



*A progressive, diverse and caring community,  
with access to modern services and infrastructure,  
in a unique part of the world*

# **AGENDA**

**for the**

**Ordinary Meeting of Council**

**to be held**

**2PM, WEDNESDAY 17<sup>th</sup> MARCH 2021**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

# **COUNCIL MEETING PROCEDURES**

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Cuballing for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Cuballing 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 who acts or fails to act in reliance upon any statement does so at that 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 licence, any statement or limitation of approval made by a member or officer of the Shire of Cuballing during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Cuballing. The Shire of Cuballing warns that anyone who has an application lodged with the Shire of Cuballing must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of that application and any conditions attaching to the decision made by the Shire of Cuballing in respect of the application.

<b>1.</b>	<b>DECLARATION OF OPENING:</b> .....	<b>2</b>
<b>2.</b>	<b>ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:</b> .....	<b>2</b>
2.1.1	Attendance	2
2.1.2	Apologies	2
2.1.3	Leave of Absence	2
<b>3.</b>	<b>STANDING ORDERS:</b> .....	<b>2</b>
<b>4.</b>	<b>PUBLIC QUESTION TIME:</b> .....	<b>2</b>
<b>4.1</b>	<b>RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:</b> .....	<b>2</b>
<b>4.2</b>	<b>WRITTEN QUESTIONS PROVIDED IN ADVANCE:</b> .....	<b>2</b>
<b>4.3</b>	<b>PUBLIC QUESTIONS FROM THE GALLERY:</b> .....	<b>3</b>
<b>5.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE:</b> .....	<b>3</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES:</b> .....	<b>3</b>
6.1.1	Ordinary Meeting of Council held on Wednesday 17 <sup>th</sup> February 2021	3
6.1.2	Special Meeting of Council held on Tuesday 2 <sup>nd</sup> March 2021	3
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:</b> .....	<b>3</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL INTEREST:</b> .....	<b>3</b>
<b>9.</b>	<b>REPORTS OF OFFICERS AND COMMITTEES:</b> .....	<b>4</b>
<b>9.1</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER:</b> .....	<b>4</b>
9.1.1	List of Payments – February 2021	4
9.1.2	Statement of Financial Activity	11
<b>9.2</b>	<b>CHIEF EXECUTIVE OFFICER:</b> .....	<b>34</b>
9.2.1	Standards For Chief Executive Officer Recruitment, Performance And Termination	34
9.2.2	Child Safeguarding reforms for Local Government	51
9.2.3	Council Policy – Use of Variable Message Board	73
9.2.4	Popanyinning Main Street Refurbishment	77
9.2.5	Crossover Subsidy – 47 Howard Street, Popanyinning	85
9.2.6	Review of the Shire of Cuballing Policy Manual	90
<b>9.3</b>	<b>MANAGER OF WORKS AND SERVICES:</b> .....	<b>213</b>
9.3.1	2021/22 Plant Replacement Program	213
<b>10.</b>	<b>ELECTED MEMBERS’ MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:</b> .....	<b>217</b>
<b>11.</b>	<b>URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:</b> .....	<b>217</b>
<b>12.</b>	<b>CONFIDENTIAL MATTERS:</b> .....	<b>217</b>
<b>13.</b>	<b>NEXT MEETING:</b> .....	<b>217</b>
<b>14.</b>	<b>CLOSURE OF MEETING:</b> .....	<b>217</b>

**1. DECLARATION OF OPENING:**

**2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

**2.1.1 Attendance**

Cr Mark Conley  
Cr Eliza Dowling  
Cr Scott Ballantyne  
Cr Dawson Bradford  
Cr Robert Harris  
Cr Deb Hopper

President  
Deputy President

Mr Gary Sherry  
Ms Bronwyn Dew  
Mr Bruce Brennan

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works and Services

**2.1.2 Apologies**

Nil

**2.1.3 Leave of Absence**

Nil

**3. STANDING ORDERS:**

**OFFICER'S RECOMMENDATION:**

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

**4. PUBLIC QUESTION TIME:**

**4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

Nil

**4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

#### **4.3      PUBLIC QUESTIONS FROM THE GALLERY:**

Nil at this time.

#### **5.          APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil at this time.

#### **6.          CONFIRMATION OF MINUTES:**

6.1.1      Ordinary Meeting of Council held on Wednesday 17 <sup>th</sup> February 2021
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##### **OFFICER'S RECOMMENDATION:**

**That the Minutes of the Ordinary Meeting of Council held on Wednesday 17<sup>th</sup> February 2021 be confirmed as a true record of proceedings.**

6.1.2      Special Meeting of Council held on Tuesday 2 <sup>nd</sup> March 2021
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##### **OFFICER'S RECOMMENDATION:**

**That the Minutes of the Special Meeting of Council held on Tuesday 2<sup>nd</sup> March 2021 be confirmed as a true record of proceedings.**

#### **7.          PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:**

Nil at this time.

#### **8.          DISCLOSURE OF FINANCIAL INTEREST:**

##### **DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST**

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

##### **DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY**

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

## **9. REPORTS OF OFFICERS AND COMMITTEES:**

### **9.1 DEPUTY CHIEF EXECUTIVE OFFICER:**

#### **9.1.1 List of Payments – February 2021**

File Ref. No: NA  
Disclosure of Interest: Nil  
Date: 3<sup>rd</sup> March 2021  
Author: Nichole Gould  
Attachments: 9.1.1A List of February Municipal Accounts  
9.1.1.B Credit Card Transactions

#### **Summary**

**Council is to review payments made under delegation in February 2021.**

Background – Nil

Comment

Council is provided at Attachments 9.1.1A with a list of payments made from Council's bank account during the month of February 2021.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. to not note the list of accounts.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council receives:**

1. the List of Accounts paid in February 2021 under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, including payments from Council's Municipal Fund totalling \$207,677.02 included at Attachment 9.1.1A; and
2. a summary of transactions completed on Credit Cards by Council Staff for the period ending 31<sup>st</sup> January 2021 included at Attachment 9.1.1B.

**LIST OF FEBRUARY 2021 MUNICIPAL FUND ACCOUNTS**

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
01022021	Police Licensing Payments	1,392.30
02022021	Police Licensing Payments	715.90
03022021	Rent for Grader Driver House	360.00
03022021	Police Licensing Payments	954.20
04022021	Private Health Member Fees	239.00
04022021	Police Licensing Payments	862.15
05022021	Police Licensing Payments	859.65
08022021	Loan Repayment No. 63 Graders	3,541.31
08022021	Police Licensing Payments	962.45
08022021	Interest on Graders	172.97
09022021	Police Licensing Payments	702.80
10022021	Police Licensing Payments	1,443.25
11022021	Police Licensing Payments	38.40
12022021	Police Licensing Payments	386.20
15022021	Police Licensing Payments	465.30
17022021	Rent for Grader Driver House	360.00
17022021	Police Licensing Payments	683.85
18022021	Private Health Member Fees	239.00
18022021	Police Licensing Payments	943.40
19022021	ATO Clearing Account BAS	5,646.00
19022021	Police Licensing Payments	1,493.80
22022021	Police Licensing Payments	1,116.90
23022021	Police Licensing Payments	3,252.00
25022021	Police Licensing Payments	1,308.00
26022021	Police Licensing Payments	668.35
EFT5875	Catering Australia Day	16.20
EFT5876	Install site Main Switch Board at McGarrigal Park	3,480.91
EFT5877	200,000km Service Isuzu Giga	1,334.78
EFT5878	January 2021 Building Forms	283.25
EFT5879	Monthly copier charges - 20/12/2020 to 20/01/2021	174.85
EFT5880	50% Subsidy for power as per DCEO contract.	182.87
EFT5881	Printing / Stationery - Reflex Paper Boxes	413.03
EFT5882	Local Planning Aged Persons Land	108.15
EFT5883	60,000km service CNO	505.00
EFT5884	Steel Droppers	334.40

<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5885	Bulk Diesel Supply and Delivery	5,346.75
EFT5886	Freight Charges - Cutting Edges	302.56
EFT5887	Sundry materials for month Jan 2021 - Tyre repair sealant	88.40
EFT5888	Advertising - Approved Local Planning Scheme Amendment - Shire of Cuballing Local Planning Scheme No.2 Amendment No.5	534.95
EFT5889	Repair PRV valve	215.60
EFT5890	Batteries	660.00
EFT5891	400mm Multi Grips	225.91
EFT5892	Semi side tippers for Wandering Narrogin	10,032.00
EFT5893	Catering – Australia Day Event	144.46
EFT5894	New windscreen for CN1	330.00
EFT5895	Prepare Report on Review of Design of Aged Units	2,486.00
EFT5896	Staff Uniform	178.50
EFT5897	Annual Contribution to PHCC	5,500.00
EFT5898	Report for drainage infrastructure at Cuballing War memorial.	8,411.22
EFT5899	Ranger Duties - Labour	126.00
EFT5900	Freight Charges - Department of Transport	16.56
EFT5901	2021 WA Transport and Roads Forum	210.00
EFT5902	Annual Fee - IT Vision/Synergy updates	4,002.90
EFT5903	Weigh bridge Waste Management	115.50
EFT5904	Stationery	85.64
EFT5905	Rates refund	2,732.68
EFT5906	BCITF Forms January 2021	71.75
EFT5907	Reimbursement of Internet	55.00
EFT5908	Truck and Excavator hire for drainage works Popanyinning East road	12,727.00
EFT5909	Empty Septic tank at Shire Office	280.00
EFT5910	Trainee - Dogging course	95.00
EFT5911	New set wiper blades	44.80



<b>Chq/EFT</b>	<b>Description</b>	<b>Amount</b>
EFT5912	Application for stay wire removal	825.00
EFT5913	Bulk Diesel Supply and Delivery	3,684.26
EFT5914	Rubbish removal - Recycling service	6,433.32
EFT5915	2 x Slimline paper towels 2 x boxes toilet rolls 1 x 5lt oven and grill cleaner 4 x spray bottles 1 x 20lt Appraise hand cleaner	353.65
EFT5916	Supply and fit New Toughened Safety Glass to Bus Shelter Cuballing	383.88
EFT5917	Tee pieces and 40 mm pipe and joiners, glue and poly pipe roll and various connections for retic repair	125.57
EFT5918	Scott Ballantyne Council Sitting Fees July - December 2020	1,240.00
EFT5919	Disposal of kerbside waste collection	2,403.63
EFT5920	Right hand light and indicator assembly for CN 047.	464.38
EFT5921	Freight Charges - Fire & Safety WA	20.41
EFT5922	Weekly Clean of Shire Office	495.00
EFT5923	2 x Fan belts 1x Alternator belt	262.52
EFT5924	Stationery	97.20
EFT5943	Freight on Pallet of Asphalt in a bag Perth to Cuballing	110.00
EFT5944	Water Charges War Memorial - 25/11/20 to 4/02/21	216.69
EFT5945	Monthly Debt Collection Charges	2,991.20
EFT5946	16 x signs and post, brackets	1,672.00
EFT5947	Install 3 Doors at Recentre Change rooms	3,626.70
EFT5948	Excavator and truck hire for drainage	8,008.00
EFT5949	Reimbursement of Employee Expenses	240.80
EFT5950	Business Cards	154.00
EFT5951	Monthly Town Planning Advice Expenses Additional Services over 2020/21	774.40
EFT5952	100 Guide posts	2,310.00

Chq/EFT	Description	Amount
EFT5953	Cuballing Music Festival 13th Feb 2021 6pm-9pm Music and sound	4,000.00
EFT5954	Mark Conley President Allowance July - December 2020	5,680.00
EFT5955	Install new motorized Valve in Popanyinning and Cuballing standpipes	2,578.00
EFT5956	Supply and install 1 x roller blind	520.00
EFT5957	Dry hire of steel drum roller	2,422.75
EFT5958	Catering	135.63
EFT5959	2 x New Steer tyres for CN026	1,400.00
EFT5960	17 x 225 x 6m PVC pipes 2 x 45D Elbows 2 x 1lt Cement Solvent 1 x 1lt Primer	4,501.11
EFT5961	50 x bags asphalt	1,718.75
EFT5962	Monthly copier charges - 20/01/2021 to 20/02/2021	915.98
EFT5963	Reimbursement of Internet	55.00
EFT5964	15 x 20lt Roundup ultramax	2,838.00
EFT5965	E Flare kit	385.00
EFT5966	Bulk Diesel Supply and Delivery - 4,000 Litres	5,179.82
EFT5967	1 x Battery for ride on mower	122.49
EFT5968	1 x box of 2 hand sanitiser	220.35
EFT5969	10,000km Service OCN	356.57
EFT5970	Christmas Lights Competition Gift Voucher Redemption	25.00
EFT5971	Liners, Grates and headwalls	3,491.40
EFT5972	Disposal of Cuballing transfer station waste - December & January 2021	3,885.08
EFT5973	Freight Charges - Finishing WA	11.94
EFT5974	Energy Assessment Design	814.00
20047	Electricity Charge - Lot 1 Great Southern Hwy Popanyinning	747.04
20048	Standpipe Water Charges Oct to Dec 2020	3,762.10
20049	Water Charges - Standpipe Francis Street	2,801.46

Chq/EFT	Description	Amount
20050	Monthly Electricity Charge Street Lightning	646.03
20051	Groceries	491.50
20052	Mobile Enhanced SMS Message Harvest Ban Service	205.61
20053	Water Charges - 10 Brundell St Cuballing	510.40
20054	Service Charge - Shire Office	268.10
20055	Water Charges - Park Ridley St Cuballing	2,600.77
20056	Mobile Charge - CEO Mobile	305.33
20057	Annual box service fee	95.00
20058	Water Charges - Standpipe Ridley St Cuballing	11,424.98
DD2527.1	Superannuation contributions	235.12
DD2527.2	Payroll deductions	5,857.68
DD2527.3	Superannuation contributions	172.48
DD2527.4	Superannuation contributions	466.87
DD2527.5	Superannuation contributions	441.20
DD2527.6	Superannuation contributions	130.84
DD2532.1	Monthly Internet Connection	89.99
DD2534.1	Monthly Credit Card Transactions	681.23
DD2542.1	Superannuation contributions	239.72
DD2542.2	Payroll deductions	5,400.23
DD2542.3	Superannuation contributions	173.56
DD2542.4	Superannuation contributions	458.17
DD2542.5	Superannuation contributions	437.36
DD2542.6	Superannuation contributions	130.84
DD2542.7	Superannuation contributions	94.13
		<b>207,677.02</b>

**CREDIT CARD TRANSACTIONS**

<b>Supplier</b>	<b>Details of Purchase</b>	<b>Total</b>
Narrogin Country Fresh Meats	Catering Movie Night Event 11/12/2020	28.02
Narrogin Country Fresh Meats	Catering	28.02
Quest Rockingham	Staff Training Accommodation - Trainee	392.73
Dreamtime LLC	Printing & Stationery	25.21
Aussie Broadband	Monthly NBN Internet Subscription	79.00
Tech Revo Group Pty Ltd	Mobile Phone Glass Screen Protector	25.00
Hancocks Home Hardware	4 Litres of Seasol Concentrate	42.75
Hancocks Home Hardware	1 Litre White Oil & 3 in 1 Pest Control	20.55
Narrogin Betta Home Living	4 Slice Toaster	39.95
<b>GRAND TOTAL</b>		<b>681.23</b>

## 9.1.2 Statement of Financial Activity

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	9 <sup>th</sup> March 2021
Author:	Bronwyn Dew, Deputy Chief Executive Officer
Attachments:	9.1.2A Statement of Financial Activity

### **Summary**

**Council is to consider the Statement of Financial Activity for February 2021.**

### **Background**

As per the Financial Management Regulation 34 each Local Government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1) (d), for that month with the following detail

- The annual budget estimates,
- The operating revenue, operating income, and all other income and expenses,
- Any significant variations between year to date income and expenditure and the relevant budget provisions to the end of the relevant reporting period,
- Identify any significant areas where activities are not in accordance with budget estimates for the relevant reporting period,
- Provide likely financial projections to 30 June for those highlighted significant variations and their effect on the end of year result,
- Include an operating statement, and
- Any other required supporting notes.

### **Comment**

Operating Revenue key points include;

- General Purpose Funding – Rates were raised on 31st July 2020;
- Transport – MRWA Direct Grant amount received \$81,920;
- Transport – Second 40% claim for Regional Road Group has been received;
- Transport – Roads to Recovery 2nd Quarter funding has been claimed;
- Transport – Blackspot Second 40% claim has been received;
- Transport – WSNF first 40% funding has been claimed;
- Recreation and Culture – Initial Yornaning Dam grant funding has been received;
- Financial Assistance Grants – 3rd Quarter payment has been received;
- FESA – ESL grant funding – payment of 2020/21 grant has been received;
- Income from the sale of the Building Officers Vehicle has been received;
- Local Regional Community & Infrastructure Grant – Initial 50% received;
- National Road Safety Week Grant Funding of \$1,470 has been received;
- Community Amenities – Unbudgeted Planning income received;
- FESA overspend of \$19,387 from 2019/20 reimbursement has been received;
- FESA vehicle repairs reimbursement of \$51,688 has been received;
- CSRRF Grant funding for Tennis Club Lighting has been received;
- Unbudgeted Fire Mitigation Grant Funding – initial claim received;
- Private Works – budgeted income under budget; and
- Income from sale of Komatsu Grader received - \$114,897.61

Operating Expenses – The key items of variance include:

- Employee costs are under budget;
- Law, Order & Public Safety over budget due to fire vehicle repairs (reimbursed)
- Utility charges are over budget;
- Community Amenities – over budget due to unbudgeted planning fees;
- Plant repairs over budget due to loader repairs & fire vehicle repairs;
- Private works expenses under budget;
- Insurance expenses are over budget by \$4,232; and
- Capital expenses are under budget – due to timing of major projects.

Detailed breakdown of all variances provided in Note 2 of the Statement of Financial Activity.

Administration Allocations have been calculated to 28<sup>th</sup> February 2021.

Depreciation expense is calculated to 28<sup>th</sup> February 2021.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications – Nil

Economic Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

#### Options

Council may resolve:

1. the Officer's Recommendation; or
2. not to receive the Statement of Financial Activity.

Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That the Statement of Financial Activity, as included at Attachment 9.1.2A for the Shire of Cuballing for period ending 28<sup>th</sup> February 2021 be received.**

**SHIRE OF CUBALLING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 28 February 2021**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Monthly Summary Information	2-4
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Note 1      Net Current Assets	9
Note 2      Explanation of Material Variances	10
Note 3      Cash and Investments	11
Note 4      Receivables	12
Note 5      Rating Revenue	13
Note 6      Disposal of Assets	14
Note 7      Capital Acquisitions	15-17
Note 8      Borrowings	18
Note 9      Reserves	19
Note 10      Grants and Contributions	20
Note 11      Trust Fund	21
Note 12      Budget Amendments	22

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2021

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 28 February 2021

Prepared by: Bronwyn Dew, Deputy Chief Executive Officer

Reviewed by: Gary Sherry, Chief Executive Officer

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### SIGNIFICANT ACCOUNTING POLICIES

