldfields WA destinations development and management.

Member Statements

“ The main role of Goldfields Tourism Network is to develop business for the industry by raising awareness and demand for the region. This involves attracting visitors (business) from outside the region from intrastate, interstate and overseas markets.”

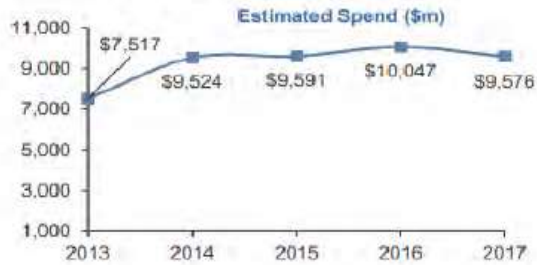
“Investment with GTNA is an investment in our shire’s future. Our shire is going through a period of growth in tourism infrastructure and investment in GTNA is necessary for the development of tourism in the shire. Working collaboratively as a group gives much more leverage for obtaining funding for future projects.”



Total visitors to/within Western Australia Market Overview

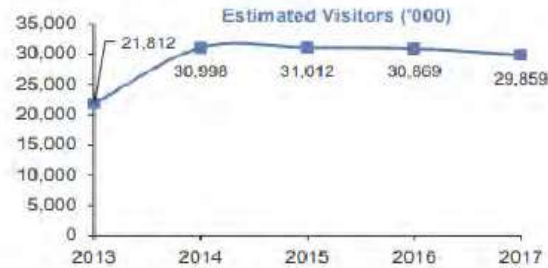
SPEND -4.7%

- \$9,576 million in spend
- Average daily spend: \$139
- Average spend per visitor: \$321
- 9.8% of total spend in Australia



VISITORS -3.3%

- 29.9 million total visitors (including both overnight visitors and daytrips)
- 10.4% of total visitors to Australia

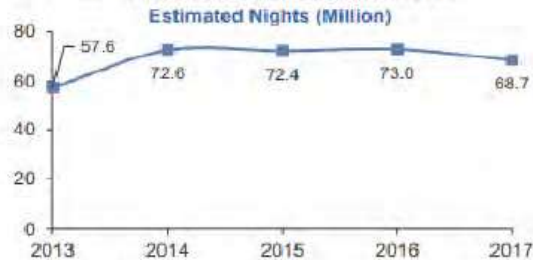


PURPOSE OF VISIT

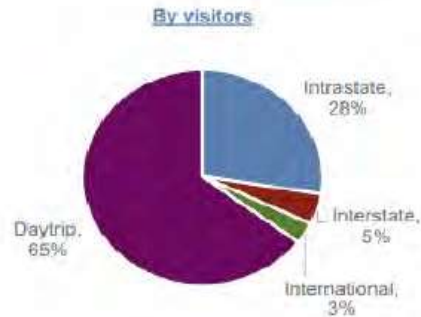


VISITOR NIGHTS -5.9%

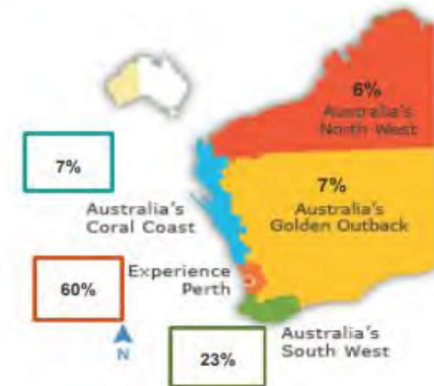
- 68.7 million nights
- Average length of stay: 6.5 nights (based on overnight visitors only)
- 11.1% of total visitor nights in Australia



SOURCE



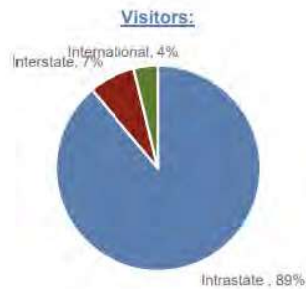
VISITOR DISPERSAL



Australia's Golden Outback
Overnight Visitation Summary

	YE Dec-16	YE Dec-17	% Change YE Dec-17 - YE Dec-16	3 Year AAGR ⁺
Total				
Spend (\$m)	539	407	-24.4%	-7.2%
Visitors	1,191,400	1,085,000	-8.9%	-2.5%
Nights	5,768,400	5,294,600	-8.2%	-5.5%
Domestic Total				
Spend (\$m)	504	384	-23.8%	-4.5%
Visitors	1,133,500	1,043,800	-7.9%	-2.4%
Nights	4,867,700	4,803,000	-1.3%	-3.1%
Intrastate				
Visitors	987,800	963,400	-2.5%	-0.1%
Nights	3,996,000	3,946,000	-1.2%	-1.6%
Interstate				
Visitors	145,700	80,400	-44.8%	-21.4%
Nights	871,700	857,000	-1.7%	-9.0%
International				
Spend (\$m)	35	23	-33.3%	-33.0%
Visitors	57,900	41,200	-28.8%	-5.9%
Nights	900,700	491,600	-45.4%	-22.6%