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

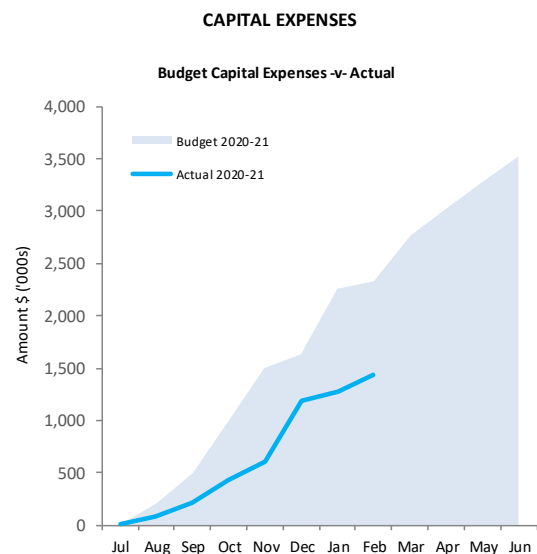
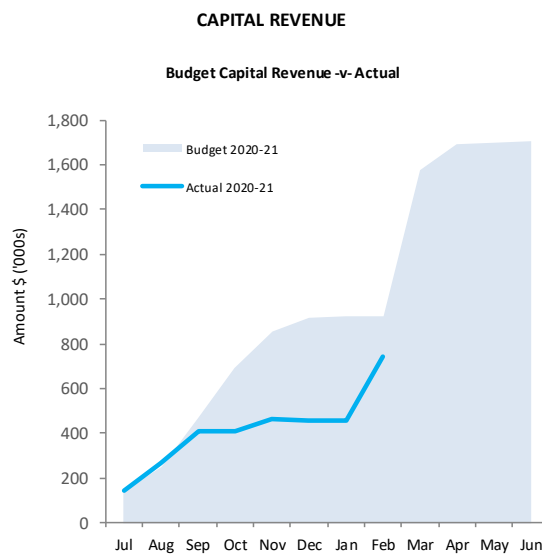
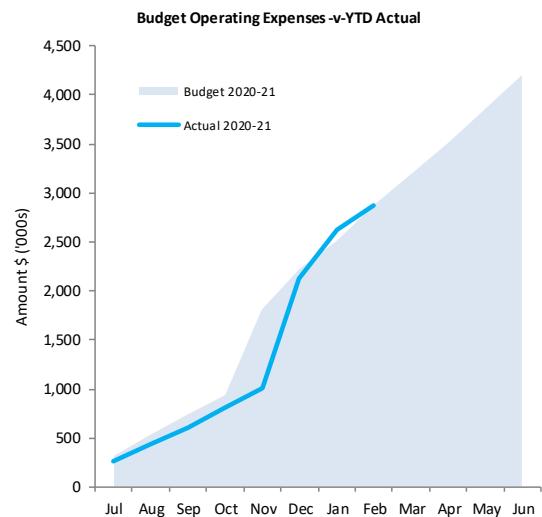
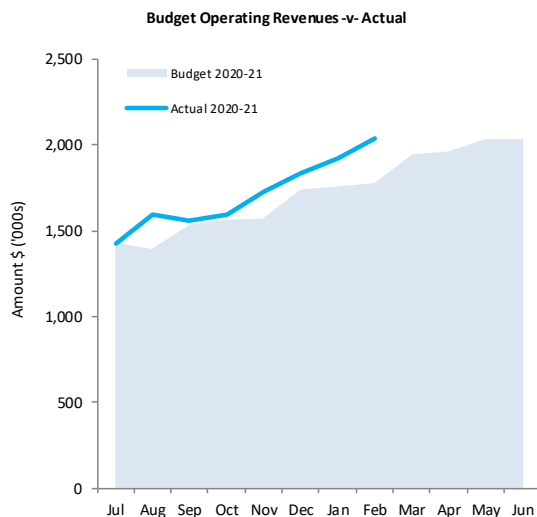
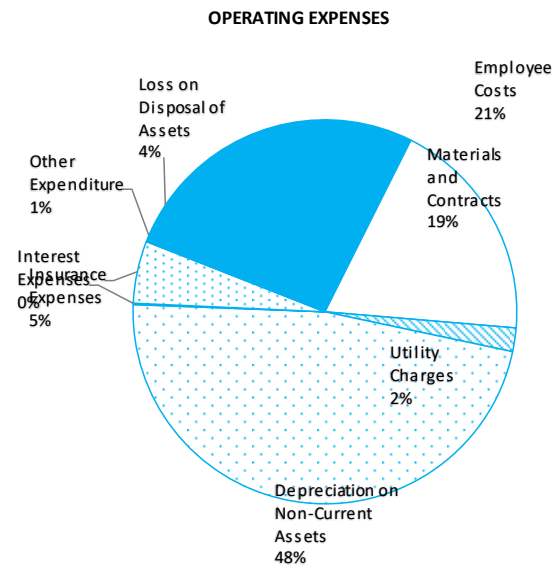
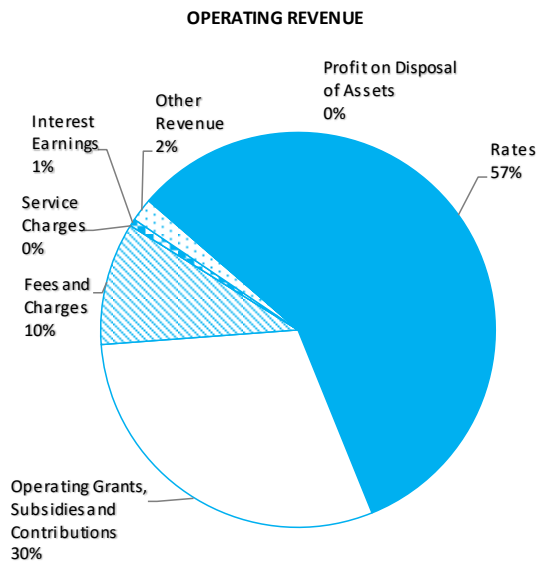
#### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**SUMMARY GRAPHS**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 28 FEBRUARY 2021****STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	Administration and operation of facilities and services to members of council, other costs that relate to tasks of elected members and ratepayers on matters which do not concern specific council activities	Complete Council meetings, Complete all Administration activities, Lobby other levels of government to support the aims of the Shire of Cuballing
<b>GENERAL PURPOSE FUNDING</b>	Rates, general purpose government grants and interest revenue	Manage Rates and collection. Maintain Property Data
<b>LAW, ORDER, PUBLIC SAFETY</b>	Supervision of various local laws, fire prevention, emergency services and animal control.	Provide ranger service, bush fire and emergency management
<b>HEALTH</b>	Inspections of septs and food control	Inspect food premises.
<b>EDUCATION AND WELFARE</b>	Support school activities	Provide activities of support of local schools
<b>HOUSING</b>	Provision and maintenance of staff housing	Provide staff & other housing
<b>COMMUNITY AMENITIES</b>	Operation of refuse sites, noise control and administration of Town Planning Scheme	Provision of waste & recycling services including the operation of the Cuballing & Popanyinning transfer stations. Also includes the provision of town planning services.
<b>RECREATION AND CULTURE</b>	Maintenance of halls, recreation centre and various reserves. Support library services in Narrogin.	Maintain halls & Civic buildings, parks and gardens and recreational facilities including managing the Dryandra Equestrian Centre lease.
<b>TRANSPORT</b>	Construction and maintenance of streets, roads, bridges, footpaths, drainage works, traffic signs, bus shelters and depot maintenance.	Maintain and protect local environmentally significant areas including the maintenance of Council roads and footpaths. Also includes the provision of vehicle licensing services.
<b>ECONOMIC SERVICES</b>	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control and standpipes.	Control of noxious weeds on council property, DrumMuster and provision of building registration services. Includes tourism and promotion and supporting the Dryandra Country Visitors Centre.
<b>OTHER PROPERTY AND SERVICES</b>	Private works operation, plant repairs and operation costs.	Includes private works, overhead and plant allocations and the provision of building surveying services.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	\$ 945,522	\$ 945,522	\$ 1,106,989	\$ 161,467	17%	
<b>Revenue from operating activities</b>							
General Purpose Funding	5	1,484,292	1,383,950	1,414,637	30,687	2%	
Governance		1,780	1,176	17,041	15,865	1,349%	▲
Law, Order and Public Safety		35,444	24,160	186,449	162,289	672%	▲
Health		800	528	536	8	2%	
Education and Welfare		1,000	664	0	(664)	(100%)	
Housing		4,680	3,120	3,060	(60)	(2%)	
Community Amenities		71,830	71,394	123,849	52,455	73%	▲
Recreation and Culture		25,150	24,814	25,202	388	2%	
Transport		283,262	184,247	211,299	27,052	15%	▲
Economic Services		38,650	24,408	25,815	1,407	6%	
Other Property and Services		92,000	60,078	32,013	(28,065)	(47%)	▼
		<b>2,038,888</b>	<b>1,778,539</b>	<b>2,039,903</b>			
<b>Expenditure from operating activities</b>							
General Purpose Funding		(78,415)	(52,264)	(57,794)	(5,530)	(11%)	▼
Governance		(131,679)	(106,221)	(105,793)	428	0%	
Law, Order and Public Safety		(182,585)	(125,420)	(162,960)	(37,540)	(30%)	▼
Health		(45,440)	(33,272)	(32,741)	531	2%	
Education and Welfare		(21,728)	(14,456)	(13,901)	555	4%	
Housing		(37,745)	(25,120)	(19,415)	5,705	23%	▲
Community Amenities		(337,403)	(224,776)	(242,626)	(17,850)	(8%)	
Recreation and Culture		(380,209)	(260,262)	(251,890)	8,372	3%	
Transport		(2,770,985)	(1,821,759)	(1,642,530)	179,229	10%	
Economic Services		(152,740)	(104,643)	(125,909)	(21,266)	(20%)	▼
Other Property and Services		(59,000)	(111,908)	(223,927)	(112,019)	(100%)	▼
		<b>(4,197,928)</b>	<b>(2,880,101)</b>	<b>(2,879,487)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,962,282	1,308,136	1,361,199	53,063	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	77,759	121,362	43,603	56%	▲
Adjust Provisions and Accruals		0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>284,333</b>	<b>642,976</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,702,022	922,223	739,370	(182,853)	(20%)	▼
Proceeds from Disposal of Assets	6	138,000	46,000	163,203	117,203	255%	▲
Land Held for Resale		0	0	0	0		
Capital Acquisitions	7	(3,530,068)	(2,327,021)	(1,430,867)	896,154	39%	▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(1,358,798)</b>	<b>(528,294)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	0	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(35,334)	(35,334)	0	0%	
Transfer from Reserves	9	551,774	0	0	0		
Transfer to Reserves	9	(17,545)	(4,942)	(4,942)	0	0%	
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>269,724</b>	<b>(40,276)</b>			
<b>Wardering Road Bridge Widening</b>							
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>1,387</b>	<b>140,782</b>	<b>1,181,395</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 28 FEBRUARY 2021****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**PROFIT ON ASSET DISPOSAL**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST EARNINGS**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**OTHER REVENUE / INCOME**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**EXPENSES****EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**MATERIALS AND CONTRACTS**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**INSURANCE**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**OTHER EXPENDITURE**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget	YTD Actual	Variance (\$)	Variance (%)	
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	945,522	945,522	<b>1,106,989</b>	161,467	17%	▲
<b>Revenue from operating activities</b>							
Rates	5	1,171,584	1,175,502	<b>1,172,660</b>	(2,842)	(0%)	
Operating Grants, Subsidies and Contributions	10	615,168	407,223	<b>610,719</b>	203,497	50%	▲
Fees and Charges		166,672	135,419	<b>204,904</b>	69,484	51%	▲
Interest Earnings		20,800	13,848	<b>12,014</b>	(1,834)	(13%)	
Other Revenue		64,665	46,547	<b>38,733</b>	(7,814)	(17%)	▼
Profit on Disposal of Assets	6	0	0	<b>874</b>	874		
		<b>2,038,888</b>	<b>1,778,539</b>	<b>2,039,903</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(996,469)	(710,704)	<b>(604,907)</b>	105,797	15%	▲
Materials and Contracts		(804,728)	(546,207)	<b>(545,500)</b>	707	0%	
Utility Charges		(67,601)	(44,944)	<b>(57,240)</b>	(12,296)	(27%)	▼
Depreciation on Non-Current Assets		(1,962,282)	(1,308,136)	<b>(1,361,199)</b>	(53,063)	(4%)	
Interest Expenses		(5,383)	(3,584)	<b>(3,323)</b>	261	7%	
Insurance Expenses		(147,848)	(146,723)	<b>(150,955)</b>	(4,232)	(3%)	
Other Expenditure		(58,105)	(42,044)	<b>(34,129)</b>	7,915	19%	▲
Loss on Disposal of Assets	6	(155,513)	(77,759)	<b>(122,235)</b>	(44,476)		
		<b>(4,197,928)</b>	<b>(2,880,101)</b>	<b>(2,879,487)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,962,282	1,308,136	<b>1,361,199</b>	53,063	4%	
Adjust (Profit)/Loss on Asset Disposal	6	155,513	77,759	<b>121,362</b>	43,603	56%	▲
Adjust Provisions and Accruals		0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>(41,245)</b>	<b>284,333</b>	<b>642,976</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,702,022	922,223	<b>739,370</b>	(182,853)	(20%)	▼
Proceeds from Disposal of Assets	6	138,000	46,000	<b>163,203</b>	117,203	255%	▲
Land held for resale		0	0	<b>0</b>	0		
Capital acquisitions	7	(3,530,068)	(2,327,021)	<b>(1,430,867)</b>	896,154	39%	▲
<b>Amount attributable to investing activities</b>		<b>(1,690,046)</b>	<b>(1,358,798)</b>	<b>(528,294)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		310,000	310,000	<b>0</b>	(310,000)	(100%)	▼
Repayment of Debentures	8	(57,073)	(35,334)	<b>(35,334)</b>	0	0%	
Transfer from Reserves	9	551,774	0	<b>0</b>	0		
Transfer to Reserves	9	(17,545)	(4,942)	<b>(4,942)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>787,156</b>	<b>269,724</b>	<b>(40,276)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>1,387</b>	<b>140,782</b>	<b>1,181,395</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

*(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

*(ii) Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

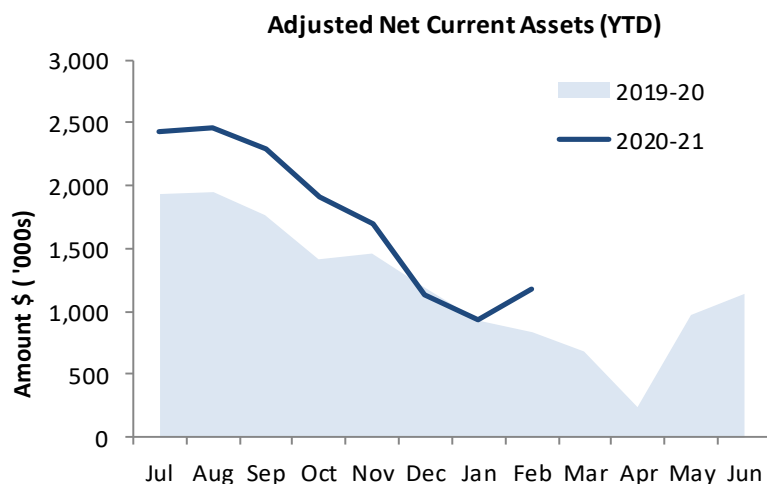
		Last Years Closing 30 June 2020	This Time Last Year 28 Feb 2020	Year to Date Actual 28 Feb 2021
	Note	\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	1,008,179	609,431	1,049,781
Cash Restricted	3	1,316,404	1,587,125	1,321,346
Receivables - Rates	4	101,076	147,156	139,074
Receivables - Other	4	113,119	153,303	63,092
Loans receivable		0	0	0
ATO Receivable		51	21,761	11,866
Inventories		6,061	8,986	6,061
		2,544,890	2,527,761	2,591,220
<b>Less: Current Liabilities</b>				
Payables		(119,366)	(37,868)	(24,043)
ATO Payables		0	(56,884)	(58,671)
Provisions - employee		(196,543)	(209,084)	(196,543)
Long term borrowings		(57,073)	(20,965)	(21,739)
Bonds & Deposits		(2,131)	10,868	(5,765)
		(375,113)	(324,801)	(306,761)
<b>Unadjusted Net Current Assets</b>		<b>2,169,777</b>	<b>2,202,961</b>	<b>2,284,458</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,316,404)	(1,587,125)	(1,321,346)
Less: Loans receivable		0	0	0
Add: Provisions - employee		196,543	209,084	196,543
Add: Long term borrowings		57,073	20,965	21,739
<b>Adjusted Net Current Assets</b>		<b>1,106,989</b>	<b>845,885</b>	<b>1,181,395</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.

**This Year YTD****Surplus(Deficit)****\$1.18 M****Last Year YTD****Surplus(Deficit)****\$.85 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 2**  
**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	15,865	1,349%	▲	Permanent	Insurance reimburse for truck hire & Trainee Subsidy. CEO car contribution.
General Purpose Funding	30,687	2%		Timing	Grant Commission Income (timing of payments)
Law, Order and Public Safety	162,289	672%	▲	Permanent	Fire Mitigation Grant Income \$84,825 & Reimbursement on fire truck repairs \$51,688. 2018/19 overspend reimbursed \$19,387
Health	8	2%		Timing	Not Material
Education and Welfare	(664)	(100%)		Timing	Not Material
Housing	(60)	(2%)		Timing	Not Material
Community Amenities	52,455	73%	▲	Permanent	Income from planning applications
Recreation and Culture	388	2%		Timing	Not Material
Transport	27,052	15%	▲	Timing	Roads grant funding - timing of payments
Economic Services	1,407	6%		Timing	Standpipe income over budget, Tourism grant income under budget
Other Property and Services	(28,065)	(47%)	▼	Timing	Private Works income less than budgeted & Workers Compensation Claims less than budgeted
<b>Expenditure from operating activities</b>					
Governance	428	0%		Timing	Not Material
General Purpose Funding	(5,530)	(11%)	▼	Timing	Legal Fees Overbudget (Rates Recovery)
Law, Order and Public Safety	(37,540)	(30%)	▼	Timing	Repairs to Fire Vehicles over budget, (recovered)
Health	531	2%		Timing	Not Material
Education and Welfare	555	4%		Timing	Not Material
Housing	5,705	23%	▲	Timing	Housing maintenance under budget
Community Amenities	(17,850)	(8%)		Permanent	Planning costs
Recreation and Culture	8,372	3%		Timing	Parks & reserves under budget
Transport	179,229	10%		Timing	Road maintenance underbudget due to focus on capital roads projects
Economic Services	(21,266)	(20%)	▼	Timing	Standpipe expenses overbudget
Other Property and Services	(112,019)	(100%)	▼	Timing	Includes cost of fire truck repairs \$51,688 & Cat loader repairs \$58,463
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(182,853)	(20%)	▼	Timing	Timing of grant income claims for roads projects
Proceeds from Disposal of Assets	117,203	255%	▲	Timing	Relates to timing of plant changeover
Land Held for Resale	0				Not Applicable
Capital Acquisitions	896,154	39%	▲	Timing	Capital works program
<b>Financing Activities</b>					
Proceeds from New Debentures	(310,000)	(100%)	▼	Timing	Aged Persons Accommodation
Transfer from Reserves	0			Timing	Not material
Repayment of Debentures	0	0%		Timing	Not material
Transfer to Reserves	0	0%		Timing	Not material



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

Attachment 9.1.2A  
OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS

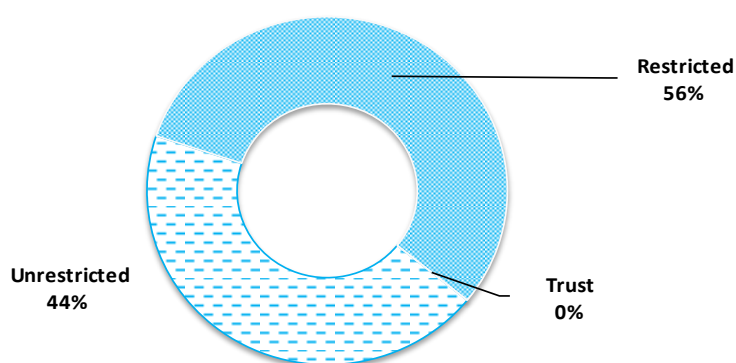
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	700			700	NAB	0.00%	At Call
<b>At Call Deposits</b>							
Municipal Fund	1,049,081			1,049,081	NAB	0.00%	At Call
<b>Term Deposits</b>							
Reserve Funds		1,321,346		1,321,346	NAB	0.80%	10-Mar-21
<b>Total</b>	<b>1,049,781</b>	<b>1,321,346</b>	<b>0</b>	<b>2,371,127</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
<b>\$2.37 M</b>	<b>\$1.05 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

## OPERATING ACTIVITIES

## NOTE 4

## RECEIVABLES

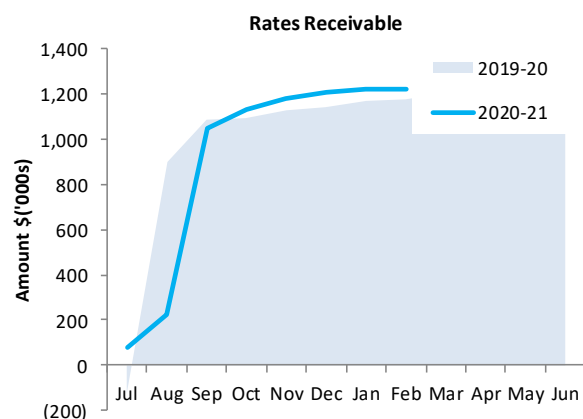
Rates Receivable	30 June 2020	28 Feb 21	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Year	63,701	101,076	Receivables - General	53,437	4,736	400	4,519	63,092
Levied this year	1,258,745	1,260,109	Percentage	85%	8%	1%	7%	
Less Collections to date	(1,221,370)	1,222,111	<b>Balance per Trial Balance</b>					
Equals Current Outstanding	<b>101,076</b>	<b>139,074</b>	Sundry debtors					63,092
			GST receivable					11,866
<b>Net Rates Collectable</b>	<b>101,076</b>	<b>139,074</b>	<b>Total Receivables General Outstanding</b>					<b>74,957</b>
% Collected	91.97%	88.96%	<b>Amounts shown above include GST (where applicable)</b>					

## KEY INFORMATION

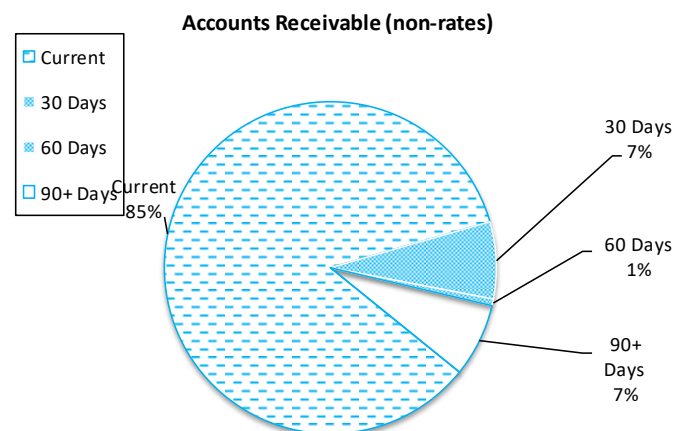
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

## SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
<b>89%</b>	<b>\$139,074</b>



<b>Debtors Due</b>
<b>\$74,957</b>
<b>Over 30 Days</b>
<b>15%</b>
<b>Over 90 Days</b>
<b>7%</b>

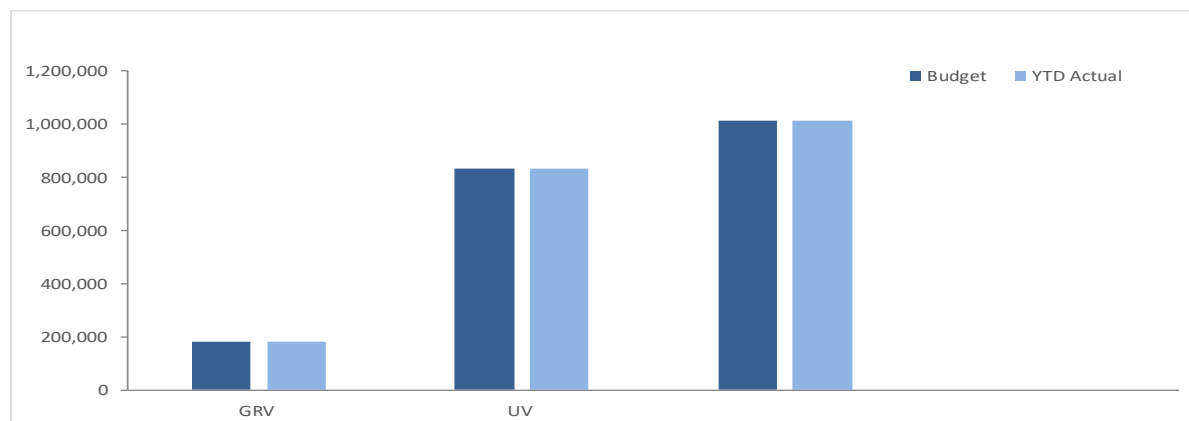
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

Attachment 9.1.2A  
OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

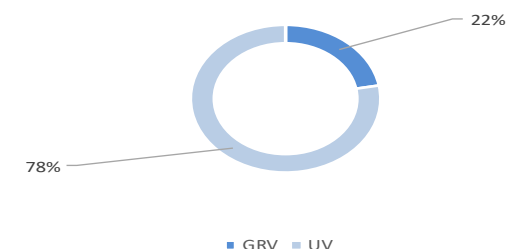
General Rate Revenue		Annual Budget						YTD Actual				
		Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE		\$			\$	\$	\$		\$			\$
Differential General Rate												
	GRV	0.0770	187	2,350,114	180,888	0	0	180,888	180,888	0	0	180,888
	UV	0.0068	181	122,755,879	835,231	0	0	835,231	835,231	0	0	835,231
Sub-total			368	125,105,993	1,016,119	0	0	1,016,119	1,016,119	0	0	1,016,119
		Minimum										
		\$										0
	GRV	690	142		97,980	0	0	97,980	97,980	0	0	97,980
	UV	930	157		146,010	0	0	146,010	146,010	0	0	146,010
			299	0	243,990	0	0	243,990	243,990	0	0	243,990
Sub-Totals			667	125,105,993	1,260,109	0	0	1,260,109	1,260,109	0	0	1,260,109
Discount								(76,775)				(84,700)
Concession / Write Offs								(7,000)				(123)
COVID Subsidy								(5,000)				(3,095)
Interim Rates								250				0
Ex-Gratia Rates								446				469
Amount from General Rates								1,171,584				1,172,659
Ex-Gratia Rates												0
Total General Rates								1,171,584				1,172,659

**SIGNIFICANT ACCOUNTING POLICIES**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.



General Rates		
Budget	YTD Actual	%
<b>\$1.17 M</b>	<b>\$1.17 M</b>	<b>100%</b>

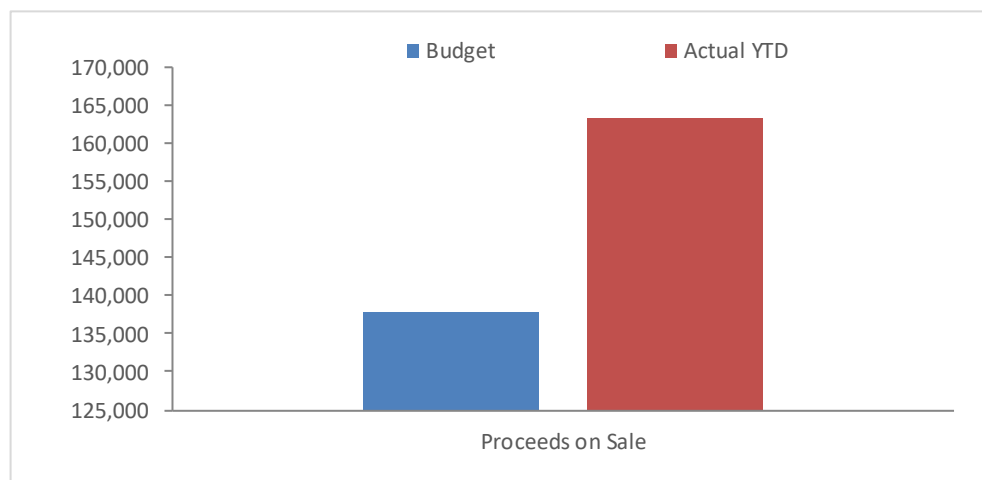


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

Attachment 9.1.2A  
**OPERATING ACTIVITIES**  
**NOTE 6**  
**DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual		
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit (Loss)
		\$	\$	\$	\$	\$	\$	\$
1	Komatsu Grader	232,500	90,000		(142,500)		114,898	(108,780)
10100	CEO Vehicle	28,127	17,000		(11,127)		14,545	(13,455)
15	CN027 Holden Colorado Ute 4X4	32,886	31,000		(1,886)	32,886	33,760	874
		<b>293,513</b>	<b>138,000</b>	<b>0</b>	<b>(155,513)</b>	<b>32,886</b>	<b>163,203</b>	<b>874 (122,235)</b>

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$138,000</b>	<b>\$163,203</b>	<b>118%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

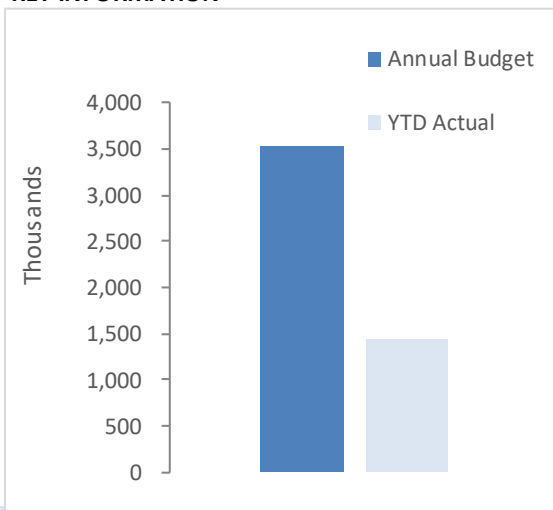
**INVESTING ACTIVITIES**  
**NOTE 7**  
**CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual	YTD Budget
	Annual Budget	YTD Budget	Total	Variance
	\$	\$	\$	\$
Land & Buildings	1,518,697	811,156	105,226	705,930
Plant & Equipment	494,424	494,424	446,869	47,555
Furniture & Equipment	0	0	0	0
Roads	1,336,233	890,632	789,832	100,800
Recreation	31,065	31,065	33,416	(2,351)
Parks, Gardens, Recreation Facilities	112,150	74,752	39,804	34,948
Other Infrastructure	37,500	24,992	15,720	9,272
<b>Capital Expenditure Totals</b>	<b>3,530,068</b>	<b>2,327,021</b>	<b>1,430,867</b>	<b>896,154</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,702,022	922,223	739,370	(182,853)
Borrowings	310,000	310,000	0	(310,000)
Other (Disposals & C/Fwd)	138,000	46,000	163,203	117,203
Cash Backed Reserves				
Infrastructure Reserve	329,311	0	0	0
Pensioner Unit Maintenance Reserve	0	0	0	0
Plant Replacement Reserve	40,000	0	0	0
Contribution - operations	1,010,735	1,048,798	528,294	(520,504)
<b>Capital Funding Total</b>	<b>3,530,068</b>	<b>2,327,021</b>	<b>1,430,867</b>	<b>(896,154)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**KEY INFORMATION**



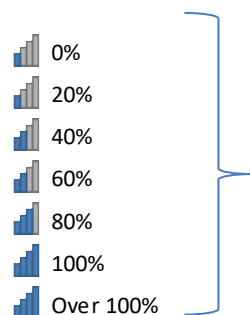
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$3.53 M</b>	<b>\$1.43 M</b>	<b>41%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.7 M</b>	<b>\$.74 M</b>	<b>43%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total

Level of Completion Indicators








Percentage YTD Actual to Annual Budget

Expenditure over budget highlighted in red.

Level of completion indicator

	Acc / Job	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Capital Expenditure</b>					
<b>Land</b>					
Cuballing Railway Reserve Design	C176A	30,000	20,000	20,336	(336)
<b>Buildings</b>					
Administration Building Disabled Access	J4114C	62,833	41,888	0	41,888
Building Renewal - Cuballing Memorial Park	C176	99,309	66,184	7,061	59,123
Cuballing Town Hall Drainage	C162A	25,879	17,224	8,710	8,514
Cuballing Town Hall - Paint Exterior	C162B	14,400	9,600	0	9,600
Cuballing Cemetery Upgrade 2019/20	C161	5,000	3,328	0	3,328
Popanyinning Main Street Refurbishment	C193	73,800	49,200	23,205	25,995
Aged Persons Accommodation	C084	1,207,475	603,732	43,315	560,417
Fire Shed Extension - Carry over 2019/20	05140	0	0	2,599	(2,599)
<b>Total Land &amp; Buildings</b>		<b>1,518,697</b>	<b>811,156</b>	<b>105,226</b>	<b>705,930</b>











**Plant & Equipment**

	Grader	12412	395,000	395,000	368,700	26,300
	Rake For Loader	12410	18,500	18,500	18,500	0
	Two Way System	12411	20,000	20,000	0	20,000
	CEO Vehicle	12405	55,924	55,924	55,171	753
	Tank for Depot	12413	5,000	5,000	4,498	502
<b>Total Plant &amp; Equipment</b>			<b>494,424</b>	<b>494,424</b>	<b>446,869</b>	<b>47,555</b>

**Furniture & Equipment**

	Nil		0	0	0	0
<b>Total Furniture &amp; Equipment</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Infrastructure - Roads**




	RRG - Narrogin Wandering Road	R129B	158,635	105,728	159,375	(53,647)
	RRG - Stratherne Road 20/21	R001C	150,944	100,600	17,540	83,060
	RRG - Wandering Narrogin Road	R129D	350,069	233,360	227,420	5,940
	RTR - Popanyinning East Road Gravel Sheeting	RTR004	76,266	50,824	31,790	19,034
	RTR - Reeds Road Gravel Sheeting	RTR017	63,335	42,192	0	42,192
	RTR - Wandering Narrogin Road - Final Seal Stevens Road	RTR129	6,804	4,536	0	4,536
	BS - Narrogin Wandering Road Black Spot	BS129	472,670	315,096	152,330	162,766
	Congelin Road Culvert Renewal	CUL029	35,856	23,880	39,899	(16,019)
	Popanyinning East Road Drainage	R004H	21,654	14,416	24,298	(9,882)
	WSFN - Cuballing East Road	WSF006	0	0	137,180	(137,180)
<b>Total Road Infrastructure</b>			<b>1,336,233</b>	<b>890,632</b>	<b>789,832</b>	<b>237,979</b>

**Recreation**

	Tennis Club Lighting Upgrade	11128	31,065	31,065	33,416	(2,351)
<b>Total Recreation</b>			<b>31,065</b>	<b>31,065</b>	<b>33,416</b>	<b>(2,351)</b>

**Parks, Ovals & Playgrounds**

	Yornaning Dam - Stage 3	C189	77,150	51,424	3,627	47,797
	Yornaning Dam - Shade Sails	C195	35,000	23,328	36,178	(12,850)
<b>Total Parks, Ovals &amp; Playgrounds</b>			<b>112,150</b>	<b>74,752</b>	<b>39,804</b>	<b>34,948</b>

Other Infrastructure						
	Bridge Improvements - Capital Upgrade	11214	30,000	19,992	15,720	4,272
	Transfer Station Bin Lids	C163	7,500	5,000	0	5,000
Total Other Infrastructure			37,500	24,992	15,720	9,272
 TOTAL CAPITAL EXPENDITURE			3,530,068	2,327,021	1,430,867	1,033,333



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**Attachment 9.1.2A  
FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
Particulars	2019/20								
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 63 - Graders	71,505	0	0	27,970	42,266	43,535	29,239 0	1,744	2,305
<b>Economic Services</b>									
Loan 64 - Lot 74 Austral St	145,509			7,364	14,807	138,145	130,781	1,579	3,078
Education and Welfare									
Loan 65 - Aged Persons Housing			310,000				310,000		
<b>Total</b>	217,014	0	310,000	35,334	57,073	181,680	470,020	3,323	5,383

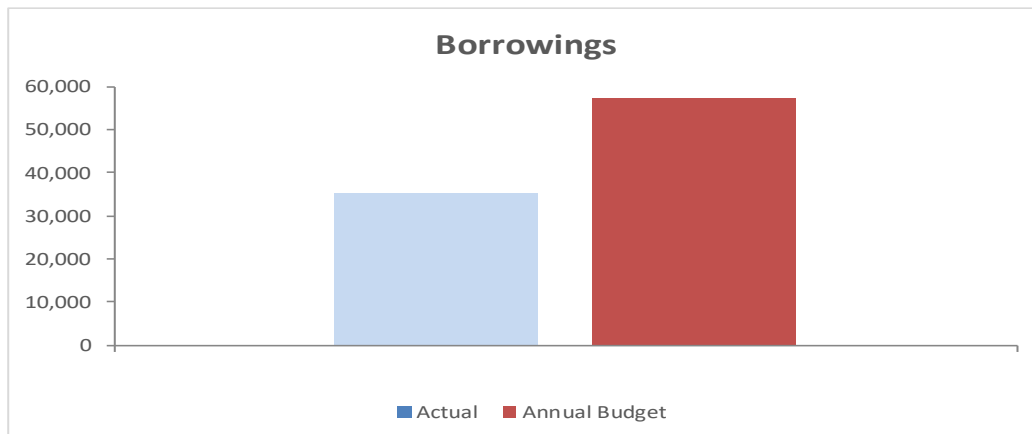
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



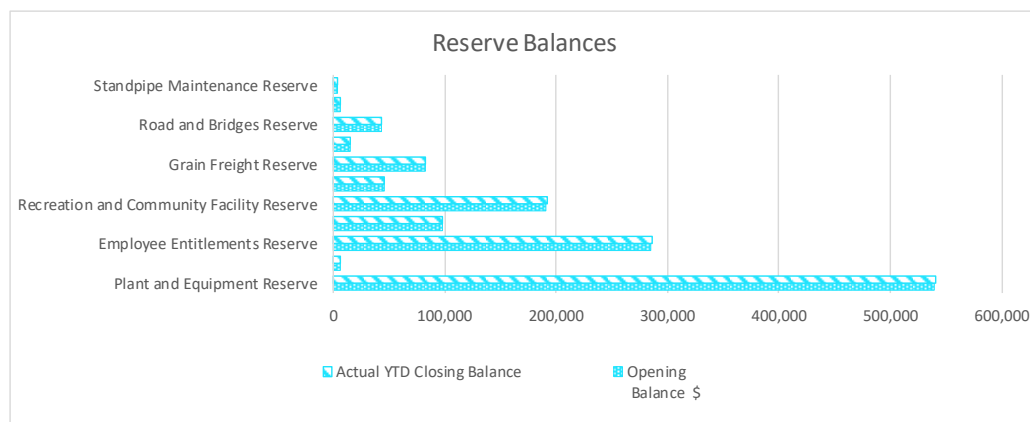
<b>Principal Repayments</b>	<b>\$35,334</b>
<b>Interest Earned</b>	<b>\$12,014</b>
<b>Interest Expense</b>	<b>\$3,323</b>
<b>Reserves Bal</b>	<b>\$1.32 M</b>
<b>Loans Due</b>	<b>\$.18 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment Reserve	538,714	4,728	1,979		1,979	(329,311)		214,131	540,693
IT and Office Equipment Reserve	6,721	147	31		31	0		6,868	6,752
Employee Entitlements Reserve	284,971	2,598	1,054		1,054	(20,000)		267,569	286,025
Housing Reserve	97,840	754	352		352	(40,000)		58,594	98,192
Recreation and Community Facility Reserve	191,187	2,596	769		769	(129,309)		64,474	191,956
Refuse Site Reserve	45,216	841	198		198	(7,500)		38,557	45,414
Grain Freight Reserve	82,825	672	300		300	0		83,497	83,125
Equestrian Reserve	14,769	42	48	4,545	48	0		19,356	14,817
Road and Bridges Reserve	43,361	603	175		175	(21,654)		22,310	43,536
Community & Sporting Club Reserve	6,725	3	20		20	(4,000)		2,728	6,745
Standpipe Maintenance Reserve	4,075	16	14		14	0		4,091	4,089
	<b>1,316,404</b>	<b>13,000</b>	<b>4,942</b>	<b>4,545</b>	<b>4,942</b>	<b>(551,774)</b>	<b>0</b>	<b>782,175</b>	<b>1,321,346</b>

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

## Grants and Contributions

Description	Annual Budget	YTD Budget	YTD Actual	Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - General Purpose	279,962	186,640	207,062	20,422
<b>Governance</b>				
Insurance - February Storm Damage	7,250	7,250	7,166	(84)
Insurance & Other Reimbursements	0	0	630	630
Department Primary Industries & Regional Development	0	0	0	0
<b>Law, Order &amp; Public Safety</b>				
DFES - Bush Fire Brigades	32,194	22,000	97,482	75,482
Fire Mitigation Grant	0	0	84,825	84,825
<b>Education &amp; Welfare</b>				
Good Things Foundation	1,000	664	0	(664)
<b>Housing</b>				
Rental Income	0	0	3,060	3,060
<b>Community Amenities</b>				
Other Income - Reimbursements	0	0	38	38
<b>Recreation &amp; Culture</b>				
Cuballing Tennis Club - Contribution to lighting upgrade	0	0	10,335	10,335
<b>Transport</b>				
Main Roads - RRG	0	0	0	0
Main Roads - Direct Grant	81,920	81,920	81,920	0
Grants Commission - Roads Component	191,342	95,671	114,272	18,601
<b>Economic Services</b>				
Community Events	6,500	4,328	1,470	(2,858)
<b>Other Property &amp; Services</b>				
Workers Compensation	15,000	8,750	2,460	(6,290)
<b>Operating grants, subsidies and contributions Total</b>	<b>615,168</b>	<b>407,223</b>	<b>610,719</b>	<b>203,497</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Education &amp; Welfare</b>				
Aged Person Accommodation Funding	443,223	0	0	0
<b>Recreation &amp; Culture</b>				
Yornaning Dam Stage 3	53,130	35,416	10,000	(25,416)
CSRFF (Tennis Club Lighting)	10,355	10,355	10,355	0
<b>Transport</b>				
Main Roads - RRG	380,763	266,000	273,717	7,717
Roads to Recovery (RTR)	211,000	140,000	36,790	(103,210)
Black Spot (BS)	355,783	284,626	284,624	(2)
<b>Other Infrastructure</b>				
Community Infrastructure Grants	247,768	185,826	123,884	(61,942)
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,702,022</b>	<b>922,223</b>	<b>739,370</b>	<b>(182,853)</b>
<b>Grand Total</b>	<b>2,317,190</b>	<b>1,329,446</b>	<b>1,350,089</b>	<b>20,644</b>

## KEY INFORMATION

Some reclassification between Operating & Capital grants, contributions & reimbursements is required

## 9.2 CHIEF EXECUTIVE OFFICER:

### 9.2.1 Standards For Chief Executive Officer Recruitment, Performance And Termination

Applicant:	N/A
File Ref. No:	ADM140
Disclosure of Interest:	The Officer has a direct financial interest in consideration of Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination in that these standards directly impact on the Officer's current employment contract
Date:	4 <sup>th</sup> March 2021
Author:	Gary Sherry
Attachments:	9.2.1A Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination 9.2.1B Officer review of draft Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination

#### Summary

**Council is to consider adopting minimum standards that cover the recruitment, selection, performance review and early termination of the Shire of Cuballing's Chief Executive Officer.**

#### Background

The state government has enacted new legislation requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021.

#### Comment

The CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

Local governments will be required to prepare and adopt the Model Standards within three months of these regulations by 3 May 2021. If the Shire of Cuballing doesn't adopt the model standards included in the Local Government(Administration) Regulations , they are taken to be the Shire's Standards.

The Chief Executive Officer is of the opinion that the model standards are satisfactory and the draft Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination, included at Attachment 9.2.1A, are only modified for formatting purposes.

Council is at liberty to amend the draft Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination, as long as they are not inconsistent with the default standards in the regulations.

The Officer has included a summary of the draft Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination at Attachment 9.2.1B.

The current Chief Executive Officer's employment contract expires on 4<sup>th</sup> August 2024 and on this new legislative change, is not renewable. With this legislative change, Council is now required to advertise the CEO position.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

#### Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- Building the organisation and managing its structure, finances and assets in a sustainable manner.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	<b>Strategy</b>	<b>Outcome</b>
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.
4.6	Employees actively contribute to improved operational service delivery and ensure excellent customer service.	Employees continually improve the operational service delivery and the community receives excellent customer service.

### Statutory Environment

Local Government Act 1995

5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe model standards for local governments in relation to the following —
- (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs;
  - (c) the termination of the employment of CEOs.

- (2) Regulations may amend the model standards.

5.39B. Adoption of model standards

- (1) In this section —  
*model standards* means the model standards prescribed under section 5.39A(1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.
- \* *Absolute majority required.*
- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.
- \* *Absolute majority required.*
- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for —
- (a) the monitoring of compliance with adopted standards; and
  - (b) the way in which contraventions of adopted standards are to be dealt with.

Local Government (Administration) Regulations 1996

18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

- (1) In this regulation —  
*adopted standards* means —
- (a) the standards adopted by a local government under section 5.39B; or
  - (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.
- (2) This regulation applies if —
- (a) a local government employs a person in the position of CEO of the local government; and
  - (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.
- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

\* *Absolute majority required.*

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

18FC. Certification of compliance with adopted standards for CEO termination (Act s. 5.39B(7))

- (1) In this regulation —  
*adopted standards* has the meaning given in regulation 18FB(1).
- (2) This regulation applies if a local government terminates the employment of the CEO of the local government.
- (3) As soon as practicable after the CEO's employment is terminated, the local government must, by resolution\*, certify that the CEO's employment was terminated in accordance

with the local government's adopted standards in relation to the termination of the employment of CEOs.

\* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

Policy Implications – Nil

Financial Implications

The adoption of the model standard add to the cost of recruitment of a Chief Executive Officer. This increase will occur through

- the additional administrative requirements almost dictate the requirement to use recruitment consultant. A recruitment consultant for the employment of a Chief Executive Officer, for a band 4 local government, would cost in the vicinity of at least \$10,000.
- the remuneration of the required external person, in addition to any recruitment consultant, on the recruitment panel.

It is also likely that the administrative requirements of a robust review of the CEOs performance required at 17, 18 and 19 of the draft *Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination* may be beyond the ability of the Council to complete without administrative assistance. Any assistance will come at cost to Council.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the draft *Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination* included at Attachment 9.2.1A. Council is only permitted limited amendments to the model standards and it is recommended any potential amendments be discussed with staff prior.

Voting Requirements – Absolute Majority

**OFFICER'S RECOMMENDATION:**

**That Council adopt the *Shire Of Cuballing Standards For Chief Executive Officer Recruitment, Performance And Termination* included at Attachment 9.2.1A.**



# **SHIRE OF CUBALLING**

## **STANDARDS FOR**

### **CHIEF EXECUTIVE OFFICER**

#### **RECRUITMENT, PERFORMANCE AND TERMINATION**

Adopted:



## Division 1 — Preliminary provisions

### 1. Citation

These are the Shire of Cuballing *Standards for CEO Recruitment, Performance and Termination*.

### 2. Terms used

#### (1) In these standards —

**Act** means the *Local Government Act 1995*;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Cuballing;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

#### (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for Recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

#### (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

#### (2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (1) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (2) if the person advises the local government that the person is unable to access that website address —
  - (a) email a copy of the job description form to an email address provided by the person; or
  - (b) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

***independent person*** means a person other than any of the following —

- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.
- 9. Recommendation by selection panel
  - (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
  - (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
    - (a) a summary of the selection panel's assessment of each applicant; and
    - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
  - (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
    - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
    - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
  - (4) The selection panel must act under subclauses (1), (2) and (3) —
    - (a) in an impartial and transparent manner; and
    - (b) in accordance with the principles set out in section 5.40 of the Act.
  - (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
    - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
    - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
    - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
  - (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.
- 10. Application of cl. 5 where new process carried out
  - (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (1) the making of the offer of employment to the applicant; and
- (2) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

***commencement day*** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

**Division 3 — Standards for review of performance of CEOs**

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (1) the results of the review; and
- (2) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

**Division 4 — Standards for termination of employment of CEOs**

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

- (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Regulation	Explanation	CEO Comments
<b>Division 2 – Standards for recruitment of CEOs</b>		
Regulation 4 – Application of Division	Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, Regulation 4 applies in relation to Division 2 - the recruitment and selection process of a local government CEO.	Sets out requirement to abide by Model Standards Does not apply for temporary appointments or contract renewals for CEOs with less than 1 years service.
Regulation 5 – Determination of selection criteria and approval of job description form.	Regulation 5 deals with determining the selection criteria for the position of CEO.	Prior to advertising, Council is to consider the terms and conditions for the role. This includes adopting a JDF and selection criteria.
Regulation 6 – Advertising Requirements	Regulation 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years.	Requires state wide advertising. No longer requires newspaper advertising. Has to be on Council website. Council able to advertise wider than prescription.
Regulation 7 – Job description form to be made available by local government.	Regulation 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.	Potential applicants able to do this from the Shire website or from the Shire office.
Regulation 8 – Establishment of selection panel for appointment of CEO.	Regulation 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO. The selection panel must comprise of council members and at least one independent person who is not a councillor nor an employee of the local government. It is recommended that the independent person or persons have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF. It is at the discretion of the local government to determine the number of people on the selection panel.	The panel needs to have an outside person with employment/HR experience. This would be good practice for the Shire of Cuballing. For example the panel could include all Councillors and the 1 outside person. The independent person is not permitted to be a Councillor or an employee or a employment consultant. Council will need to identify a suitable person within the Shire or nearby.



Regulation	Explanation	CEO Comments
Regulation 9 – Recommendation by selection panel.	<p>It is the role of the selection panel to recommend a preferred applicant or applicants for appointment to the position of CEO. Regulation 9 requires the selection panel to make an assessment of each applicant's ability to perform the role of CEO based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>If the selection panel considers none of the applicants suitable for appointment to the position, they must advise the local government of that fact.</p> <p>If the selection panel considers none of the applicants suitable for appointment to the position of CEO, they may recommend changes be made to the duties and responsibilities of the position or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant or applicants they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to the selection panel but is not bound by it.</p>	<p>Selection panel makes recommendations to Council.</p> <p>If all Councillors are on the panel, the Council would then hold a meeting (on the same day?) to consider the recommendations and decide on an action.</p>
Regulation 10 – Application of cl. 5 where new process carried out s.	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(2)(b).</p> <p>Regulation 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position or the selection criteria, clause 5 does not apply.</p> <p>In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>	See comment on Regulation 9 above.
Regulation 11 – Offer of appointment to position of CEO.	<p>Regulation 11 requires the decision to make an offer of employment to an applicant to the position of CEO to be made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>	Council needs to separate offer and final acceptance. This is normal employment procedure to allow negotiation with preferred

Regulation	Explanation	CEO Comments
		candidate and reference checks. Also allows for a preferred candidate to not accept.
Regulation 12 – Variations to proposed terms of contract of employment	Regulation 12 deals with the appointment of the successful applicant to the position of CEO subsequent to the offer of appointment having been made, the final terms of the contract agreed to and the applicant accepting the offer of employment. The appointment of the successful applicant to the position of CEO by the local government must be made by an absolute majority of council. Council must endorse the appointment and approve the terms of the negotiated contract.	This is the last stage and occurs when all the details are finalised.
Regulation 13 – Recruitment to be undertaken on expiry of certain CEO contracts.	Regulation 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation 13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry. Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In that case, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a process to be undertaken. The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract. The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).	This clause has the potential to cause Council issues. The Council needs to be prepared for incumbent CEO's to consider alternative employment in the lead up to the contract expiry. A high performing CEO will be attractive to other local governments. Council needs to be prepared to respond quickly to a change in the CEO's employment status.
Regulation 14 – Confidentiality of information	Regulation 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.	This states the obvious.

Regulation	Explanation	CEO Comments
<b>Division 3 – Standards for review of performance of CEOs</b>		
Regulation 16 – Performance review process to be agreed between local government and CEO.	Regulation 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change. The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review). The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.	This is more important where the CEO's performance is less than satisfactory.
Regulation 17 – Carrying out a performance review	Regulation 17 deals with how a review of a CEO's performance must be carried out. A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed and set out in the documented performance review process.	This is more important where the CEO's performance is less than satisfactory.
Regulation 18 – Endorsement of performance review by local government	Regulation 18 requires that a performance review is endorsed by an absolute majority of council upon completion.	Noted
Regulation 19 – CEO to be notified of results of performance review	Regulation 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues. The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.	Noted
<b>Division 4 – Standards for termination of employment of CEOs.</b>		
Regulation 21 – General principles applying to any termination.	Regulation 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner. A CEO must be afforded procedural fairness in relation to the process for termination of employment. This includes:	This regulation states the obvious. The ability to substantiate the procedural fairness will be built on robust performance reviews. Not having robust performance reviews will limit Council's ability to meet the requirements of

Regulation	Explanation	CEO Comments
	a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.	termination and allow the CEO to take legal action for unfair dismissal.
Regulation 22 – Additional principles applying to termination for performance related reasons.	Regulation 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance. Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has: <ul style="list-style-type: none"> <li>• previously identified any issues with the CEO's performance as part of the performance review process;</li> <li>• informed the CEO of the performance issues;</li> <li>• given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues;</li> <li>• determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and</li> <li>• 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.</li> </ul>	This regulation requires the procedural fairness from the required robust performance reviews.
Regulation 23 – Decision to terminate.	Regulation 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.	Noted
Regulation 24 – Notice of termination of employment.	Regulation 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.	Noted

## 9.2.2 Child Safeguarding reforms for Local Government

Applicant:	N/A
File Ref. No:	ADM101
Disclosure of Interest:	Nil
Date:	8 <sup>th</sup> March 2021
Author:	Gary Sherry
	9.2.2A National Principles for Child Safety Organisations 2019
	9.2.2B Excerpt from Royal Commission Report regarding Child Safety Officers
Attachments:	9.2.2C Discussion paper on the implementation of child safety officers in local governments

### **Summary**

**Council is to consider a response to Child Safeguarding reforms and specifically the proposal for local governments to employee Child Safety Officers.**

### **Background**

The Department of Local Government, Sport and Cultural Industries (DLGSC) on behalf of the Western Australian Government (State Government) is implementing reforms from the recommendations of the Royal Commission into Institutional responses to Child Sexual Abuse (the Royal Commission).

The Royal Commission was established to investigate systemic failures by institutions in relation to allegations and incidents of child sexual abuse. The Royal Commission found that across many decades, many of society's institutions failed to protect children.

In response to the Royal Commission, the State Government is:

- developing a system of independent oversight to improve child safety in organisations;
- developing a State policy position on the Royal Commission's recommendation 6.12 specifying that local governments should designate child safety officers from within existing staff profiles. The DLGSC is seeking the Council's response to that suggestion.

The Royal Commission's final report contained 409 recommendations directed towards the development of effective government regulation, improvement in institutional governance and increased community awareness of child sexual abuse in institutions.

The development of an independent oversight system comprises the following four areas:

- organisations to report certain types of misconduct by their employees (including contractors and volunteers) involving children (known as reportable conduct) to an independent oversight body;
- organisations engaged in child related work to comply with child safe standards (known as the National Principles for Child Safe Organisations) and their compliance be monitored by an independent oversight body;
- out-of-home care providers be accredited by an independent oversight body;
- youth detention environment to comply with the National Principles and their compliance be monitored by an independent oversight body.

Ombudsman WA has drafted the Parliamentary Commissioners Amendment (Reportable Conduct) Bill 2020. The bill obliges heads of organisations, including local governments, to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The Royal Commission recommended 10 child safe standards to improve child safe cultures and practices across all sectors providing services to children and young people. The standards have since been incorporated into the National Principles for Child Safe

Organisations, included at Attachment 9.2.2A, which were endorsed by the Council of Australian Governments in February 2019. The National Principles guide organisations to create child safe cultures and practices .