➤ Goldfields Tourism is 33% of the AGO Market





Shire of Menzies

**Risk Assessment
Tourism Services**

Risk Assessment

Directorate	Governance
Risk Code	OP97
Risk Category	Capacity to Deliver Services
Risk	Tourism Visitation numbers do not increase annually

Initial Risk Assessment

Likelihood : likely	Rating : Low
Consequence : Negligible	Last Changed : September 2017
Causes : Poorly targeted promotion	
Consequences - Stifle prospective business targeting the tourism market.	
Treatment : Annual Review of promotions and review of Content and Destination	

Revised Risk Assessment

Likelihood :	Rating :
Consequence :	Last Changed :
Effectiveness of Controls :	
Existing Controls :	

Future Risk Assessment

Likelihood : likely	Rating : Low
Consequence : Negligible	Last Changed : September 2018
Effectiveness of Controls :	

Risk Solution : Monitor costs V results and visitation and optimism of Business Operators

Risk Assessment

Directorate	Governance
Risk Code	OP98
Risk Category	Capacity to Deliver Services
Risk	Investment in Tourism Infrastructure does not result in increased economic benefit

Initial Risk Assessment

Likelihood : likely

Rating : Low

Consequence : Negligible

Last Changed : September 2017

Causes : Lack of appropriate infrastructure, lack of support for small business

Consequences - Small Business will not enter into the Tourism Space

Treatment : Consider incentives for business start-up

Revised Risk Assessment

Likelihood :

Rating :

Consequence :

Last Changed :

Effectiveness of Controls :

Existing Controls :

Future Risk Assessment

Likelihood : likely

Rating : Low

Consequence : Negligible

Last Changed : September 2018

Effectiveness of Controls :

Risk Solution : Form Local Business group to discuss opportunities and support required.

MOVED: Cr Justin Lee**SECONDED: Cr Keith Mader**

That Council move to go behind closed doors at 4.21pm subject to Section 5.23(2)(a) a matter affecting an employee or employees;

Carried 6/0

4.21pm Mrs S Donkin left the meeting.

12.5.5 Agreement of Performance Criteria – Chief Executive Officer

LOCATION:	N/A
APPLICANT:	N/A
DOCUMENT REF:	PER.885.1/NAM173
DISCLOSURE OF INTEREST:	The Author has no interest to disclose
DATE:	23 August 2018
AUTHOR:	Rhonda Evans, Chief Executive Officer
ATTACHMENT:	12.5.5-1 Confidential Review of Remuneration

MOVED: Cr Jill Dwyer**SECONDED: Cr Keith Mader**

4.25pm Mrs Rhonda Evans, Chief Executive Officer left the meeting.

That Council and the Chief Executive Officer agree to the following performance criteria for the current year:

- 1. Governance and Compliance**
 - a. Manage compliance with the Local Government Act and other relevant legislation.*
 - b. Effective management of the Shire's finances and resources.*
 - c. Effective management of risk exposures.*
- 2. Communication Skills**
 - a. Weekly informal bulletins are provided to Councillors*
 - b. Workshops will be held at least bi-monthly*
 - c. Reports are presented to Council on matters that impact the Shire's community*
- 3. Implementation of Council decisions and policies**
 - a. Council's decisions are implemented in an appropriate and timely manner.*
 - b. There is effective and timely compliance with the Council's policies.*
- 4. Management of the Shire's resources**
 - a. Services are delivered in an efficient, cost effective manner.*
- 5. Customer Service**
 - a. The organisation maintains a customer service orientation.*
 - b. The community is provided with relevant and timely information.*
 - c. Effective community consultation takes place.*

6. Leadership Skills

- a. Develop a team that can achieve organisational objectives.*
- b. Oversee ongoing performance reviews, and training for staff and manage underperformance effectively.*
- c. Develop a Training Strategy and program to ensure all Councillors have the opportunity participate in training.*
- d. Foster an organisational culture built on teamwork and respect.*

7. Strategic Projects and Programs

- a. Demonstrates ability to plan and implement strategic issues and projects in a timely fashion. For 2018-2019, these are:*
 - Menzies Youth Centre*
 - Truck Bay and Toilets*
 - Community Engagement Policy*
 - Self-Contained Units at the Caravan Park*
 - Any other emerging project as agreed with Council during the period*

Carried 6/0

COUNCIL RESOLUTION:

No. 1511

MOVED: Cr Jill Dwyer

SECONDED: Cr Ian Tucker

That the Chief Executive Officer's Remuneration be increased by 1.4% backdated to 1 June 2018.

Carried 6/0

COUNCIL RESOLUTION:

No. 1512

MOVED: Cr Ian Tucker

SECONDED: Cr Keith Mader

That Council move out from behind closed doors at 5.37pm.

Carried 6/0

5.37pm Mrs Rhonda Evans, Chief Executive Officer re-entered the meeting.

13 ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN

There was no elected members motion of which previous notice had been given.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

There was no new business of an urgent nature introduced by decision of the meeting.

15 NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday 27 September 2018 commencing at 1pm.

16 CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting at 5.40pm.

I, _____ hereby certify that the Minutes of the Ordinary Meeting of Council held 30 August 2018 are confirmed as a true and correct record, as per the Council Resolution of the Ordinary Meeting of Council held 27 September 2018

Signed: _____

Dated: 27 September 2018