The Department of the Premier and Cabinet (DPC) is leading community consultation about how the legal compliance with the National Principles should be implemented. Organisations undertaking child-related work, such as local governments, are encouraged to provide comment by completing an online survey before 26 February 2021.

Royal Commission Recommendation 6.12 states that local governments should designate child safety officer positions from within existing staff profiles. An excerpt of the relevant section of the Royal Commission report is included at Attachment 9.2.2B.

The Department of Communities and DLGSC have drafted a discussion paper for the WA Local Government sector, included at Attachment 9.2.2C, to better understand and respond to this recommendation.

The State Government is seeking a formal response to the discussion paper, preferably through the relevant council, from local governments by 2<sup>nd</sup> April 2021. Responses will inform the development of the State Government's policy position.

The State Government acknowledges that local governments will have differing levels of understanding of the Royal Commission and child safeguarding reforms.

The State Government is seeking to consult with local governments. No consultation has taken place with external agencies, service groups or the community on this matter, nor is it deemed required, given it is response to the State Government about a local government position.

### Comment

The requirement for every local government in Australia to mandate a Child Safety Officer, either as a new position dedicated to the role, or an existing employee with designated responsibility, is a suggested approach (by the Royal Commission and State Government) to meet the principles espoused by the Commonwealth via the Royal Commission.

Whilst hard to argue against the principle, there are two salient points – resources and funding to make it effective. Otherwise, in the opinion of the Administration, it is purely an example of cost shifting by the State and Commonwealth Governments, without any productive means to make it actionable at the local level. It runs the risk of being seen purely as a thought bubble and tokenism.

One can't simply give someone a title, in for example, an existing community development type role, without appropriate skillsets or training, and expect them to act as and be a 'Child Safety Officer'. It would be in name only and therefore in the opinion of the Administration, an attempt at cost shifting and a tokenistic approach.

What is the role of the State Government here with its various officers throughout the Regions and State in the Department of Child Protection's role? Surely a hub and spoke model with centralised officers in the Perth metropolitan region and community based officers at existing or expanded regional branches such as Narrogin, Albany, Bunbury, is more practical and realistic, given the relative size of most local governments in WA that cannot afford or justify a standalone officer (or title of a position in name only) in such a role?

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

1. developing child safe messages in local government venues, grounds and facilities;
2. assisting local institutions to access online child safe resources;
3. providing child safety information and support to local institutions on a need's basis; and
4. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A safe community where residents feel secure and comfortable at home, work and play.

	Strategy	Outcome
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

### Statutory Environment

There are no current relevant statutory implications. The proposal includes new legislation that will mandate the role of anyone involved in provision of children's facilities or services to ensure that the relevant employee reports potential misconduct and the relevant organisation via its Principal Officer (or Chief Executive Officer) has appropriate mechanisms in place to encourage and receive reporting.

### Policy Implications – Nil

### Financial Implications

The requirement to put in place appropriate mechanisms is largely administrative and of no direct financial outlay. The requirement or expectation to appoint (and implement) State and Commonwealth principles associated with Child Safety Officers at every local government in Australia however, will come at a cost, either by reducing services in another area or adding cost to rates, without appropriate financial and administrative resources from the government agencies already entrusted with this role.

The State Government Agency in WA entrusted with Child Welfare, is primarily the Department of Child Protection (and Police Department). Effectively the State is asking that local governments be 'an extension' or arm of this agency, without offering any promise of resources or financial assistance. Is this an acknowledgement of the failure of the current State Government Agency or inadequate funding for that Agency by the State?

The risk, over time, if not initially, is that this burden will grow and expectation of service delivery will grow, such that it will be seen as part of the 'business' of local government, without appropriate resources.

### Economic Implication – Nil

### Social Implication

The Royal Commission identified the lasting social impacts on individuals and communities of the failure to ensure institutional child safety.

### Environmental Considerations – Nil

### Consultation – Nil

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with amendments to indicate Council support for Child Safety Officers to be employed by local governments or other proposals; or
3. defer and request staff provide additional information prior to consideration on a future date.

### Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

##### **That Council:**

1. endorse the principles outlined in the National Principles for Child Safe Organisations included at Attachment 9.2.2A; and
2. respond to the Department of Local Government, Sport and Cultural Industries' Discussion Paper advising that Council:
  - a. rejects the notion that local governments in WA should appoint Child Safety Officers, either to an existing position, or as an separate role for an additional employee; and
  - b. believes that the Child Safety Officer's role is best delivered by an adequately administered and funded State Government Agency, such as the existing Department of Child Protection, by appropriately trained, skilled and supported officers at regional centres throughout WA;
3. endorse the principles of local governments being able to support and promote messages about child safety in its venues, facilities and services it provides to children; and
4. endorse the principles of the mandatory reporting and support the implementing of a Child Safety Reportable Conduct Scheme.



**National Principles for Child Safety Organisations 2019**

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.



This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.



## Contents

1.	Background.....	3
1.1	Royal Commission into Institutional Responses to Child Sexual Abuse .....	3
1.2	National Principles for Child Safe Organisations.....	3
1.3	What is happening in Western Australia to support implementation? .....	3
2.	Role of local governments.....	5
2.1	Engagement with the local communities .....	5
3.	Child safety officers.....	6
3.1	Functions of the child safety officer.....	7
	a) Developing child safe messages in local government venues, grounds and facilities .....	7
	b) Assisting local institutions to access online child safe resources.....	7
	c) Provide child safety information and support to local institutions on a need's basis .....	8
	d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds .....	8
4.	Progress to date across jurisdictions.....	9
5.	Process for consultation with the local government sector.....	10
	Phase 1 – Endorsement of consultation process (complete) .....	10
	Phase 2 – Consultation process (in progress) .....	10
	Phase 3 – Presentation of policy position and guidance on implementation.....	10
6.	Consultation questions.....	11
7.	Further information and resources .....	13
	Contact information.....	13
	Resources .....	13
	Appendix 1:.....	14



## 1. Background

### 1.1 Royal Commission into Institutional Responses to Child Sexual Abuse

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission (Royal Commission)) was established in response to allegations of child sexual abuse in institutional contexts that had been emerging in Australia for many years. The Royal Commission's Final Report<sup>1</sup> made 409 recommendations, with 310 applicable to the Western Australian State Government.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

The Royal Commission also envisioned that the National Office for Child Safety (rec 6.16 and 6.17) would have a key role in collaborating with the Commonwealth, state and territory governments to support national consistency. It would do this by leading capacity building, continuous improvement of child safe initiatives through resources development, best practice material and evaluation. They also expected the National Office for Child Safety to promote participation and empowerment of children and young people.

### 1.2 National Principles for Child Safe Organisations

The Royal Commission defined child safe organisations as those which create cultures, adopt strategies and take actions to prevent harm to children, including child sexual abuse. The Royal Commission proposed 10 Child Safe Standards be adopted to foster child safety and wellbeing in organisations across Australia, as referenced above.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles) in February 2019. The National Principles (Appendix 1) incorporate the 10 Child Safe Standards recommended by the Royal Commission, with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

### 1.3 What is happening in Western Australia to support implementation?

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but

<sup>1</sup>[www.childabuseroyalcommission.gov.au/final-report](http://www.childabuseroyalcommission.gov.au/final-report)

recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children;
- activities or services under the auspices of a religious denomination;
- childcare or childminding services;
- child protection services;
- activities or services where clubs and associations have a significant involvement by children;
- coaching or tuition services for children;
- commercial services for children;
- services for children with a disability;
- education services for children;
- health services for children;
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.



## 2. Role of local governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection<sup>2</sup>.

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community. Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

### 2.1 Engagement with the local communities

As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community's expectations and the local government's outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.

<sup>2</sup>Report: Volume 6, Making institutions child safe, p.300

### 3. Child safety officers

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6<sup>3</sup> and Volume 14<sup>4</sup> of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in

<sup>3</sup> [www.childabuseroyalcommission.gov.au/sites/default/files/final\\_report\\_-\\_volume\\_6\\_making\\_institutions\\_child\\_safe.pdf](http://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_6_making_institutions_child_safe.pdf)  
<sup>4</sup> [www.childabuseroyalcommission.gov.au/sites/default/files/final\\_report\\_-\\_volume\\_14\\_sport\\_recreation\\_arts\\_culture\\_community\\_and\\_hobby\\_group.pdf](http://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_14_sport_recreation_arts_culture_community_and_hobby_group.pdf)



these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

### 3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

#### a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

#### b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport<sup>5</sup> on their websites.

<sup>5</sup> Kidsport is a scheme that enables low income families to participate in community sport through provision of financial assistance towards club fees).



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Discussion paper on the implementation of child safety officers in local government

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- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.

## 4. Progress to date across jurisdictions

Information relating to implementation of the recommendation for local government child safety officers in each state/territory is outlined below. The National Office for Child Safety intends to work with the Australian Local Government Association to develop a plan for implementation at a national level.

Jurisdiction	Action to date
Western Australia	Accepted in principle. The Department of Communities is leading implementation of child safety officers in partnership with the Department of Local Government, Sport and Cultural Industries. The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system.
Victoria	Accepted in principle. Volume 6 of the Final Report identifies that a rural city council in Victoria has appointed two child safety officers to help prevent and respond to concerns of abuse.  With the Victorian Government's support, Vicsport provides a 'helpdesk', which delivers assistance and advice to state sporting associations, regional sport assemblies, regional academies of sport, clubs and associations to assist them with cultural change, policy development, change management and communications to meet obligations in Victoria's Child Safe Standards.
New South Wales	Accepted in principle.
Australian Capital Territory	Accepted in principle. No reported progress.
Northern Territory	Accepted in principle. No reported progress.
Queensland	Listed for further consideration. The Queensland Government notes this recommendation is primarily the responsibility of the local government sector. The Queensland Government notes there are likely to be resource implications associated with implementing this recommendation, particularly for smaller remote, rural and Indigenous local governments, and will collaborate with the local government sector to identify the best way to support local institutions.
South Australia	Noted. This recommendation is seen to be the responsibility of local governments and is outside the scope of the South Australian Government's response to the Final Report
Tasmania	Accepted in principle. The Tasmanian Government agreed to work with the Local Government Association to progress this work.



## 5. Process for consultation with the local government sector

### Phase 1 – Endorsement of consultation process (complete)

September 2020

The Department of Communities and the Department of Local Government, Sport and Cultural Industries developed a proposed consultation process, which was shared, discussed and endorsed with the Local Government Professionals of Western Australia's (LG Pro) Community Development Network on 1 October 2020. The paper was also shared with the leadership group of the Western Australian Local Government Association's (WALGA) Local Government Community Safety Network for comment and feedback.

### Phase 2 – Consultation process (in progress)

December 2020 – April 2021

This discussion paper was developed by the Department of Communities and the Department of Local Government, Sport and Cultural Industries, in consultation with the Department of the Premier and Cabinet, CCYP and WALGA. It will be distributed to individual local governments through WALGA and LG Pro by Wednesday, 2 December 2020, with feedback required from individual local governments and peak bodies by Close of Business on Friday, 2 April 2021.

The State Government will facilitate presentations for local governments on the discussion paper via webinar on Monday, 14 December 2020 and Thursday, 4 February 2021. The webinars will be presented by the Department of Communities and the Department of Local Government, Sport and Cultural Industries with support from WALGA and LG Pro. To register your interest please email [childsafeguarding@dlgsc.wa.gov.au](mailto:childsafeguarding@dlgsc.wa.gov.au) prior to each webinar.

This consultation process aligns with the consultation on the design of the independent oversight system, which includes the monitoring and enforcing of the National Principles. Between November 2020 and February 2021, feedback is being sought from organisations likely to be impacted by the independent oversight and broader community stakeholders on particular elements of the system and how they will work. The local government sector is encouraged to provide feedback through the dedicated consultation webpage <http://www.wa.gov.au/independent-oversight-system-consultation>.

It is recommended that local government officers seek a position in relation to both consultation issues, child safety officers and the independent oversight system, from their respective councils during the consultation period to inform the organisation's feedback. Each local government should then respond individually to the consultation questions with specific feedback relevant to their geographical context.

### Phase 3 – Presentation of policy position and guidance on implementation

April – June 2021

The consultation findings from this discussion paper will inform a draft report by Friday, 7 May 2021. The draft report will outline the State Government's proposed implementation of recommendation 6.12 and provide guidance as to how local governments can implement the role of child safety officers, including what support will be needed.

The draft report will be shared with WALGA, LG Pro, the Department of the Premier and Cabinet and CCYP for comments and feedback before being made publicly available and distributed to the local government sector as a final report by Friday, 4 June 2021.

## 6. Consultation questions

Responses to consultation questions are due to the Department of Communities by Close of Business on Friday, 2 April 2021. Responses can be emailed to [csaroyalcommission@communities.wa.gov.au](mailto:csaroyalcommission@communities.wa.gov.au).

- 1) Please specify which local government you are responding on behalf of.

Click or tap here to enter text.

- 2) What is your role within the organisation?

Click or tap here to enter text.

- 3) Please consider each of the functions of a child safety officer and the three accompanying questions for each.

***a) Developing child safe messages in local government venues, grounds and facilities;***

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

***b) Assisting local institutions to access online child safe resources***

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

***c) Providing child safety information and support to local institutions on a need's basis;***

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

***d) Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.***

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

- 4) Please specify any additional feedback in relation to the proposed implementation of child safety officers within Western Australia.

Click or tap here to enter text.



## 7. Further information and resources

### Contact information

Please contact any of the State Government representatives below to discuss queries relating to this paper or the consultation process.

Amanda Furnell  
Manager Royal Commission Implementation Team  
Strategy and Partnerships  
Department of Communities  
Phone:  
Email: [csaroyalcommission@communities.gov.wa.au](mailto:csaroyalcommission@communities.gov.wa.au)

Ben Armstrong  
Acting Director Strategic Coordination and Delivery  
Department of Local Government, Sport and Cultural Industries  
Phone: 08 9492 9622  
Email: [childsafeguarding@dlqsc.wa.gov.au](mailto:childsafeguarding@dlqsc.wa.gov.au)

Gordon MacMile  
Acting Executive Director Local Government  
Department of Local Government, Sport and Cultural Industries  
Phone: 08 9492 9752  
Mobile: 0418 968 952  
Email: [childsafeguarding@dlqsc.wa.gov.au](mailto:childsafeguarding@dlqsc.wa.gov.au)

### Resources

Further detail about the National Principles and resources relating to their implementation in organisations can be found on the websites listed below.

The Commissioner for Children and Young People Western Australia's website has a range of resources related to implementation of the National Principles, as well as links to provide information, resources and practical examples on each of the 10 National Principles.

<https://www.ccyp.wa.gov.au/our-work/child-safe-organisations-wa/>

The National Office for Child Safety provides further resources to help organisations, children and young people, parents and carers learn about the National Principles and how they should be used.

<https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations>

A Working with Children Check is a compulsory screening strategy in Western Australia and one strategy to keep children safe. The website includes a range of resources including creating a child safe organisation through recruitment and staff management.

<https://workingwithchildren.wa.gov.au/about/safeguarding-children>

## Appendix 1:

### National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

A full description of the National Principles can be found at:  
[National Principles for Child Safe Organisations \(humanrights.gov.au\)](https://www.humanrights.gov.au/national-principles-for-child-safe-organisations)

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6 and Volume 14 of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

### **3.1 Functions of the child safety officer**

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.



a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport on their websites.
- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local

child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

- d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters”.

### 9.2.3 Council Policy – Use of Variable Message Board

Applicant: N/A  
File Ref. No: ADM118  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> March 2021  
Author: Gary Sherry  
Attachments: 9.2.3A Draft Policy 5.16 Use of Variable Message Board

#### **Summary**

**Council is to consider a draft policy to provide direction over the management of the use of Council's Variable Message Board.**

#### **Background**

The Shire of Cuballing purchased an Optratic Variable Message Board (VMB) trailer in October 2018 for \$23,375.

The original justification for the purchase was to support safety measures to protect Shire staff on road works sites. The VMB is used to control traffic through directions to vehicles. The VMB can also has measure the speed of passing vehicles.

When not in use on road construction tasks, the Shire has used the VMB to promote various Shire activities and other local events in Cuballing. The Shire has also set up the VMB in locations to advertise the vehicle speed limits, record passing vehicles speed and flash a road safety message.



Council has recently been approached to use the VMB to advertise the She/He Shed Wickepin to advertise in Cuballing their upcoming Mother's Day Markets to be held in Wickepin. The role of the She/He Shed is to bring people together and help with mental health issues and has members attending the Shed in Wickepin from as far as Dumbleyung, Narrogin and Cuballing. In the past the Shed has had issues with locating signage on the Main Roads WA road reserve and their application process is difficult and time consuming.

#### **Comment**

It is appropriate, in light of the She/He Shed Wickepin request, that Council consider policy for the use of the VMB.

A draft policy to guide the use is included at Attachment 9.2.3A. The draft policy:

- Sets the primary use for the VMB for Shire of Cuballing road works;
- Permits use of the VMB for promotion and advertising of Council events or worthwhile health and safety programs;
- Permits the use of the VMB for local community groups to promote activities that occur within the Shire of Cuballing.

The Policy does not permit use of the VMB for:

- advertising by businesses;
- purposes of a community group based outside the Shire of Cuballing; or
- for the promotion of a community event to be held outside the Shire of Cuballing.

Guidelines also provide direction for Shire staff and community.

Adoption of the draft Policy, as included at Attachment 9.2.3A, would not permit the use of the VMB to promote the She/He Shed Wickepin's Mother's Day Markets because the Shed is not based in the Shire of Cuballing and the activity is not being held in the Shire of Cuballing.

### Strategic Implications

#### Shire of Cuballing Strategic Community Plan 2017-2027

#### SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

##### Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A safe community where residents feel secure and comfortable at home, work and play.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.
- A vibrant community, enjoying access to a wide range of quality arts and cultural activities.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.3	Encourage and support volunteers and community groups.	Active and growing volunteer and community groups.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.5	Provide and promote sport, recreation and leisure facilities and programs.	A variety of accessible sport and recreation opportunities and activities.
1.6	Support local arts and cultural activities.	A variety of arts and cultural activities can be pursued by locals
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

#### GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

##### Goals

- Governance structures that ensure accountable, transparent and ethical decision making.

	Strategy	Outcome
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.
4.3	Ensure open and consistent communication between the Shire and the community.	The community is aware of Council decisions and activities.

### Statutory Environment – Nil

### Policy Implications

This Policy will be included in the Shire of Cuballing Policy Manual

### Financial Implications

This policy, by directing the use of the VMB, will impact on the costs incurred when using the VMB. Much of these costs are staff time and plant costs.

Economic Implication – Nil

Social Implication

The use of the VMB is a convenient and easy way to communicate simple messages to the community.

Environmental Considerations – Nil

Consultation – Nil

Ms Carol McDougall, She/He Shed Wickepin

Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the draft policy included at Attachment 9.2.3A: or
3. to defer and seek further information on the impact of this draft policy, prior to future consideration by Council.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council adopt the draft Policy 5.16 Use of Variable Message Board included at Attachment 9.2.3A.**

## 5.16 Use of Variable Message Board

### Policy Statement:

Council permits the use of the Shire of Cuballing's Variable Message Board (VMB) to:

1. display safety and directional messages associated with works on Shire of Cuballing roads or public lands;
2. display general road safety messages on Shire of Cuballing and state roads within the Shire of Cuballing;
3. display public safety messages in the event of an emergency or disaster within or nearby to the Shire of Cuballing;
4. promote and advertise of events to be conducted by the Shire of Cuballing to be held within the Shire of Cuballing;
5. promote messages associated with health or public safety campaigns of state or federal governments or semi-government agencies, where, in the opinion of the Chief Executive Officer, there is benefit of such messages to the residents and/or ratepayers of the Shire of Cuballing;
6. promote and/or advertise events to be held within the Shire of Cuballing conducted by local, not for profit, community groups based within the Shire of Cuballing. These events could be fund raising events for the local, not for profit, community groups based within the Shire of Cuballing;

### Guidelines

- The Shire of Cuballing Chief Executive Officer will set the priority for the display of competing messages. Council believes that the display of safety and directional messages associated with works on Shire of Cuballing roads or public lands is the primary purpose of the VMB and therefore its primary purpose.
- Local, not for profit, community groups based within the Shire of Cuballing seeking to advertise their activities on the VMB to plan competing uses of the VMB.
- Although a Local, not for profit, community groups based within the Shire of Cuballing may request a certain location for the display of the VMB, the final decision on the location of the VMB will be made by Shire of Cuballing staff taking into account public safety, road safety and any other matter deemed relevant by Shire staff.
- The Shire of Cuballing Chief Executive Officer will approve all messages displayed. The Shire of Cuballing Chief Executive Officer, at his/her discretion, may choose to not display messages that could be considered obscene, rude, insensitive, political, otherwise controversial or not in the public interest.
- Only Shire staff will be involved in the setup and ongoing management of the VMB. Any attempt to meddle with, alter or damage the VMB in any way will be treated as vandalism by the Shire of Cuballing, may involve the police and could result in the ceasing of any promotional activity.

Resolution No:

Resolution Date:

## 9.2.4 Popanyinning Main Street Refurbishment

Applicant: N/A  
File Ref. No: ADM155  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> March 2021  
Author: Gary Sherry  
Attachments: 9.2.4A Popanyinning Main Street Upgrade Design  
9.2.4B Comments Received

### **Summary**

**Council is to consider endorsing plans to complete an upgrade to Francis Street as the Popanyinning main street.**

### **Background**

On 22<sup>nd</sup> May 2020 the Australian Government announced the \$500 million Local Roads and Community Infrastructure Program (LRCI Program). The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities

Council received LRCI funding of \$247,768 to be expended in the 2020/21 financial year.

Given the short time frames from the announcement of the LRCI program and Council's adoption their 2020/21 Budget, Council allocated funding amounts to projects with aspects of some projects to be confirmed later.

Council sought and has now received approval for following projects.

No.	Project Name/Description	Work Category	LRCI Funding
1	Shire of Cuballing administration building – improved accessibility	Improved Accessibility of Community Facilities and Areas	\$62,833
2	Yornaning Dam Recreation Area – shade sails	Playgrounds and Skateparks	\$35,000
3	Congelin- Narrogin Road Cuballing – culvert replacement	Road Drainage	\$35,856
4	Popanyinning Main Street Refurbishment Popanyinning Main Street Refurbishment – CCTV installation, rest area upgrade, playground upgrade, traffic control devices	Closed Circuit TV (CCTV), Landscaping Improvements, Picnic Shelters or Barbecue Facilities at Community Parks, Playgrounds and Skateparks, Toilet Blocks	\$73,800
5	Cuballing Town Hall – painting	Painting/Improvements to community facilities	\$14,400
6	Cuballing Town Hall – drainage improvements	Other (drainage)	\$25,879
	<b>TOTAL LRCI Program Funding</b>		<b>\$247,768</b>

The installation of the CCTV at Popanyinning has cost \$19,961.43 and expenditure to date has totals \$23,125.89. Design costs have not yet been included in this expenditure.

Council has \$50,674.11 of expenditure to complete.

## Comment

Council has received plans to complete the remainder of the Popanyinning Main Street Upgrade. The designs are included at Attachment 9.2.4A. There is significantly more work proposed than the funds remaining.

The works planned include:

- Construct and seal the parking lane on the east side of Francis Street. This area causes dust issues for residents when large vehicles pull off the road.
- Install concrete kerbing on the eastern edge of Francis Street
- Correct pavement failures on the parking lane on the east side of Francis Street;
- Replace the kerbing on the western edge of Francis Street. This kerbing is badly damaged in places where the pavement has failed;
- Complete white lining on new parking areas;
- Correct drainage at the intersection of Howard and Francis Street;
- Install 8 nibs in Francis Street to improve parking and provide traffic calming;
- Provide reticulation and small height plantings to the nibs in Francis Street;
- Remove the river gum adjacent to the Bus Stop. This shallow rooted tree is damaging the street pavement and the Shire has treated the tree for termite infestation in the past. The tree would be replaced with reticulated plantings; and
- Replace the current street bin mounts with wooden or steel bin surrounds.

The design includes allowances for future works to the Bunmulling and Francis Street intersection.

Council staff advertised the proposed upgrade by:

- direct mailing every Popanyinning resident who fronts Francis Street in Popanyinning;
  - advertised the plans on the Shire of Cuballing website;
  - promoted the plans on Facebook and the Cuby News newsletter;
  - advertised notices on noticeboards in Popanyinning; and
  - presented to the Popanyinning Progress Association Inc.
- Feedback directly generated is included at Attachment 9.2.4B. Indirect feedback from Facebook users, Popanyinning Progress Association Inc members has all been positive.

## Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A safe community where residents feel secure and comfortable at home, work and play.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.

	Strategy	Outcome
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire's identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.



- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
3.2	Ensure essential services and infrastructure are aligned to community needs now and in the future.	Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.
3.3	Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.	A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

Statutory Environment – Nil

Policy Implications – Nil

### Financial Implications

Staff have yet to finalise costings for the construction project, however will be required to work within the confines of the LRCI funding.

### Economic Implication

Francis Street in Popanyinning is a key economic facility in the Shire of Cuballing. The Street has frontage allows access to the Cuballing General Store & Post Office and Bird Silos. Heavy haulage supporting local farmers also use the street.

An attractive street frontage will encourage tourists and travellers to stop in Popanyinning, supporting local business.

### Social Implication

Francis Street in Popanyinning is a key social hub in the Shire of Cuballing in that:

- the Popanyinning Hall and war memorial front Francis Street;
- it is the most densely populated street in the Shire, with most residences having a 20 metre frontage and being just larger than ¼ acre in size. Most other streets are rural or rural residential in appearance;
- the street hosts community events such as the Popanyinning Community Markets;
- the Popanyinning standpipe providing water to local residents is located in the street; and
- TransWA bus services stop at the bus stop located in the street.

### Environmental Considerations

The Popanyinning Main Street Upgrade will:

- Reduce the dust created from road users parking in Francis Street that impacts on residences fronting the street; and
- the river gum beside the bus stop is the only tree impacted.

### Consultation

Council staff have promoted the draft upgrade plans by:

- direct mailing every Popanyinning resident who fronts Francis Street in Popanyinning;
- advertised the plans on the Shire of Cuballing website;

- promoted the plans on Facebook and the Cuby News newsletter;
- advertised notices on noticeboards in Popanyinning; and
- presenting to the Popanyinning Progress Association Inc.

Staff have also met with Main Roads WA to discuss the draft upgrade plans. After this meeting, no suggested amendments were proposed.

### Options

Council may resolve:

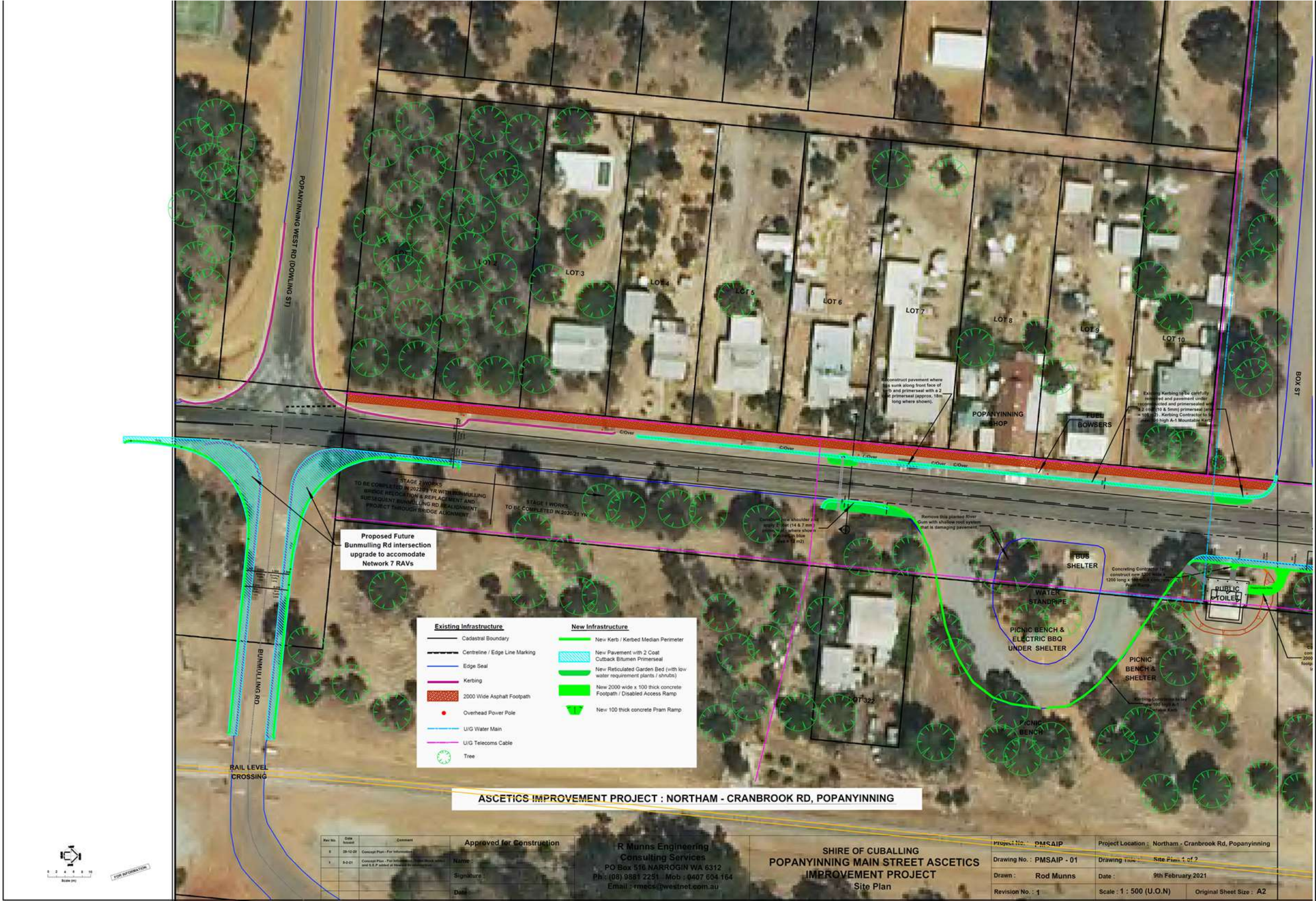
1. the Officer's Recommendation; or
2. the Officer's Recommendation with minor amendments to the draft Popanyinning Main Street Upgrade Design included at Attachment 9.2.4A; or
3. to defer and seek further information on the impact of this draft policy, prior to future consideration by Council. In considering this action, Council should be mindful of the tight time frames in completing this project required by the funding agency.

### Voting Requirements – Simple Majority

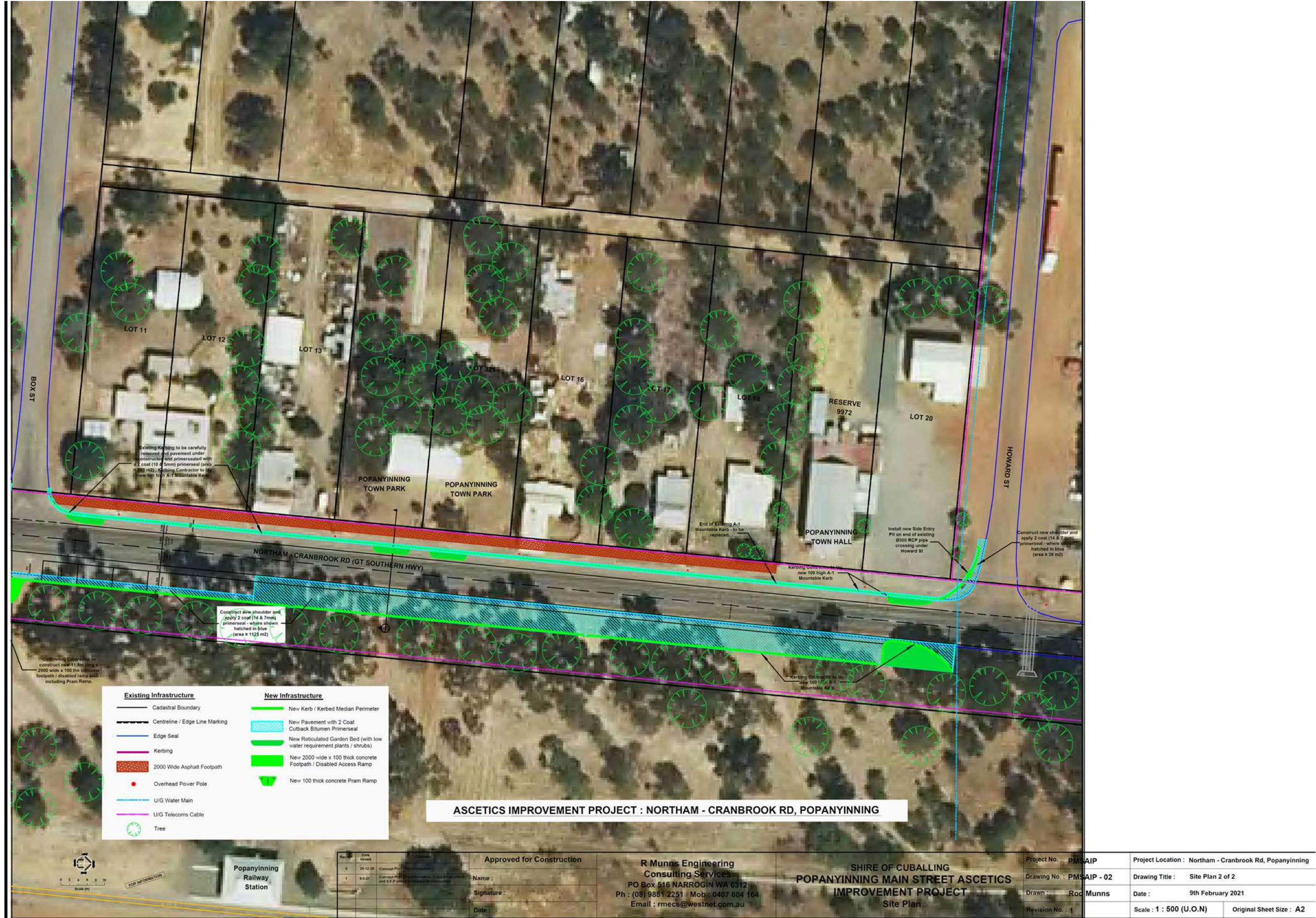
#### **OFFICER'S RECOMMENDATION:**

**That Council endorse the Popanyinning Main Street Upgrade Design included at Attachment 9.2.4A.**





















Most relevant ▾


 Comment as Shire of Cuballing    


 **Melan Kowa**  
What are nibs?  
Like · Reply · Message · 1 w





 **Gary Sherry**  
Here is an example of a nib from another town centre  
Like · Reply · Message · 1 w  1


 **Author**  
**Shire of Cuballing**  
**Melan Kowa**

  1

Like · Reply · Commented on by **Gary Sherry**  · 1 w

 **Melan Kowa**  
I always called them stupid islands reducing car parking bays, now I know it's a nib!  
Non Inclusive Bay.  
Like · Reply · Message · 1 w · Edited

 Reply as Shire of Cuballing    

 **Melan Kowa**  
Can the removed tree be used for kids to play on, stepping stone stumps, balance walking logs, seats?  
Like · Reply · Message · 1 w

**Nicole Gould**

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**From:** Philip Everitt <everittphilip@gmail.com>  
**Sent:** Wednesday, 10 March 2021 10:30 AM  
**To:** Shire of Cuballing Enquiries  
**Subject:** Popanyinning Main Street Redevelopment Plan

Dear Gary Sherry

Thank you and your staff for sending me the Draft Plan of the main street of Popanyinning. I have studied the maps, and yes the improvements will definitely enhance the look of Popo and brighten up our small town. Hope everyone agrees and it goes ahead/

Kind Regards     Phil Everitt

## 9.2.5 Crossover Subsidy – 47 Howard Street, Popanyinning

Applicant: Mr K Cooper, 47 Howard Street, Popanyinning  
File Ref. No: ADM118  
Disclosure of Interest: Nil  
Date: 10<sup>th</sup> March 2021  
Author: Gary Sherry  
Attachments: Nil

### **Summary**

**Council is to consider providing Mr K Cooper with a crossover subsidy for completing his crossover in 2012.**

### **Background**

In October 2011 Council adopted policy 5.17. *Property Access & Crossovers* which at the time included, in part:

#### 5.17. Property Access & Crossovers OCTOBER 2011

##### Objective

To provide details on crossover requirements and definition

##### Construction of Crossovers

##### Definition

A “crossover” is the part of a driveway between the property boundary and the edge of the road carriageway.

##### Construction Costs

Council will contribute up to \$125 or 50% of the cost, whichever is the lesser, towards a new gravel crossover which requires no pipes; OR up to \$250 or 50% of the cost, whichever is the lesser, towards a new gravel crossover with < 375mm diameter pipes.

All other costs shall be borne by the landowner.

This policy, although amended slightly since 2011 and renumbered, remains the same in 2021.

Mr Kelly Cooper of 47 Howard Street, Popanyinning, completed the crossover to his property in 2012. Mr Cooper changed the access to his property from a King Street entrance to the more logical Howards Street entrance. The original entrance was the original access because the access did not need to cross the reasonably deep street drain fronting Mr Cooper’s property along the Howard Street.

Mr Cooper advises he sought and received Council approval to construct the crossover and Shire of Cuballing staff met with him on site on 29<sup>th</sup> June 2012 prior to construction. Following completion, two months later staff again meet Mr Cooper onsite and provided approval for the work completed. Mr Cooper has provided photographs of the constructed crossover at Attachment 9.2.5A.

Mr Cooper advises that he expended the following in completing the crossover:

Component	No	Cost	Total
Pipes	3	100	300
Gravel	1	44	44
Cement	10	7.2	72
Total			416

In addition to the materials specifically purchased, it is expected that Mr Cooper has also expended additional in-kind time and resources in the construction.

Presently, some 9 years after construction, the crossover to Mr Cooper's residence remains in excellent condition.

### Comment

On 8<sup>th</sup> March 2021, Mr Cooper formally requested Council to provide the crossover subsidy provided by Council's policy 5.9 *Property Access and Crossovers*. Mr Cooper advises that he recently became aware of the policy and sought assistance to complete the application to Council.

In considering Mr Cooper's request, the Officer has been guided by the following in making a recommendation to Council:

- The considerable time between completing the construction works and the request for a crossover subsidy. The 9 years is a extremely long period and highly unusual.
- Mr Cooper's crossover, in 2012, was eligible for a financial contribution in line with the Council policy adopted the year before. The senior staff who attended the onsite meeting with Mr Cooper in June 2012 should have been aware of the Council policy relating to crossovers and should have made Mr Cooper of his entitlements under this Council policy.
- That the work completed by Mr Cooper is of a very high standard and if completed today would be provided with 50% of the cost of the construction.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

ECONOMY - Our Economy, Infrastructure, Systems and Services.

#### Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.
- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- Managing community assets in a whole of life and economically sustainable manner.
- Promoting sustainable and diverse economic development opportunities that make the Shire of Cuballing an attractive place to live, work and visit.

	Strategy	Outcome
3.1	Deliver a diverse range of affordable services and infrastructure across the Shire.	A range of services, facilities and programs that the broadest community can access.
3.2	Ensure essential services and infrastructure are aligned to community needs now and in the future.	Services and infrastructure which meets the needs of the broadest community and responds to changing priorities.



	Strategy	Outcome
3.3	Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.	A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.
3.7	Advocate and plan for local economic development in a sustainable manner.	A growing community supported by improved job opportunities and diversity in our industries, businesses and housing.

### Statutory Environment

#### Local Government Act 1995

#### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

### Policy Implications

Council's current policy relating to crossovers includes, in part:

#### 5.9 Property Access and Crossovers

##### Policy Statement:

##### 1. Definition

A "crossover" is the part of a driveway between the property boundary and the edge of the road carriageway.

##### 2. Urban (Town Site) Crossovers

Council will contribute

- 1. up to \$125 or 50% of the cost, whichever is the lesser, towards a new gravel crossover which requires no pipes; OR
- 2. up to \$250 or 50% of the cost, whichever is the lesser, towards a new gravel crossover with < 225mm diameter pipes.

### Financial Implications

Council normally provide the crossover subsidy included in Council policy as a discount on the cost of works completed by Council staff. As a result of this, Council has not provided an allocation in their 2020/21 Budget for this crossover subsidy expenditure.

Council has the resources to meet any crossover subsidy expenditure from their allocation to Street Maintenance purposes included in the 2020/21 Budget.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

### Consultation

Mr Kelly Cooper

### Options

Council may resolve:

1. the Officer's Recommendation; or
2. the Officer's Recommendation with amendment to the amount included; or
3. to defer and seek further information prior to a future consideration.

Voting Requirements – Absolute Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council:**

- 1. agree to provide Mr Kelly Cooper \$208, being 50% of the cost of construction, as a subsidy for Mr Cooper's construction in 2012 of the crossover to his 47 Howard Street property;**
- 2. approve out of budget expenditure of \$208 to provide Mr Cooper with a crossover subsidy; and**
- 3. apologise to Mr Cooper for the considerable delay in providing this subsidy.**



Eastern end of the culvert showing the concrete footing at the base of the pipe



Eastern end of the culvert showing the concrete headwall and compacted gravel



Western end of the culvert showing the concrete headwall over the end of the pipe and the white marker post



Western end of the culvert showing the interior of the pipe. The leaves were later removed before the rains

## 9.2.6 Review of the Shire of Cuballing Policy Manual

Applicant: N/A  
File Ref. No: ADM118  
Disclosure of Interest: Nil  
Date: 9<sup>th</sup> March 2021  
Author: Gary Sherry  
Attachments: 9.2.6A Draft Shire of Cuballing Policy Manual

### **Summary**

**Council is to consider a review of the Shire of Cuballing Policy Manual.**

### **Background**

Policies set guiding direction for Council staff to managed the operations of the Shire on a daily basis without the need to present matters to Council for consideration.

Council's previous Policy Manual has been regularly updated since being adopted in April 2016 but after five years it has been considered that a whole of manual review was required to ensure that Council's policies remain current and in keeping with current management practices and Council's position.

The Officer considers that review of the entire Policy Manual is appropriate to ensure that Council's policies remain current and in keeping with current management practices and Council's position.

### **Comment**

Staff and Councillors have had informal input into the draft Policy Manual included at Attachment 9.2.6A.

Additions to the draft Policy Manual are shown in red and deletions shown in a strikethrough font.

A summary of the changes includes:

<b>Policy No.</b>	<b>Policy Name</b>	<b>Reason for Change</b>
1.3	Policy on Alcohol Consumption	Removed. Policy superseded by Policy 4.22
1.10	Media Statements and Public Relations	Addition of new policy to outline the process for media statements and public relations
2.2	Purchasing Policy	Significant changes in policy reflect new legislation requirements and improved policy statements. Changes include <ul style="list-style-type: none"><li>• slight relaxations to purchasing requirements for smaller amounts;</li><li>• changes to number of quotes reflecting difficulty in obtaining quotes from local business; and</li><li>• reflecting purchases made through WALGA and LGIS;</li></ul>
2.7	Purpose & Funding of Reserve Accounts	update policy to include amendments made by previous decisions of Council.
2.9	Credit Card	Update policy with name of Council's bank.
2.1	Fuel Cards	Update policy to remove previous employee position.

<b>Policy No.</b>	<b>Policy Name</b>	<b>Reason for Change</b>
2.14	Creditor Names on Online Documents	Update policy after recent legislative change.
2.17	Rates Prize Eligibility	New policy to reflect ongoing Council practice.
3.9	Council Meeting	Amend policy to reflect ongoing Council practice.
3.17	Public Question Time – Management	New policy to reflect ongoing Council practice.
4.16	Staff Presentations on Resignation	Amend policy to allow Council some flexibility in presentations on resignation of staff.
4.18	Smoke Free Workplace	Update policy to remove unrequired references.
4.21	Disciplinary Policy	New policy to reflect ongoing Council practice.
4.22	Alcohol And Other Drugs	New policy to reflect ongoing Council practice.
5.5	Acquisition of Road Making Materials	Amend policy to allow Council some flexibility in acquiring road materials.
5.6	Motor Vehicle Replacements	Policy is no longer relevant,
5.11	Road Reserve Vegetation and Clearing	Amendments to reflect impact of State clearing legislation
6.2	Inspection/Prosecutions - Firebreaks	Amendment to reflect ongoing Council practice.
6.5	Weather Instruments	Amendment to reflect ongoing Council practice.
6.9	Fire Situations	Amendment to remove redundant statement.
7.1	Provision of Stoves and Refrigerators, Shire Halls	Remove redundant policy.
7.2	Shire Hall Chairs	Remove redundant policy.
7.3	Liquor on Council Property	Remove redundant policy. State legislation requires Council approval to be given for all alcohol consumption
7.4	Bar Facilities in Council Buildings	Remove redundant policy.
7.5	Time Limits	Remove redundant policy. Time limits included in rental agreement.
7.6	Decorations in Halls	Remove redundant policy to reflect current practice.
7.7	Deposits	Remove redundant policy.
7.8	Hall Hire - Use to Include Other Facilities	Remove redundant policy.
8.1	Recreation Reserves - Ground Rental	Remove redundant policy.
9.1	Caravan Habitation on General Agriculture Zoned Rural Land	Remove redundant section of policy that restates legislative requirements.
10.3	Barn/Shed Style Homes and Relocated Homes – Bond	Council is not able to collect bonds in the manner required by the policy.

### Strategic Implications

Shire of Cuballing Strategic Community Plan 2017-2027

GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

Goals

- An independent Council that is supported by an excellent organisation.
- Governance structures that ensure accountable, transparent and ethical decision making.
- A Council that proactively engages with all elements of its community to make decisions that reflect positively on the future of the Shire of Cuballing.

	Strategy	Outcome
4.1	Councillors provide strong and visionary leadership.	A clear direction for the future.
4.2	Maintain a clear, transparent and ethical decision making process.	Openness and transparency in Council decisions.

### Statutory Environment

#### Local Government Act 1995

#### 2.7. Role of council

- (1) The council —
  - (a) governs 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.

### Policy Implications

Council is setting policy for future application.

### Financial Implications – Nil

Individual policies have financial implications for Council, but there is not direct financial impact of this review.

### Economic Implication – Nil

### Social Implication – Nil

### Environmental Considerations – Nil

### Consultation – Nil

### Options

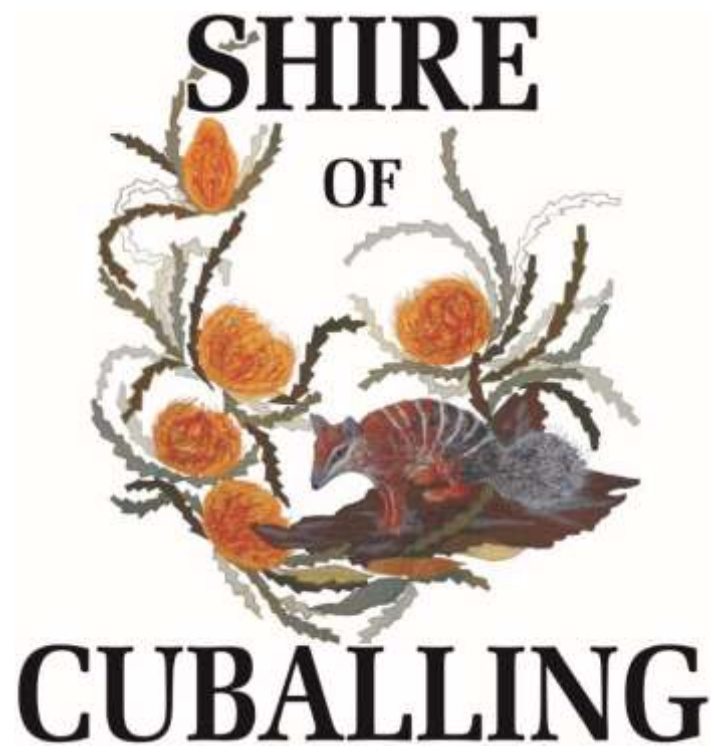
Council may resolve:

1. the Officer's Recommendation;
2. resolve to adopt the attached Draft Policy Manual with amendment or in part;
3. defer and seek additional information prior to a future consideration.

### Voting Requirements – Simple Majority

#### **OFFICER'S RECOMMENDATION:**

**That Council adopt the draft Shire of Cuballing Policy Manual included at Attachment 9.2.6A.**



# POLICY MANUAL

UPDATED ..... 2021



<b>1.</b>	<b>GENERAL ADMINISTRATION.....</b>	<b>4</b>
1.1	AGREEMENTS, DOCUMENTS AND SEAL - SAFEKEEPING .....	4
1.2	AGREEMENTS AND DOCUMENTS - COUNCIL SEAL .....	4
1.3	POLICY ON ALCOHOL CONSUMPTION .....	5
1.4	SOCIAL MEDIA POLICY .....	5
1.5	RECORDS MANAGEMENT POLICY.....	16
1.6	LEGAL REPRESENTATION COSTS INDEMNIFICATION.....	17
1.7	SHIRE ADMINISTRATION SERVICES – CHRISTMAS NEW YEAR PERIOD.....	19
1.9	PROVISION OF REFRESHMENTS .....	20
<b>2.</b>	<b>FINANCE .....</b>	<b>22</b>
2.1	LOCAL PURCHASING POLICY .....	22
2.2	PURCHASING POLICY .....	23
2.3	RATES DEBTOR COLLECTION.....	24
2.4	SUNDRY DEBTOR COLLECTION .....	25
2.5	SELF SUPPORTING LOANS .....	26
2.6	INVESTMENT POLICY.....	27
2.7	PURPOSE & FUNDING OF RESERVE ACCOUNTS .....	29
2.8	EARLY PAYMENT RATES DISCOUNT .....	30
2.9	CREDIT CARDS .....	31
2.10	FUEL CARDS .....	36
2.11	ASSET MANAGEMENT .....	36
2.12	RESERVE FUND INTEREST .....	37
2.13	CONTIGUOUS VALUATIONS .....	37
2.14	CREDITOR NAMES ON ONLINE DOCUMENTS.....	38
2.14	PAYMENT OF UTILITY ACCOUNTS VIA CREDIT CARD.....	39
2.15	FINANCIAL HARDSHIP.....	39
2.16	LOCAL EVENT AND PROJECT (LEAP) GRANT PROGRAM .....	42
<b>3.</b>	<b>COUNCIL .....</b>	<b>44</b>
3.1	WEST AUSTRALIAN WILDFLOWER FLORAL EMBLEM .....	44
3.2	USE OF THE SHIRE OF CUBALLING LOGO .....	44
3.3	PARTICIPATION IN LOCAL ANZAC DAY CEREMONIES .....	44
3.4	AUSTRALIAN FLAG .....	44
3.5	COUNCIL MEETING AGENDA.....	45
3.6	USE OF COUNCIL CHAMBERS.....	45
3.7	FUNCTIONS UPON RETIREMENT OF COUNCILLORS .....	45
3.8	PRESENTATIONS FOR ELECTED MEMBER SERVICE .....	46
3.9	COUNCIL MEETINGS .....	46
3.10	COUNCILLOR EXPENSES .....	46
3.11	COUNCILLOR ATTENDANCE AT CONFERENCES, SEMINARS OR WORKSHOPS .....	47
3.12	TABLET DEVICES FOR COUNCILLOR USE .....	48
3.13	AUSTRALIA DAY CITIZENSHIP AWARDS .....	50
3.14	CONTINUING ELECTED MEMBER PROFESSIONAL DEVELOPMENT.....	51
3.15	ELECTED MEMBER, CHIEF EXECUTIVE OFFICER AND EMPLOYEE ATTENDANCE AT EVENTS POLICY .....	53
3.16	AUSTRALIAN CITIZENSHIP CEREMONIES.....	56
<b>4.</b>	<b>STAFF.....</b>	<b>57</b>
4.1	PRIVATE USE OF SHIRE LIGHT VEHICLES .....	57
4.2	USE OF SHIRE INFORMATION TECHNOLOGY (IT) FACILITIES FOR STAFF .....	58
4.3	STAFF - ATTENDANCE AT ARMY RESERVE .....	63
4.4	SUPERANNUATION - COUNCIL CONTRIBUTION .....	64
4.5	CONFERENCE ATTENDANCE - STAFF .....	64
4.6	STAFF GRATUITY PAYMENTS .....	64
4.7	SERVICE ALLOWANCE.....	65
4.8	PAYMENT OF ADVERSE WORKING CONDITIONS ALLOWANCE .....	65

4.9	POLICE CLEARANCE/MEDICAL EXAMINATION – NEW EMPLOYEES.....	66
4.10	ADMINISTRATIVE STAFF UNIFORMS .....	66
4.11	WORKPLACE INCENTIVE – FLU NEEDLE .....	67
4.12	WORKS STAFF UNIFORM.....	67
4.13	EDUCATION, TRAINING AND DEVELOPMENT .....	68
4.14	STAFF LEAVE ENTITLEMENTS .....	70
4.15	STAFF TIME IN LIEU ENTITLEMENTS .....	70
4.16	STAFF PRESENTATIONS ON RESIGNATION .....	70
4.17	JOB INTERVIEW EXPENSE REIMBURSEMENT.....	71
4.18	SMOKE FREE WORKPLACE.....	71
4.19	CONFERENCE EXPENSES - STAFF.....	72
4.20	PAYMENT TO EMPLOYEES WHO ARE ABSENT FROM WORK DURING A PANDEMIC .....	73
<b>5.</b>	<b>ROADS AND ENGINEERING .....</b>	<b>75</b>
5.1	SAND DRIFT .....	75
5.2	PEDESTRIAN ACCESS .....	75
5.3	STORM WATER DISPOSAL - PRIVATE DEVELOPMENTS.....	75
5.4	PRIVATE WORKS.....	76
5.5	ACQUISITION OF ROAD MAKING MATERIALS.....	76
5.6	MOTOR VEHICLE REPLACEMENTS .....	77
5.7	MANAGER WORKS & SERVICES PLANT REPORT .....	77
5.8	CABLE LAYING.....	78
5.9	PROPERTY ACCESS AND CROSSEOVERS .....	78
5.10	HEAVY VEHICLE OPERATIONS .....	82
5.11	ROAD RESERVE VEGETATION AND CLEARING.....	85
5.12	PROVISION OF BUSINESS SIGNS .....	85
5.13	ACCESS TO COUNCIL RESERVES TO COLLECT FLORA AND FAUNA SPECIMENS .....	85
5.14	USE OF COUNCIL PLANT BY COMMUNITY ORGANISATIONS .....	86
5.15	IMPOUNDING AND DISPOSAL OF ABANDONED VEHICLES .....	86
<b>6.</b>	<b>BUSH FIRE CONTROL .....</b>	<b>89</b>
6.1	FIRE REPORTS .....	89
6.2	INSPECTION/PROSECUTIONS - FIREBREAKS .....	89
6.3	HARVEST BAN TO INCLUDE MOVEMENT OF MACHINERY AND VEHICLES IN PADDOCKS .....	90
6.4	USE OF SHIRE PLANT DURING HARVEST AND MOVEMENT OF VEHICLE BANS .....	90
6.5	WEATHER INSTRUMENTS .....	90
6.6	CLOVER BURNING.....	90
6.7	BREACHES OF HARVEST AND MOVEMENT OF VEHICLES IN PADDOCKS BANS UNDER THE BUSH FIRES ACT 1954 AND BUSH FIRES REGULATIONS 1954.....	90
6.8	SAFETY AND HEALTH RELATING TO VOLUNTEER BUSH FIRE FIGHTERS.....	91
6.9	FIRE SITUATIONS.....	92
6.10	EMPLOYEE VOLUNTEER INPUT TO FIRE BRIGADES AND AMBULANCE SERVICES DURING WORKING HOURS.....	93
6.11	BUSH FIRE ADVISORY COMMITTEE .....	93
<b>7.</b>	<b>COUNCIL BUILDINGS.....</b>	<b>95</b>
7.1	PROVISION OF STOVES AND REFRIGERATORS, SHIRE HALLS.....	95
7.2	SHIRE HALL CHAIRS.....	95
7.3	LIQUOR ON COUNCIL PROPERTY.....	95
7.4	BAR FACILITIES IN COUNCIL BUILDINGS .....	95
7.5	TIME LIMITS.....	96
7.6	DECORATIONS IN HALLS .....	96
7.7	DEPOSITS .....	96
7.8	HALL HIRE - USE TO INCLUDE OTHER FACILITIES .....	96

7.9	CAMPING ON COUNCIL PROPERTY .....	97
<b>8.</b>	<b>RECREATION.....</b>	<b>99</b>
8.1	RECREATION RESERVES - GROUND RENTAL.....	99
8.2	MEMORIALS ON LOCAL GOVERNMENT PROPERTY .....	99
<b>9.</b>	<b>HEALTH.....</b>	<b>101</b>
9.1	CARAVAN HABITATION ON GENERAL AGRICULTURE ZONED RURAL LAND .	101
9.2	RUBBISH ON ROADS AND VACANT LAND .....	101
<b>10.</b>	<b>BUILDING .....</b>	<b>102</b>
10.1	BUILDING LICENSE - CANCELLATION.....	102
10.2	BUILDING LICENSE - EXPIRY .....	102
10.3	BARN/SHED STYLE HOMES AND RELOCATED HOMES – BOND.....	102
<b>11.</b>	<b>OCCUPATIONAL SAFETY AND HEALTH .....</b>	<b>103</b>
11.1	OCCUPATIONAL SAFETY & HEALTH POLICY .....	103
11.2	EQUAL OPPORTUNITY IN THE WORKPLACE .....	104
11.3	INJURY MANAGEMENT AND REHABILITATION POLICY.....	104
11.4	RISK MANAGEMENT POLICY .....	105
11.5	DASH CAM USE.....	107
11.6	CCTV USE .....	107

## **1. GENERAL ADMINISTRATION**

### **1.1 Agreements, Documents and Seal - Safekeeping**

Policy Statement:

All agreements and documents as mentioned in the Local Government Accounting Regulations be deposited in a fire-proof safe on Council's premises and an accurate and current register shall be kept.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **1.2 Agreements and Documents - Council Seal**

Policy Statement:

1. The CEO is to have charge of the common seal of the Shire of Cuballing, and is responsible for the safe custody and proper use of it.
2. The common seal of the Shire of Cuballing may only be used on the authority of the Council given either generally, retrospectively or specifically and every document to which the seal is affixed must be signed by the President and the Chief Executive Officer or a senior employee authorised by him or her.
3. The common seal of the Shire of Cuballing is to be affixed to:
  - a. Any local law adopted by Council
  - b. Any transfer of land document
  - c. Any document which confers a lease of land
  - d. Any document from another party which specifically requires the seal.

Objective:

Under section 2.5(2) of the Local Government Act 1995 – “The local government is a body corporate with perpetual succession and a Common Seal”.

Section 9.49 states – “A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without it's Common Seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.”

The Local Government Department advises that the Act does not provide any circumstances where the Common Seal shall be used. Section 9.49 provides that a common seal is not needed to authenticate documents if they are signed by the CEO or an officer authorised by the CEO.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **1.3 Policy on Alcohol Consumption**

#### **Policy Statement:**

~~When arranging Council and Staff functions and meetings, the organiser of the function/meeting will ensure that sufficient non-alcoholic beverages are available for those attending who do not wish to partake of alcoholic beverages.~~

~~Councillors and Staff who choose to partake of alcoholic beverages when attending Council organised functions/meetings agree, upon receipt of this policy, that they are responsible for ensuring that they have made prior arrangements for their safe return home at the end of the function/meeting, should they be considered to be over the legal blood alcohol limit when they leave the function/meeting, which would render them legally unfit to drive a motor vehicle~~

#### **Objective:**

~~To ensure safety of Councillors and Staff~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

### **1.4 Social Media Policy**

#### **Policy Statement:**

#### **1. INTRODUCTION**

##### *Purpose*

The purpose of this guideline is to provide assistance to Shire of Cuballing staff to interact with the community through official social media channels using a risk-management approach.

##### *Scope*

This document is primarily to provide guidance to staff that are using social media as a community engagement tool on behalf of the Shire of Cuballing. This guideline relates to the Official Use of Social Media Policy. This guide also provides advice to staff on personal use of social media in relation to Shire activities, decisions and policies.

The following are out of scope of the guideline

- Political use of social media by elected representatives and candidates
- Personal access to social media where the individual is representing themselves and not the Shire of Cuballing, on issues unrelated to Shire activities
- Use of social media for internal purposes (staff engagement and internal communications)

#### **2. BACKGROUND**

The Shire of Cuballing is committed to implementing e-government technologies, utilizing online platforms to enhance the conduct of Shire Business. As part of this suite of tools the Shire supports the use of social media platforms as a means of communicating and interacting with the community.

The significant uptake and innovative functionality of social media offers many benefits, however its uncontrolled use also presents many risks. This guideline has been developed to

assist staff to realise the benefits of social media use while identifying the risks and potential mitigation measures.

### 3. WHAT IS SOCIAL MEDIA?

Social media is an umbrella term covering websites, technology, applications or tools that enable active and participatory publishing and interaction between individuals over the internet.

*Social media can be characterized by:*

- Relationships
- User participation
- User-generated content
- Collaboration
- Multi-directional conversations
- Highly accessible and scalable publishing
- 24/7 operation and availability

*How social media can be used at the Shire of Cuballing*

Social media can be used as a channel by the community to access the Shire and vice versa. For the Shire of Cuballing, social media represents a channel by which audiences can be harnessed to support or deliver a wide range of activities including:

- Community engagement
- Marketing and communications
- Policy development and implementation
- Service delivery
- Market/community research

#### *Risks*

The official use of social media has the potential to compromise compliance with the Shire's legislative obligations, particularly with respect to accessibility, privacy and record keeping. Content contributed to official social media pages may infringe upon the rights of others in areas such as defamation, intellectual property and fraud. Due to the seriousness of these risks, the official use of social media could be subject to a risk assessment if deemed necessary by the Management team. Appendix A provides an implementation checklist which covers the major risk factors identified in this guideline. Prior to the establishment of official social media accounts, officers must conduct a risk assessment, ensure appropriate documentation of requirements is in place and mitigating actions are established.

### 4 TYPES OF SOCIAL MEDIA USE

#### *Official use of social media*

The document provides guidance on the selection, establishment and management of official social media accounts. Official use of social media is any use of a Shire of Cuballing managed social media account, profile or presence by an authorised user. Comments made through official social media accounts are representative of the Shire of Cuballing and are made only by those authorized to do so. Uses can include: publishing messages, uploading content (text, images, video) and responding to communications from others.

#### *Professional use of social media*

Professional use of social media is based on an individual's area of expertise and association with other practitioners in that field. The acceptable standard of behaviour for professional

use of social media can be likened to that for officers who have been invited to speak at conferences for professional organisations or other networking events.

#### *Personal use of social media*

Personal use of social media is defined as individual or private use and not attributable as an official or professional use.

#### *Further guidance*

The Shire of Cuballing Code of Conduct provides general guidance on standards of behaviour for Shire staff. Shire of Cuballing *Policy 4.2 Use of Shire Information Technology (IT) Facilities for Staff* document provides guidance on the acceptable use of IT facilities provided by the Shire of Cuballing, including use of the internet. This document provides more specific guidance related to social media and does not in any way alter the contents or effect of the aforementioned documents.

## **5 WHAT IS ONLINE COMMUNITY ENGAGEMENT?**

Online community engagement is any form of community engagement that occurs in an online channel. Opportunities to engage online are shaped by the technologies available and community preferences for how they want to be engaged. Currently, members of the Shire of Cuballing community have demonstrated a strong appetite for engagement on Facebook. The evolution of the online environment means that individuals are now creators of content rather than passive receivers giving rise to numerous new ways of consulting and interacting with citizens and communities in ways that can facilitate dialogue, creativity, collaboration and participation.

## **6 SOCIAL MEDIA GOVERNANCE**

Official agency accounts using social media tools represent the public face of the Shire in those environments. Consequently, it is recommended that the selection, establishment and use of social media accounts has strategic, tactical or operational intent and is subject to the following checks prior to approval by the Chief Executive Officer:

- The social media tool proposed is suitable for the circumstances and is capable of delivering the outcomes required.
- Appropriate security precautions have been adopted.
- The creation of, access to and closure of official social media accounts is governed by the Corporate Services team and access details are listed in the social media register.
- Social media activities will be monitored appropriately, including out of hours, where it is required.
- House rules governing the site have been developed with respect to the ability of the owner to respond to and interact with the public, appropriateness of content and deletion/banning of inappropriate content or behaviour.

From an access and equity perspective, social media should not be used as the sole means of communication. Use of social media should be built into communication plans or strategies for the particular event, project or policy that is being promoted. Social media should be treated the same as other communication channels and incorporated in strategies as one of a suite of effective communication tools.

Content posted to social media should undergo the same checks and balances as content in other channels including:

- Risk assessments.
- Adherence to communications strategies and community engagement guidelines.



- Privacy and defamation legislation.
- Information security and confidentiality rules.
- Shire communications style guide and tone.

#### *Success measures*

Social media accounts should be subject to the same measures of success as other communication activities with respect to whether or not they are achieving the business objectives. Those who are carrying out the social media activities on behalf of the organisation are responsible for gathering those metrics which have been agreed for their specific channel and providing that data regularly.

## **7 ESTABLISHING MEANINGFUL, MANAGEABLE SOCIAL MEDIA PRESENCES**

Social media presences must have clear business objectives. The focus of the Shire's social media presence is to strategically build a strong social media footprint with a focus on fostering ongoing relationships with general customer groups.

The Shire's social media accounts should broadly complement each other in terms of audience reach and messaging. Where multiple accounts are proposed with similar audiences and posts, they will be denied and merged or included in the general Shire page. Where a separate account is approved, its messages will not be duplicated on the Shire of Cuballing page.

## **8 COMMITTING TO ONGOING RELATIONSHIPS**

Establishing an official social media account creates an expectation of ongoing dialogue and engagement with the Shire. Before establishing social media accounts, departments must assign appropriate resources in preparation for the continuing relationship expectations of the community. Officers with access to official social media accounts should be appropriately skilled in the use of social media and briefed on their role and responsibilities.

Using social media successfully requires strong relationship management through a consistent approach in the way in which the Shire conducts itself through social media accounts. This means having an understanding of the Shire's reputation and reputational risks, always presenting the same persona and using a consistent voice when speaking on behalf of the Shire. When multiple officers are representing the Shire through the same account they must share an understanding of the Shire's style and tone.

Consideration should be given to the potential issues and discussion that may arise when engaging with the community through official social media accounts. Officers representing the agency should be equipped with the knowledge, skills and understanding of their role in representing the agency. Officers should be aware of issues including privacy, defamation, online bullying, trolling, and intellectual property before activating official social media accounts.

#### *Managing expectations*

When establishing social media presences, officers must clearly define the way in which the pages will and will not be used. To be clear and transparent in the operation of social media pages, clear statements of service levels in the form of "house rules" should be included on the sites. Standard House Rules for Shire of Cuballing Facebook pages are included in Appendix B.

Some things to consider in managing the expectations of users include

- Be timely and consistent with responses

- Where individual responses on social media are not appropriate develop standard responses directing people to other channels such as phone numbers, complaints processes, or web feedback forms.
- Develop standard responses in support of moderation, for example “Posts containing offensive language are deleted as they breach the terms and conditions of this service.”
- Use account settings that limit the opportunities for contributors to submit offensive materials, such as blocking posts containing offensive words and preventing posting of hyperlinks and video.
- Ensure that even if the responsible officer is away that social media sites are updated and monitored in line with the stated House Rules

#### *Responding within social media*

Responding to comments within social media is an official communication from the Shire and the choice to respond should be based on deliberate decision making that considers the expectations of users of the service as well as the risks associated with individual instances and issues.

In addition to considering the risk of responding, officers should also consider the risks of not responding. Social media is an inherently interactive medium and user expectations will likely be high in terms of responsive access to the Shire via social media. Whilst these expectations can be mitigated to some degree by clear statements, actions and house rules, there is often a benefit to engaging early and directly when issues emerge in order to clarify and diffuse issues.

As a general rule, officers responsible should provide information to customers where asked on social media. Where comments are in breach of the house rules or terms and conditions (e.g. defamatory, offensive etc.) the responsible officer should delete them and post the standard response. For comments that are negative, raise difficult issues or may be considered official complaints, the Corporate Services team should be notified and will provide an appropriate response through the Shire of Cuballing avatar.

#### *Moderation*

Agencies have a responsibility to moderate content or messages submitted through social media to protect against issues like offensive language, bullying or that may breach service terms and conditions and the law. Agencies also have a responsibility to ensure social media is used in a genuine way, meaning that where users are empowered to make comment or publish content, their posts should not be edited where valid criticism or an alternate point of view (e.g. political or ideological) is expressed.

Facebook now has very strong moderation and profanity blocklists that can be implemented. This does not reduce the need for staff moderation to prevent bullying, privacy breaches and defamation issues.

#### *Monitoring social media activities*

Responding in a timely manner, particularly to critical issues, requires that staff monitor the activities on their official accounts, tools and websites (similar to the way mainstream media is monitored). The Corporate Services team will monitor all accounts to some extent during business and after hours, as well as monitoring the key opinion pages in the region.

The management of all issues on social media will be conducted by the Corporate Services team and will be documented in a social media issues register to maintain consistency of response and to support record keeping.

## 9 TRANSPARENCY WHEN USING SOCIAL MEDIA

The Shire must be fully transparent in its interactions within social media, including the addition and removal of content. Any officer responding to or posting new comments should identify the comment as an official response from the Shire.

When publishing using social media, agencies should identify the account as an official Shire presence. For example, an officer seeking to respond to a post on an official account should not do so using a personal account. The response should come either directly from the page or from the Shire of Cuballing avatar.

Other ways to identify and convey the official status of Shire social media presences include:

- Use of Shire of Cuballing corporate identity and branding.
- Links between the Shire website and the social media account.

## 10 POLICY AND LEGISLATIVE REQUIREMENTS

### *Information Security*

Information security is a necessary part of managing social media use at the Shire. To ensure proper management of Shire social media presences, a central register of social media accounts will be maintained and will include the account's purpose, officers with access permission and password and access details. Accounts will be set up to allow a range of user's access to the same account in order to schedule posts and monitor activities.

### *Intellectual property*

The Shire owns all work produced by Shire employees and most work produced by contractors. As such Shire documents that are available to the public can be freely published and shared on social media. There are a number of potential intellectual property risks with respect to publishing the work of others on Shire social media pages which include:

- Sharing content without acknowledging the original author.
- Posting photos without consent from the photographer, participants or photo agency.
- Copying work such as songs, movies, software or articles without authorization to do so.

### *Record Keeping*

Official communications and interactions by the Shire may be considered to be public record, irrespective of the technology or medium used to generate, capture, manage, preserve and access those records. Records created through the social media are required to be captured and saved in accordance with the legislative requirements of the State Records Act 2000.

The same standards of record keeping apply to social media activities as to other methods of communication. The general records management process for social media shall be:

- Posts on a Shire page that result in an action being required by the shire shall be documented by screenshot and saved, including any commentary that results.
- Important responses to a member of the public via social media will be documented by screenshot and saved.
- Each Facebook presence will be given its own records folder in which to save screenshots.

### *Information management*

It is to be expected that Shire social media accounts will be relied upon as authoritative sources of Shire information. Accordingly, it is vital that social media content aligns with that which is available through other official channels.

It is preferable that social media is not the primary information source. Instead, social media broadcasts or discussions should be based upon or direct users to a Shire managed point of truth. Shire websites, customer service points or collateral are the preferred points of truth and social media posts relating to specific departmental information should reflect or direct users to the best source of truth. Until the source of truth is public (i.e. published on the Shire website or via another channel) social media posts should only refer to the issue in limited circumstances. Some examples of these circumstances are:

- Emergency management situations where other channels are not accessible
- Launches and project/program information where there is a communications plan that specifically identifies social media as the lead channel either for a soft launch or because of evidence based market research
- Giveaways and competitions being run solely on social media

#### *Defamation*

Defamation is the injury to another person's reputation either directly or implied through the publication of words or sounds. It does not matter if the defamation was unintentional. Some of the potential risks are

- Making false accusations about an individual on a public forum which cannot be substantiated "e.g. the owner of XYZ business is corrupt and their products are rubbish".
- Defamation action may be brought not only against the original publisher but also against anyone who takes part in the publication or re-publication of the material.

#### *Avoiding defamation*

- Do not post information online that is a rumour, confidential or negative in relation to a business or individual.
- Monitor official social media sites for posts that may be defamatory, particularly when individuals (including Shire staff) are named.
- Avoid re-posting or sharing posts that pertain to individuals or businesses that may be unsubstantiated, rumour or are negative.

#### *Privacy*

Social media by its nature can result in the disclosure of personal information in a public way. Privacy is a major concern for social media users and is subject to significant amounts of legislation.

#### *Photos*

If photos are to be used on social media accounts, consent must be obtained previously from the individuals depicted (or their parent or guardian). This can be through a general opt-out consent statement on RSVPs, event registration forms and other materials; however the statement must specifically reference social media.

#### *Consultation*

Social media should not be relied upon to be the sole method of consultation and gathering feedback for Shire activities. Many users will prefer methods of consultation that maintain some anonymity, whether that be responding by private message, contributing to an online forum, filling in a feedback form or by another mechanism. Social media sites should provide links to these other means of consultation so as not to exclude people, in the same way that at a public meeting, other options for contributing to the discussion are offered.

#### *Things to remember about social media*

Posts are viewable around the world instantly. Posts on social media are immediate and visible around the world. The Shire's credibility is at stake and as such all posts should be accurate, approved and proof read for spelling and grammar errors. To assist with this, a process of scheduling posts in advance should be adopted, giving the Corporate Services team the opportunity to vet the content and tone prior to the post going live.

*Advertising and uncontrolled content may be placed around official Shire content*

Viewers may associate advertising appearing around Shire content as Shire endorsed products. Similarly, content submitted by other parties may appear alongside Shire content, even if it is contrary to or inconsistent with Shire messages.

*Other users*

There is no way to control other users' content or what they will do with Shire content. It is neither practical nor desirable for the Shire to approve all posts to its social media sites. As such, content needs to be monitored frequently to ensure inappropriate content is not placed on Shire sites and that Shire content is not hijacked by users. Where users have taken Shire content and used it in a negative way or out of context, the Corporate Services team should be notified to take action.

*Deleting content*

Removed or deleted content may remain in searches or backup files indefinitely. Except in cases where House Rules have been breached, deletion may not always be the best option as content may have already been viewed by users. Furthermore, there are many examples of organisations that have deleted content which has then made the issue at hand go viral.

## **11 BUSINESS PLAN**

Business plans for the use of social media tools should be added to existing marketing, communications and engagement plans. The following issues should be broached in a social media business plan

*Finding the right audience*

- What aspects of your message will attract the target audience and what will they want to know from you?
- What type of language does the target audience use and how do they communicate with each other?
- Understand how the particular social media tool works, what functionalities will and will not be used, how users respond and what is acceptable behaviour on that site.
- Ensure you have an understanding of the terms of use for the social media site before creating an account.

*Predicting the audience's problems*

- Be aware of what issues may come up or questions the audience may ask and answer these questions through your message. Being ahead of the audience will build numbers.
- Providing evidence or further information to your message will allow the audience to investigate and interact more thoroughly with the message (e.g. link to website/source documentation).
- Find creative ways to carry the message and show the audience why the message is important or relevant to them.

*Plan who is responsible and schedule content*

Decide who will be responsible for

- Maintenance of each account.
- Updating.
- Monitoring.
- Developing and approving content.

Schedule time for these duties – do not assume that they will just happen

*Develop a content plan*

- The key to a successful social media presence is having constant, relevant and engaging content.
- For a social media page to be effective there should be a minimum of three content posts and a maximum of eight content posts during the business week. Where important events occur outside of business hours arrangements should be made for scheduled posts or live posts from the event.
- The schedule of content updates should be devised on a weekly basis and should be flexible to allow for posts on emergent issues.
- Content that invites users to offer comment or content of their own is important to maintain users; however posts of this kind should be spaced appropriately.
- Facebook analytics should be monitored regularly to assess the types of posts that gain the most and least traction.
- A content planning template with example posts is attached in Appendix D.

## **12 RESOURCES**

Each social media presence should have at least one officer dedicated to its content production, monitoring and upkeep. It is preferable to have more than one officer assigned to each site. Facebook now has the capacity to allow multiple authors to post to a single account which can assist in spreading the resources throughout the organisation. Those posting to social media sites should be trained in the Shire's tone, style and social media etiquette.

## APPENDIX A – SOCIAL MEDIA IMPLEMENTATION CHECKLIST

The Official Use of Social Media Policy requires that the following is completed and signed off by the Chief Executive Officer prior to the creation of official social media presences.

Social media tool selection:

<b>Formal governance arrangements for official use of social media</b>
How does the social media tool align with the organisation's strategic direction (operational plans etc)?
What is the purpose of the social media account?
How will the Shire of Cuballing corporate identity be represented?
What are the measures of the success for the account?
How does the proposed account fit within any community engagement or communications plans?
<b>Creation of and access to social media accounts</b>
Has the site been registered with Community Services and entered into the social media register (including access details)?
Who has authority to represent the Shire through the site?
Has a content calendar been developed for approval by the CEO?
How often will content be posted?
Who will add new content?
Who will administer comments and responses? (must occur at least once per day)
How will posts and comments be records managed?
<b>Monitoring of social media activities</b>
What critical topics or issues could be expected to arise when engaging the community through this channel?
What level of oversight do you expect the CEO to have of your social media presence?
What is your out of hours response plan?
Do you have procedures in place for dealing with: <ul style="list-style-type: none"> <li>• Moderation of posts (including timely removal of breaches of house rules).</li> <li>• Record keeping.</li> <li>• Intellectual property infringements.</li> <li>• Bullying/trolling.</li> </ul>
Do you have a system in place to ensure all images used on the site are free from copyright and have full consent from all persons depicted, especially children?
<b>Equity considerations</b>
What other channels will be used in conjunction with social media to ensure an equitable distribution of information?



## APPENDIX B – SHIRE OF CUBALLING FACEBOOK HOUSE RULES

### Introduction

Welcome to the Shire of Cuballing's official Facebook page. We are now using social media platforms such as Facebook to share news events and information with our community. Our aim is to engage with our residents and to deliver relevant information in a fast and cost effective way.

### Respecting Other Users

These Guidelines are to help foster a community dialogue that is respectful and that allows everyone visiting our page to share and express their opinions in a constructive way. Posts or comments which do not comply with these Guidelines and Facebook's Terms, will be deleted and the instigator may also be banned from further posts on our page.

The Shire of Cuballing and the Administrators of our page, reserve the right to remove without notice or justification any posts which are deemed

- Discriminatory in any way.
- Obscene or offensive.
- Defamatory.
- Overtly sexual or explicit.
- Threatening or describing violent events or behaviours.
- Refers to or encourages the use of illegal drugs.
- Illegal or encouraging of illegal behaviours (including the violation of current Australian copyright laws).
- Harassing or hateful to an organisation or person, including the Shire of Cuballing, our employees, stakeholders, associates and suppliers.
- Discusses Local Government Elections and candidates.
- Spam, repetitive and non-relevant.
- Selling or advertising by commercial enterprises.

### Responding to You

The Shire's Admins regulate our pages. However, at the Shire's discretion not every individual post will be responded to and we reserve the right to respond within one working day. Comments will be responded to during normal business hours between 9am and 4:30pm Monday to Friday.

If you are posting queries or information that requires a formal response or action from the Shire, please either use our email or postal address to contact us.

### Disclaimer

The Shire of Cuballing, its staff and contractors are not liable for the accuracy or authenticity of the content of our Facebook page.

The information provided is for information purposes only and visitors to the page are responsible for assessing the relevance and accuracy of our site as well as any external linked sites.

The Shire of Cuballing, its staff and its contractors are not liable for any financial or other consequences arising from the inappropriate, improper or fraudulent use of the information or data on this page.

Modifying the material on this page in any way by unauthorised persons is strictly prohibited. Authorised persons include current Shire appointed admins.

Under Australian copyright legislation, apart from the purposes of study and research, no material on the page may be reused or redistributed without acknowledgement and without first obtaining the written permission of the Shire.

The act of the Shire of Cuballing 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire of Cuballing endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

For more information about these guidelines and posting on our page, please telephone the Shire Office on 08 9883 6031 or email [cdo@cuballing.wa.gov.au](mailto:cdo@cuballing.wa.gov.au).

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **1.5 Records Management Policy**

### **Policy Statement**

Documents, images and other media created, received or used by Council staff, Volunteers and external service providers in the normal course of business are the property of the Council. The Council's official Records constitute its corporate memory, and as such are a vital asset for ongoing operations, and for providing evidence of business activities and transactions.

Under current records-related legislation such as the *State Records Act*, the *Freedom of Information Act* and the accredited standard ISO 9001:2000 the Shire of Cuballing is obliged to maintain record keeping systems that are dedicated to the creation and control of Council's records. The systems have to ensure that Council's records accurately and adequately record the performance of its functions and are able to contribute towards informed decision-making at the Shire of Cuballing.

The policy applies to all government records, which are created or received by the Shire of Cuballing (or on behalf of), regardless of their media, date of creation or storage location. Complete and accurate records of all business decisions and transactions are to be recorded in the Shire's records keeping system both in respect to their content and context. The records are to be managed in accordance with the relevant legislation, the Shire's Recordkeeping Plan and Council policy and procedures.

### **Records Creation**

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

### **Records Capture and Control**

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

### **Records Protection and Security**

All records are to be managed and adequately protected and stored according to whether they are significant or insignificant records or vital records, and in accordance with their security classification definitions.

**Retention / Disposal actions**

All records within the record keeping system maintained by the Shire of Cuballing are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.

**Records transfer**

Records are only to be transferred according to legislative requirements and the transfer is to be recorded in the relevant record keeping system.

**Access to Records**

Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire's policy on Freedom of Information. Access to the Shire's records by elected members will be through the CEO in accordance with the *Local Government Act 1995*.

**RESPONSIBILITIES**

All employees, external service providers and volunteers have a responsibility to create, capture and manage appropriately the complete and accurate records of the Shire of Cuballing business, including records of decisions made, actions taken and transactions of daily business in accordance with the records management program, this policy and Council's records management procedures and processes.

**The Chief Executive Officer:**

Chief Executive Officer is to ensure that an organisational system for capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

**Executive Management Team**

The Deputy Chief Executive Officer and the Manager of Works & Services are to ensure the record keeping policy and procedures are known and adhered to in their area of responsibility.

**The Records Officers:**

- Ensure the Keyword Master File Program is properly utilised, including training to other staff where needed;
- advise the CEO and DCEO on the management, storage, classification, retention and disposal of records according to standards and Disposal Authorities issued by the State Records Office of Western Australia (SRO); and
- manage the transfer of hardcopy and electronic records such as images, plans and web based content, and the capture and preservation of The Shire of Cuballing.

**Elected Members:**

Elected members must create and keep records of communications or transactions, which convey information relating to the Shire's business or functions. These records should be forwarded to the Shire's administration for capture into the official recordkeeping system.

**External service providers will be responsible for:**

- Ensuring that complete records are accurately created and managed properly and adequately record evidence of the business activities of the work functions for which

they are responsible. This applies to both hardcopy and electronic information, including email, images, plans and web based content;

- Complying with the requirements of the Act, and any other applicable legislation with requirements pertaining to recordkeeping;
- Respecting and protecting the confidentiality of these Records from unauthorised access and release of information, and
- Ensuring that these Records are returned to Council upon completion or termination of the Contract or work.

### **Objective**

This policy establishes a framework for best practice management and consistency in the keeping of information in the form of documents, images, plans and web based content in both hard copy and electronic environment, in order to meet evidentiary, legislative and good governance accountabilities.

Resolution No: 2021/010  
Resolution Date: 17<sup>th</sup> February 2021

## **1.6 Legal Representation Costs Indemnification**

Policy Statement:

### *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.

### *General Principles*

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 interests of the local government or otherwise in bad faith.

The local government may provide such assistance in the following types of legal proceedings:

1. Proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
2. 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

3. Statutory or other inquiries where representation of members or employees is justified.

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.

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.

*Applications for Financial Assistance*

Subject to a requirement for urgent legal services, decisions as to financial assistance under this policy are to be made by Council.

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.

An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).

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.

Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation to the value of \$5,000 provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.

Where it is the CEO who is seeking financial support for the legal services the Council shall deal with the application.

*Repayment of Assistance*

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.

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.

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.

Objective:

The Department of Local Government in Circular No. 11/2000 recommended that local governments adopt a policy on legal representation and costs indemnification, to assist where a member or employee is threatened with legal action, taken to court or where they require court action to carry out their functions

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **1.7 Shire Administration Services – Christmas New Year Period**

### **Policy Statement:**

Council will not provide services from the Shire Administration Centre from the period commencing on Christmas Day each year until and including the New Years Day public holiday.

In addition should there be only 1 day following the New Years Day Public Holiday to a weekend, Council will extend the closure to include that day.

### **Guidelines**

For this extended period, Council will require that staff use leave allocations in the following order:

1. approved Public Holidays;
2. any rostered days off if available or other types of accrued leave that exists; and then
3. accrued annual leave.

### **Objective:**

Council is seeking to balance the reduced demand from the public for administration services over the Christmas/New Year period and the high staff demand for leave at this time.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **1.9 Provision of Refreshments**

### **Policy Statement:**

Refreshments may be provided at:

- Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council;
  - civic functions and receptions; and
  - ceremonies, functions and events held or hosted by Council;
- will be provided at the discretion of the Shire President and Chief Executive Officer.

The provision of alcohol should be complementary to the event and should only be available in moderate amounts.

### **Guidelines**

Refreshments includes all food and drink provided in the course of a Council event. Food and drink may include the provision of alcohol where deemed appropriate.

1. Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council

The President may authorise the provision of refreshments at Ordinary and Special Meetings of Council and Special and Annual Electors Meetings of Council at their discretion.

2. Civic functions and receptions

At the discretion of the President and Chief Executive Officer, the President may host civic functions and receptions with refreshments for visiting dignitaries, local residents who are recipients of awards or prizes from the Shire of Cuballing and for visitors from other local authorities from Australia. The date, time and invitation lists shall be determined by the President in conjunction with the Chief Executive Officer.

3. Ceremonies, functions and events held or hosted by Council

#### 3.1 Annual Christmas Function

During December each year, Council will conduct Christmas Function attended by staff and Councillors and their partners and pre-school or school-age families. The Shire President may invite other people with links to Council.

#### 3.2 Official Openings of Council Facilities

At the discretion of the President and Chief Executive Officer, the President may host receptions with refreshments to commemorate the official opening of Council facilities. The date, time and invitation lists shall be determined by the President in conjunction with the Chief Executive Officer.

#### 3.3 General Entertainment and Hospitality

The provision of entertainment and hospitality, including refreshments, can only apply where the approval has been given by the President or the Chief Executive Officer.

Examples where approval is considered appropriate would include:

- Council public events including the Australia Day Breakfast, Cuballing Kids Day and the like;
- entertaining official visitors to the Shire of Cuballing;
- workshops, meetings or seminars held in the Shire of Cuballing that involve Councillors and/or staff; and
- employee farewell functions.

Resolution No: 2019/102  
Resolution Date: 18 September 2019

## **1.10 Media Statements and Public Relations**

### **Policy Objective**

The purpose of this policy is to outline the process for media statements and public relations.

**Policy Statement**

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

Media releases and statements are to be confirmed by the President prior to distribution

A record of all publicity statements released shall be maintained in the Council record system.

**Objective**

To clarify complying press statements.

Resolution No:

Resolution Date:



## 2. FINANCE

### 2.1 Local Purchasing Policy

Policy Statement:

1. The region referred to in this policy relates to include the district of the Shires of Wandering, Williams, Narrogin, Pingelly, Brookton, Wickepin and Wagin and the Town of Narrogin.
2. A price preference will apply to all tenders invited by the Shire of Cuballing for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender.
3. The following levels of preference will be applied under this policy:  
  
Where purchase is less than < \$10,000 (excluding GST)
  - 3% - to businesses located within the Shire of Cuballing
  - 2% - to businesses located within region specified in Policy Statement No. 1.  
Where purchase is > \$10,000 but < \$50,000 (excluding GST)
  - 2.5% - to businesses located within the Shire of Cuballing.
  - 1.5% - to businesses located within region.  
Where purchase is > \$50,000 (excluding GST)
  - 2% - to businesses located within the Shire of Cuballing.
  - 1% - to businesses located within the region.
4. The maximum price reduction allowed for the levels of preference in paragraph 3 above will be \$50,000.
5. The levels of preference outlined in paragraph 2 above, will only apply to businesses that have been located within region as specified for at least six (6) months prior to the date of seeking quotations.
6. Only those goods and services identified in the quotation as being supplied locally or regionally (regardless of their origin) will be included in the discounted calculation that forms a part of the assessment of a quotation.
7. It should be noted that price is only one factor to be considered when the Shire of Cuballing assesses quotations. Value for money principles will be used to achieve the best possible outcome for every dollar spent by the Shire. This is achieved by assessing all costs and benefits rather than simply selecting the lowest purchase price.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 2.2 Purchasing Policy

### Policy Objectives

The Shire's purchasing activities will:

1. Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
2. Foster economic development by maximising participation of local businesses in the delivery of goods and services;
3. Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
4. Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
5. Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
6. Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;
7. Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Cuballing.
8. Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;
9. Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;
10. Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

### Policy Statement

#### 1.1 Ethics & integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

#### 1.2 Value for money

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### 1.3 Value For Money

Value for Money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives. The Shire will apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### 1.4 Purchasing thresholds and practices

This table prescribes Purchasing Value Thresholds and the applicable purchasing practices which apply to the Shire's purchasing activities.

Purchase Threshold	Purchasing Practice Requirement
Up to \$32,000	<p><del>Goods and services may be purchased with a single verbal quotation.</del></p> <p><del>Quotations will be documented.</del></p> <p>Quotations are not required for items of a minor recurrent nature. These purchases would include groceries, stationery, hardware, minor mechanical and trade repairs and consumables.</p> <p>Responsible Employee must be satisfied that the price is competitive.</p>
\$32,001 - \$20,000	<p>Obtain 23 verbal or written quotations from 23 alternative suppliers.</p> <p>If the officer is unable to obtain 23 quotes this should be documented and purchase approved by a superior officer or the CEO.</p> <p>All quotations will be documented.</p>
\$20,001 - \$75,000	<p>Obtain 3 written quotations from 3 alternative suppliers.</p> <p>If the officer is unable to obtain 3 quotes this should be documented and purchase approved by the CEO.</p> <p>All quotations will be documented</p>
\$2075,001- \$4250,000	<p>Obtain 3 written quotations from alternative suppliers, with the following conditions applying:</p> <ul style="list-style-type: none"> <li>Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require.</li> <li>The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> <li>Written specification</li> <li>Price schedule</li> <li>Conditions of responding</li> <li>Validity period of offer.</li> </ul> </li> <li>Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.</li> <li>Respondents should be advised by writing as soon as possible after the final determination is made approved.</li> <li>If officer unable to obtain 3 written quotes this should be documented and the purchase approved by the CEO.</li> <li><del>Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold.</del></li> </ul>
\$4250,001 and above	<p>Obtain 3 written quotations under Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under F&amp;G Reg.11(2)) with the following conditions applying:</p>

	<ul style="list-style-type: none"> <li>Staff will allow a minimum of 10 working days for a quote to be provided. If more than 10 working days is provided, all suppliers will be allowed the same time to respond. Shorter periods will only be permitted with CEO approval should circumstances require.</li> <li>The request for quotation should include as a minimum the following: <ul style="list-style-type: none"> <li>Written specification</li> <li>Price schedule</li> <li>Conditions of responding</li> <li>Validity period of offer.</li> </ul> </li> <li>Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.</li> <li>Respondents should be advised by writing as soon as possible after the final determination is made approved.</li> <li>Purchase will be referred to Council for decision, unless prior delegation provided to CEO.</li> </ul> <p><u>OR</u></p> <p>Conduct a public tender process in accordance with the provisions of the <del>Local Government (Functions and General) Regulations 1996</del> <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>Council will also enforce the following additional requirements:</p> <ul style="list-style-type: none"> <li>Acceptance of a tender for construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders' Association; and</li> <li>Any decision not to call tenders for goods and services valued at more than \$4250,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.</li> </ul>
LGIS Services Section 9.58(6)(b) Local Government Act	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>

### 1.5 Utilising Purchasing Practice When Not Required To Do So

Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.

Where it is considered beneficial to the Shire of Cuballing, an employee may utilise a purchasing practice to complete a purchase of a value less than the threshold. For example:

- tenders may be called in lieu of seeking quotations for purchases under the \$4250,000 threshold;
  - more than two quotations may be sought for a purchase under the \$20,000 threshold;
- or

- verbal quotations may be sought for a purchase under the \$2,000 threshold.

## 1.6 Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

~~Staff engaged in procurement should ensure that they obtain value for money and be accountable for their actions. If staff have any doubt about whether value for money is being obtained, additional quotes should be sought.~~

~~Where it is considered beneficial to the Shire of Cuballing, the following may occur:~~

- ~~• tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold;~~
- ~~• written quotations may be called in lieu of seeking verbal quotations for purchases under the \$20,000 threshold; or~~
- ~~• more than one quotation or written quotation may be sought in lieu of seeking a single verbal quotation.~~

~~Objective:~~

~~This policy seeks to~~

- ~~1. provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).~~
- ~~2. deliver a best practice approach and procedures to internal purchasing for the Shire of Cuballing.~~
- ~~3. ensure consistency for all purchasing activities that integrates within all the Shire of Cuballing operational areas~~

Resolution No: 9.2.6

Resolution Date: 21<sup>st</sup> April 2016

## 2.3 Rates Debtor Collection

Policy Statement:

### 1. Final Notice

Final Notices are issued during a period about 14 days after the due date of a notice for payment of rates. Such notices are issued where no or insufficient payment has been received, or where there is no current valid instalment option.

Final Notices indicate that:

- rates are now in arrears;
- penalty interest is being charged at the rate adopted by Council; and
- if payment is not received within 7 days legal action may be taken without further notice, which will add extra costs onto the outstanding amount.

Ratepayers with rates remaining unpaid after the expiry period shown on the Final Notice will be sent a final demand letter, requiring payment in full in seven days or entry into a written payment agreement with seven days or the debt will be referred to Council's collection agency.

Ratepayers who have made contact with Council seeking deferment of payment of rates and/or payment by instalment method or are the subject of a Written Payment Agreement, be exempt from legal action for recovery of outstanding monies unless the payment schedule has been defaulted.

## **2. Written Payment Agreements Instalments**

There are ratepayers who have not paid their rates in total, or the first instalment by the due date and have not paid their outstanding rates within 7 days of the final notice.

The Shire will accept by application a written alternative payment schedules where a written agreements specifying the dates and the amounts that are to be paid may be made is prepared.

Failure by the ratepayer to adhere to the payment schedule will result in the issue of a correspondence advising that a payment has been missed and requiring either payment in full in seven days or entry into a new written payment agreement with seven days or the debt will be referred to Council's collection agency.

Where a ratepayer fails to adhere to a payment schedule on more than two occasions in one financial year, the opportunity to enter into a third written payment agreement will not be offered again.

## **3. Issue of Summons or Referral to Debt Collection Agency**

Rates remaining unpaid after the expiry period shown on the Final Notice or correspondence will either have a summons issued by Council's Rates Officer or be referred to Council's Debt Collection Agency for recovery.

## **4. Subsequent Legal Proceedings for Debt Recovery**

Where a summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt.

The steps to be followed for legal proceedings will be to

1. issue a General Procedure Claim (summons),
2. if not paid then a Property Sale and Seizure Order (PSSO) will be issued.

If a debt is unable to be cleared through these steps, Council approval will be sought to pursue a PSSO for Land.

Where a PSSO for Land is unsuccessful or unviable, a 3 year Land Sale as per the Local Government Act 1995 (LGA) will be pursued.

The costs of any court proceedings incurred as a result of recovery will be applied to the rates account.

Legal proceedings will cease if a ratepayer pays all of the outstanding debt or enters into a written payment plan that is accepted by Shire staff. Council will accept a payment plan where the payment plan will result in the timely discharge of a debtors' total account.

**5. Right to Appeal**

Each ratepayer's right to appeal in accordance with the provisions of the LGA shall not be relinquished by anything in this policy.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

## **2.4 Sundry Debtor Collection**

Policy Statement:

**1. Invoice/Infringement Notices**

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

The Shire will accept a written alternative payment schedule where a written agreements specifying the dates and the amounts that are to be paid is prepared. Failure by the applicant to adhere to the payment schedule will result in the issue of a letter requiring the total amount outstanding to be paid immediately.

**2. Final Statement**

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

**3. Letter of Demand**

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

**4. Legal Action**

Should the debt still remain unpaid, it will be examined for the purpose of determining whether a summons will be issued. Costs incurred as a result of the issue of a summons will be applied to the debtors' account. Following the issue of a summons, a reasonable offer to discharge a debtors' account will not be refused. Where a summons has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt. This may include the issue of a Warrant of Execution against goods if necessary.

**5. Further Works or Sales**

Where a debt remains outstanding over 30 days, Council will not complete further works or sales with that debtor until the outstanding debt is paid.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016



## 2.5 Self Supporting Loans

### Policy Statement:

Each request for self supporting loans will be considered on its merits and, if deemed necessary, the organisation may be asked to provide guarantors or other acceptable security

In the event of Council agreeing to make available loan funds on a self-supporting basis to any district organisation Council reserves the right to control and/or carry out any of the following:

1. The preparation of the plans and specifications of the proposed works.
2. The calling of tenders for the proposed works.
3. The letting of the Contract.
4. The preparation and signing of the contract documents.
5. Sole supervision of the proposed works.
6. Sole authorisation of the expenditure of funds for the proposed works, whether it be to the contractor or sub-contractor.
7. Any other condition that Council sees necessary to apply to the proposed works, because of some curious circumstances which may exist.

Resolution No: 9.2.6

Resolution Date: 21<sup>st</sup> April 2016

## 2.6 Investment Policy

### Policy Statement:

#### 1 Purpose of Policy

- 1.1 The purpose of this policy is to ensure that:
  - a. 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);
  - b. At all times, the Council has in place a current set of policies and delegations for its Investments Officers (Delegation number F2); and
  - c. 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 the 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 changes to the Trustees Act, the list of prescribed investments has been removed and replaced by the Prudent Person rule.

- 2.2 The main features of the prudent person rule include:
  - a. Exercising the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
  - b. 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:
  - a. The purpose of the investment and the needs and circumstances;
  - b. The desirability of diversifying investments and the nature of and risk associated with existing investments;
  - c. The need to maintain the real value of capital and income; The risk of capital or income loss or depreciation;
  - d. The potential for capital appreciation;
  - e. The likely income return and timing of the income return;
  - f. The length of the term of the proposed investment;
  - g. The liquidity and marketability of the proposed investment;
  - h. The aggregate value of the investment;
  - i. The effect of the proposed investment in relation to the tax liability (if any);
  - j. The likelihood of inflation affecting the value of the proposed investment; and
  - k. The costs 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 The Shire of Cuballing's surplus funds are to be invested in term deposits or negotiable certificates of deposit with the following banks in Australia including:
  - a. Commonwealth Bank of Australia
  - b. National Australia Bank
  - c. Westpac Bank
  - d. ANZ Bank; and
  - e. Bankwest

Any proposal to invest funds in another institution, for whatever reason, is to be referred to the Council.

- 4.2 For ease of operations, the bank holding Council's operational funds will be the preferred institution for investment activities.
- 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 Deputy Chief Executive Officer places, withdraws or re-invests surplus funds jointly with the Chief Executive Officer in accordance with the Chief Executive Officer's delegation.

- 4.6 The Council elects to pay for the cost of securing the Federal Government Guarantee on funds if such a guarantee is available.
- 4.7 In accordance with Financial Management Regulation 19C the Shire of Cuballing will not undertake any of the following investment activities:
- Lodge deposits with an institution except an authorised institution;
  - deposit funds 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; or
  - invest in a foreign currency.

## 5 Review and Reporting

- 5.1 A cash flow report is to be monitored by the Deputy Chief Executive Officer at least weekly to ensure cash funds are available to meet commitments.
- 5.2 Investments will be managed actively as they mature with reviews by the Deputy Chief Executive Officer on a monthly basis.
- 5.3 For audit purposes, certificates must be obtained from the bank confirming the amounts of investment held on the Council's behalf at 30 June each year.

### Objective:

To document and provide the necessary information for the delegated officers to invest surplus funds.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 2.7 Purpose & Funding of Reserve Accounts

### Policy Statement:

The following Reserve Accounts shall be maintained by Council and shall be for the purpose indicated and funded as detailed:

- PLANT & EQUIPMENT RESERVE**  
PURPOSE: Purchase of new or second-hand plant and equipment as per Council's Plant Replacement Policy.  
FUNDING: Transfer an amount included in Council's Plant Replacement Policy.
- IT & OFFICE EQUIPMENT RESERVE**  
PURPOSE: Funding of Office Equipment upgrades.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
- EMPLOYEE ENTITLEMENTS RESERVE**  
PURPOSE: Funding of employees Annual & Long Service Leave entitlement.

- FUNDING: Annual and Long Service Leave Liability and Long Service Leave Reserve is to be equal i.e. Reserve fully cash backed. Transfers to effect this to be carried out by 30 June each year.
4. HOUSING RESERVE FUND  
PURPOSE: To purchase new and provide capital maintenance of existing Council owned housing.  
FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year.
5. RECREATION AND COMMUNITY FACILITY RESERVE  
PURPOSE: To assist in the purchase new and provide capital maintenance of existing Recreation and Community facilities.  
FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year.
6. REFUSE SITE RESERVE  
PURPOSE: To purchase new and provide capital maintenance to Refuse Site and Transfer Stations and to rehabilitate the former Refuse Sites in Cuballing and Popanyinning.  
FUNDING: Transfer from the Municipal Fund the net surplus of refuse site income less maintenance and capital expenditure.
7. GRAIN FREIGHT RESERVE FUND  
PURPOSE: to maintain the grain freight route through the district.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
8. EQUESTRIAN CENTRE RESERVE FUND  
PURPOSE: to maintain the standard of the Dryandra Regional Equestrian Centre facilities.  
FUNDING: Council to make a transfer \$5, 000 from Council's Municipal Fund each year
9. ROAD AND BRIDGES RESERVE FUND  
PURPOSE: to maintain and fund road and bridge projects throughout the district.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
- ~~10. BUILDING EMPLOYEE ENTITLEMENTS RESERVE~~  
~~PURPOSE: Funding of Building employees' Annual & Long Service Leave entitlement.~~  
~~FUNDING: Annual and Long Service Leave Liability and Long Service Leave Reserve is to be equal i.e. Reserve fully cash backed. Transfers to effect this to be carried out by 30 June each year.~~
- 10 STANDPIPE RESERVE FUND  
PURPOSE: to be used to maintain and upkeep the standpipe network.  
FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
- 11 COMMUNITY AND SPORTING CLUB RESERVE

**PURPOSE:** To be used to fund Community and Sporting Club Small Grants (LEAP)  
**FUNDING:** Council to transfer from the Municipal Fund the net surplus of Cuby News income.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

## 2.8 Early Payment Rates Discount

Policy Statement:

Council will provide an Early Payment Discount for rates paid before the close of business 21 days after the date of issue of Rates Notices.

Guidelines:

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

1. Payments by cheque, cash, eftpos or credit card received and receipted before close of business on the due date;
2. BPAY payments processed before close of business on the due date by the merchant; and
3. Other direct debits cleared to the Shire of Cuballing's bank account before close of business on the due date.

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

Council's close of business is 4.30 pm.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 2.9 Credit Cards

Policy Definitions:

- "Credit Card" is defined as a facility allowing the cardholder to pay for goods and services on credit.
- "Business Expense" is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee's contract of employment with the Shire or relevant Council policies.
- "Personal Expense" is defined as any expense not of a business nature.

Policy Statement:

Shire of Cuballing Corporate Credit Cards may be used where it is inappropriate or inconvenient to use the Shire's normal payment systems.

The preference should always be to use the Shire's normal payment systems including purchase systems established with local businesses for purchases of fuel.

The maximum credit limits shall be based on the cardholder's need with Council holding a \$30,000 maximum credit card facility.

All new and existing cardholders shall be provided with a copy of the policies in relation to the use of Corporate Credit and Fuel Cards.

An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using Corporate Credit. A copy of the agreement is included as an appendix to this policy.

Guidelines:

*Authority for Approval of Corporate Credit and Fuel Cards*

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards. The Corporate Credit Card limits are:

1. \$10,000 for the Chief Executive Officer;
2. \$10,000 for the Deputy Chief Executive Officer;
3. \$10,000 for the Manager Works and Services.

The Deputy Chief Executive Officer is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer

*Approved Bankers*

The Shire of Cuballing's Corporate Credit Cards are to be issued by its transactional banker.

*Purchases and Use of Corporate Credit Cards*

The Shire's Corporate Credit Cards shall only be used for purchases of goods and services in the performance of official duties for which there is a budget provision.

Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine.

Where purchases are made by facsimile, over the telephone or on the internet, an invoice should be requested to support the purchase.

If no invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required. (Date, Company, Address, ABN, amount, any GST included).

Where a payment is made for entertainment, it is important to note on the invoice/receipt the number of persons entertained and the names of any Shire of Cuballing's employees in that number.

*Accounts and Settlement*

The provider of the credit card will supply the Finance Department area with a statement of account each month.

The monthly statement of account from the provider of the corporate credit card will be forwarded to each cardholder for certification and for the supply of receipts and tax invoices to support the Shire's claim for the GST component of purchases and services obtained.

Cardholders are to certify that the account details are correct. The Deputy Chief Executive Officer, or in the case of the Deputy Chief Executive Officer the Chief Executive Officer, will then review the expenditure before it is returned to Finance Department area for payment.

A credit card transaction slip is not acceptable to support the claim. A tax invoice should provide a brief description of the goods and services supplied along with the suppliers ABN. The cardholder is to provide the relevant or correct expense account for the expenditure.

The cardholder's certification must be provided within 7 days of receipt and prior to the end of the credit cards settlement period.

Any disputed amounts on the Corporate Credit Card statement should be brought to the attention of the Chief Executive Officer at the first opportunity by the Deputy Chief Executive Officer.

#### *Card Lost or Stolen*

Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker by telephone. At the earliest opportunity, written notification must also be given to the Deputy Chief Executive Officer.

#### *Misuse of Corporate Credit Cards*

Cards which show unreasonable, excessive or unauthorised expenditure will be subject to audit and may result in the withdrawal of the card from the cardholder.

#### *Recovery of Unauthorised Expenditure*

Unauthorised expenditure or expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

#### *Internal Audit of the Corporate Credit Card System*

From time to time an internal audit will provide a report on the control, use, viability and adherence to authorised policy and procedures to the Deputy Chief Executive Officer.

#### *Reward/Bonus Points*

Where the Corporate Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points will be accumulated in the name of the Shire of Cuballing. The Shire's management (Chief Executive Officer) will decide how these points are to be utilised. Under no circumstances are rewards or bonus points to be redeemed for any officer's private benefit.

#### *Return of Cards*

When the Chief Executive Officer or other Officer cease to occupy a position that is authorised to be issued with a corporate credit card (either through internal transfer, retirement, resignation or conclusion of service contract) they must return the card to the Deputy Chief Executive Officer (or in the case of the Deputy Chief Executive Officer to the Chief Executive Officer) at least one week prior to vacating the position so that the card may be cancelled and the account settled.

#### *Finance Department Responsibilities*



The Finance Department area's responsibilities in relation to the Shire's Corporate Credit Cards include:

1. Maintaining a Card Register of all cardholders including the card number, expiry date of the credit card, credit limit and details of any limits on the goods and services the cardholder has authority to purchase.
2. Arranging the issue/cancellation of the Corporate Cards.
3. Arranging for all cardholders to sign the Card User Instruction Agreement (see Appendix A) on receipt of the new card and ensure the signed agreement is filed in the Card Register.
4. Processing payment of card expenditure on receipt of the card statement from the Bank after certification from the cardholder. Ensure that all receipts and tax invoices are in place prior to authorisation for payment.
5. To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.

*Cardholders Responsibilities*

Officers who are issued with Corporate Cards must -

1. Ensure the care and safe keeping of the card.
2. Adhere to the policy and procedures in relation to use of the card and its financial limits.
3. Ensure receipts and tax invoices are received when the card is used and to produce them as evidence for settlement with the Bank.
4. Ensure the monthly card statement is certified correct and approved for payment when received from the Finance Department area and return to Finance Department together with the receipts and tax invoices within seven (7) days of receipt.
5. Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.
6. To provide an early response to enquiries that may be made by the bank, creditors or related parties, as the case may be.

Objective:

To provide details for the use, allocation, control and safe custody of corporate credit cards.

The policy looks to ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Resolution No: 2020/18  
Resolution Date: 18<sup>th</sup> March 2020

## Appendix A

To: \_\_\_\_\_

Title: \_\_\_\_\_

From: Deputy Chief Executive Officer

Date: \_\_\_\_\_

**CORPORATE CARD USER INSTRUCTIONS**

You have been provided with a Shire of Cuballing sponsored Corporate Credit Card in line with your official duties. The limit of this card is \$ \_\_\_\_\_.

The following guidelines are provided for your information.

1. The card is issued in your name. It is a corporate card and all transactions made with it are the responsibility of the Shire of Cuballing.
2. The card is to be used for official expenditure in the performance of official duties for which there is Budget provision. Under no circumstances is it to be used for personal or private purposes.
3. Being in your name, you are responsible for the care and safe keeping of the card and therefore held accountable to the Shire of Cuballing for its proper use.
4. The card is not to be used to withdraw cash even for official functions.
5. Any unauthorised, excessive or unreasonable use of the card will result in an enquiry and appropriate disciplinary action.
6. When using the card, the holder is required to obtain Tax Invoices to support all purchases. A credit card statement or credit card transaction slip is not acceptable as support for purchases. (Only a Tax Invoice allows the Shire to reclaim the GST component of purchases from the Australian Taxation Office). A Tax Invoice should provide a description of the goods or services supplied, the suppliers Australian Business Number and identifies any GST component of the amount paid.
7. When a Statement of Account is provided, you are required to certify the correctness of the expenditure and return the Statement to the Deputy Chief Executive Officer together with all supporting Tax Invoices and appropriate expense accounts to charge the costs.
8. If the card is lost or stolen, you must immediately notify the ~~Commonwealth Bank of Australia Card Service Centre by phone on 13 2221 (24 hour service)~~ **National Australia Bank by phone on 1800 033 103 (24 hour service)**. The Deputy Chief Executive Officer should be notified on the next working day.
9. The card must be returned to the Deputy Chief Executive Officer if you vacate the position either through resignation, retirement or the conclusion of the Service Contract.
10. Please acknowledge the above by signing and returning this statement to the Deputy Chief Executive Officer.

\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

## 2.10 Fuel Cards

### Policy Statement:

Shire of Cuballing Corporate Fuel Cards may be used to purchase fuel where it is inappropriate or inconvenient to use the Shire's normal payment systems.

The preference should always be to use the Shire's normal payment systems including purchase systems established with local businesses for purchases of fuel.

### Guidelines

#### *Approved Fuel Card Provider*

The Shire of Cuballing's Fuel Cards are to be issued by its local, bulk fuel supplier.

#### *Authority for Approval of Corporate Credit and Fuel Cards*

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards.

#### *Issue of Fuel Cards*

Fuel Cards may be issued to the following members of staff:

1. Chief Executive Officer
2. Deputy Chief Executive Officer
3. Manager Works and Services
4. ~~Building Surveyor~~

A fuel card may be issued for the specific use of individual vehicle by volunteers or staff when that Shire vehicle is used for official duties.

#### *Use of Fuel Cards*

The use of fuel cards by employees is restricted to fuel purchases only.

### Objective:

To provide details for the use, allocation, control and safe custody of corporate fuel cards.

The policy looks to ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 2.11 Asset Management

### Policy Statement:

Council is committed to implementing a systematic asset management methodology in order to apply best case practices across all areas of the local government. Asset maintenance,

acquisition and disposal should be managed in accordance with Council's service delivery priorities and ensure long term sustainability.

When considering Asset Management, Council will be guided by the following key principles:

- Prior to purchase, renewal or major works on an Asset, critically consider Council's need and the viability of the expenditure
- Consider "whole life" cost of the Asset and its incorporation into Council's Long Term Financial and Asset Management Plans
- Ensure that Asset Management decisions are financially sustainable for Council's reality
- Consult with community and key stakeholders to ensure that service levels being delivered are as desired
- Ensure all Asset information is up to date to ensure that all planning and decision making is based on accurate information in both the short and long term
- Allocate appropriate resources to ensure that the maximum life is achieved for each asset and represents value for money
- Continually seek opportunities to maximise asset use and value to the community

Objective:

To provide an overall framework to guide the consistent strategic management of Council's Assets. This Policy will be complimented by an Infrastructure Management Plan.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **2.12 Reserve Fund Interest**

Policy Statement:

Council shall accumulate any interest earned on a reserve fund balance in that Reserve Fund Account.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **2.13 Contiguous Valuations**

Policy Statement:

### Definitions

"Contiguous" means:

- a) Where survey boundaries abut or adjoin;
- b) Where locations or lots are separated by a road, drain or watercourse reserve, they may be deemed contiguous; or
- c) In exceptional circumstances, some properties may be deemed by the Valuer General to be contiguous, even though their boundaries do not strictly adjoin. In such cases the matter should be referred to the Valuer General or appropriate Chief Valuer, who may be guided by advice provided by the local government.

"Same Ownership" means

- a) Same names as per Certificate of Title; and/or
- b) Ratepayers name for recording on the Valuation Rolls, advised by the local government authority

### Principles

#### **Group Valuations for Contiguous Unimproved Valuation (UV) Properties**

That where a ratepayer applies to have their currently separately valued properties assessed for contiguous valuation, application be made to the Valuer Generals Office on land/location/lots that meet all of the following requirements;

1. That land/location/lots are contiguous;
2. That the land/location/lots are used for one purpose; and
3. That the land/location/lots are under the same ownership/ management.

and must provide the following documentation:

1. A statutory declaration detailing the land is used for one purpose, ownership details, and a statement of who the ratepayer will be in the rate book; and
2. Copies of Certificates of Titles, Lease Documents or a statement from all 'Title Holders' confirming that the land is under one management.

#### **Group Valuations for Contiguous Gross Rental Valuation (GRV) Properties**

That where a ratepayer applies to have their currently separately valued properties assessed for contiguous valuation, application be made to the Valuer Generals Office on land/location/lots that meet all of the following requirements;

1. That land/location/lots are contiguous;
2. That the land/location/lots are used for one purpose; and
3. That the land/location/lots are under the same ownership/ management

And must provide the following documentation:

1. A statutory declaration detailing the land is used for one purpose; and
2. Copies of Certificates of Titles.

### Guidelines:

To be exercised in accordance with the valuation of Land Act 1978, Sections 4 (1), 18, 23 and that final approval is granted by the Chief Executive Officer.

### Objective:

This policy provides guidance and clarity on the treatment of contiguous valuation of land requests for UV and GRV of properties made to the Valuer Generals Office.

Resolution No: 9.1.4  
Resolution Date: 15 December 2016

## **~~2.14 Creditor Names on Online Documents~~**

### ~~Policy Statement:~~

~~The names of all Creditors shall be removed from online copies of the List of Accounts Submitted for Council Approval and Payment Monthly Report in Agendas and Minutes.~~

~~All hardcopies will show full creditor names and will be available at the Shire Administration Office for the general public to review any payment made as part of the monthly report to Council.~~

~~Objective:~~

~~To reduce Council risk of fraudulent behaviour through impersonation of legitimate suppliers.~~

~~Resolution No: 2018/79~~

~~Resolution Date: 15<sup>th</sup> August 2018~~

## **2.14 Payment of Utility Accounts via Credit Card**

Definitions:

- “Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit.
- “Utility Account” is defined as any expense that is deemed a utility including water, telephone and electricity.

Related Policy: 2.9 Credit Cards

Policy Statement:

Shire of Cuballing Corporate Credit Card may be used to make payment on the Shire’s utility accounts.

Council aims to support local business’s whenever possible. One such instance is the payment of utility accounts in person at the Cuballing Post Office.

The preference should always be to use the Shire’s normal payment systems including purchase systems established with local businesses.

In the instance that it is not possible to pay utility accounts at a local business using the Shire’s normal payment system then the utility account may be paid via credit card.

Credit card use is to be in accordance with Council Policy 2.9 *Credit Cards*.

Objective:

The policy ensures that the Shire has the ability to make payments on the Shire’s utility accounts using a local business whenever possible.

Resolution No: 2020/18

Resolution Date: 18<sup>th</sup> March 2020

## **2.15 Financial Hardship**

Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID-19 pandemic, the Shire of Cuballing recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that the Shire of Cuballing offers fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

#### Policy Scope

This policy applies to

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

#### Policy Statement

##### 1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Cuballing recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

##### 2. Anticipated Financial Hardship due to COVID-19

The Shire of Cuballing recognises that many ratepayers are already experiencing financial hardship due to COVID19. The Shire respects and anticipates the probability that additional financial difficulties will arise when their rates are received.

The Shire of Cuballing will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration.

Where possible and appropriate, the Shire will also provide contact information for a recognised financial counsellor and/or other relevant support services.

##### 3. Financial Hardship Criteria

While evidence of hardship will be required, the Shire of Cuballing recognises that not all circumstances are alike. The Shire of Cuballing will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:



- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

#### **4. Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Cuballing of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, the Shire of Cuballing reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

#### **5. Interest Charges**

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

#### **6. Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

#### **7. Debt recovery**

The Shire of Cuballing will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, the Shire will offer

the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

#### **8. Review**

Then Shire of Cuballing will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

#### **9. Communication and Confidentiality**

The Shire of Cuballing will maintain confidential communications at all times and the Shire of Cuballing undertakes to communicate with a nominated support person or other third party at the debtor's request.

The Shire of Cuballing will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire of Cuballing recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. The Shire of Cuballing will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire of Cuballing will ensure all communication with applicants is clear and respectful.

Resolution No: 2020/68  
Resolution Date: 22<sup>nd</sup> July 2020

## **2.16 Local Event And Project (LEAP) Grant Program**

Policy Statement:

The LEAP Grant Program seeks to provide financial support to local service, community and sporting organisations to provide facilities and events for local residents.

The total contribution from LEAP to an event or project is a maximum of \$2,000.

Organisations may be granted more than one LEAP application within a financial year but the total of amounts approved are not to exceed \$2,000 in total.

Council will provide financial support under LEAP on a 50% (LEAP)/ 50% (organisation) basis.

An organisation is to contribute to their event or project:

- at least half of the organisations total contribution is to be a cash contribution (ie the cash contribution will be equal to half the amount requested from LEAP); and
- in-Kind works of up to half of the applicant's total required contribution may be considered by Council as part of the applicant's contribution.

Eligible events and projects include:

1. capital projects that have an anticipated life span of over 5 years,

2. events that are open to participation of the community as a whole; and/or
3. any other project approved by Council that befits the “Spirit” of LEAP.

Events and projects that are not eligible applications include:

1. consumables or general maintenance;
2. disposable items;
3. retrospective funding; and/or
4. any application Council considers is not in the “Spirit” of LEAP

Completed application forms should be submitted to Council for consideration a minimum 4 weeks before the event or project funding is required.

At the project completion a LEAP acquittal form must be completed to finalise the funding agreement which is included on the application form.

Objective:

To establish guidelines for the distribution of funds received from receipts of advertising in Cuby News newsletter to local service, community and sporting organisations.

Resolution No: 2020/74  
Resolution Date: 22<sup>nd</sup> July 2020

## **2.17 Rates Prize Eligibility**

### **Policy Statement**

In order to qualify for any rates incentive prize, payment of rates must be processed prior to close of business hours on the due date.

1. Entry to any prize draw will not be allowed after this time and date in any circumstances.
2. The monetary value of any rates incentive prizes offered are to be determined in the relevant Budget.
3. Prizes are to be selected by random number process within 2 weeks of the due date.
4. Shire of Cuballing staff are not eligible to participate.
5. Shire of Cuballing Councillors are not eligible to participate.

### **Objective**

To clarify complying eligibility for rate incentive prize.

Resolution No:  
Resolution Date:

## **2.18 Fraud and Corruption Prevention Policy**

Policy Statement:

1. The Shire of Cuballing is committed to providing ethical and accountable leadership and decision making.
2. The Shire of Cuballing has a zero-tolerance approach to misconduct, fraud and corruption. The Shire of Cuballing is committed to maintaining high standards of professional and ethical conduct by supporting strategies that prevent, detect and respond to misconduct, fraud and corruption.
3. All Elected members and staff have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
4. The Shire expects its elected members and staff to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.
5. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
6. The Shire of Cuballing may seek to recover any losses incurred from misconduct, fraud or corruption activities, after considering all relevant issues.
7. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and adopted by Council at least once every two years.
8. This policy is to be read in conjunction with the Shire of Cuballing Fraud and Corruption Plan.

Resolution No: 2021/007  
Resolution Date: 17th February 2021

### **3. COUNCIL**

#### **3.1 West Australian Wildflower Floral Emblem**

Policy Statement:

The Shire has adopted “Dryandra” as a plant representative of this area.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **3.2 Use of the Shire of Cuballing Logo**

Policy Statement:

That local community groups and business entities be permitted to use the Shire of Cuballing emblem for the promotion of Cuballing provided it is used in its original design and its original colour or black and white format.

Permission must first be obtained from the Chief Executive Officer, who shall ensure that the item to be endorsed is acceptable.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **3.3 Participation in local ANZAC Day Ceremonies**

Policy Statement:

Representatives of the Shire of Cuballing will lay wreathes on behalf of Council at the Cuballing and Popanyinning Anzac Day Dawn Memorial Services held on 25<sup>th</sup> April each year.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **3.4 Australian Flag**

Policy Statement:

The Australian Flag will be flown on the Council Administration Centre flagpole every working day of the year.

On any day of any funeral held within the Shire or on the day of the funeral of a present or former Cuballing resident, or any other proclaimed day, the Chief Executive Officer will authorise the flag to be flown at half-mast.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **3.5 Council Meeting Agenda**

**Policy Statement:**

No business shall be included on an agenda, or dealt with by Council at a Council meeting, unless accompanied by a written report from the appropriate officer together with a recommendation(s).

1. The Officers' reports are to substantially follow the recommended format in the guide prepared by the Department of Local Government for the Preparation of Agendas & Minutes.
2. The Officers' reports and recommendations are to be included in the minutes of the meeting at which they are presented.
3. Council agendas will be available for Councillors by 2pm on the Friday preceding the Council meeting day.

Matters that require a Council Resolution will be received not less than ten working days prior to the next Ordinary Council Meeting for inclusion in that Meeting's agenda.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **3.6 Use of Council Chambers**

**Policy Statement:**

The Council Chambers shall be used for Council and Committee meetings and Management Committees of the Council and other times at the discretion of the Shire President or Chief Executive Officer.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **3.7 Functions upon Retirement of Councillors**

**Policy Statement:**

Council will recognise Councillors who have completed at least six years service as a Councillor of the Shire of Cuballing by way of a reception or official dinner.

Should two or more Councillors retire at the same time, a single reception or official dinner will recognise the service of all of the retiring Councillors.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### 3.8 Presentations for Elected Member Service

Policy Statement:

Council will recognise Councillors who have completed service as a Councillor of the Shire of Cuballing by way of an appropriate gift costing up to

1. \$150 for retiring or defeated Councillors who have completed at least six years service; and
2. \$300 for retiring or defeated Councillors who have completed at least ten years service

Upon retirement all Councillors, regardless of length served, shall be presented with their name plate.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### 3.9 Council Meetings

Policy Statement:

The Ordinary Council Meetings of the Shire of Cuballing will be held on the third ~~Thursday~~ **Wednesday** of each month, commencing at 2pm.

No meeting will be held in January

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

### 3.10 Councillor Expenses

Policy Statement:

1. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for travel costs incurred in attendance. The costs of travel include:
  - in a Councillors vehicle can be reimbursed by Councillors through their quarterly meeting expense claim forms;
  - will be paid directly by Council where specific bookings and/or reservation are required. Examples of this would be travel by airline.
2. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for suitable accommodation. This accommodation:
  - will be at the conference venue where ever possible; and
  - may be jointly used by the partner and/or family of Councillor where there is to be no extra charge for doing so;

If a Councillor chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$100 per night may be provided. Councillors shall claim this allowance in writing, in advance if required.

3. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay expenses incurred at the Council provided accommodation venue up to \$150 per day. These expenses may include, but is not limited to including, but not limited to meals, telephone expenses and parking;
4. Where a Councillor is authorised to attend a legitimate conference, meeting, the Shire of Cuballing will pay expenses incurred for attending a conference dinner or an alternative function that is organised as part of the conference or meeting. The expense of such a conference dinner or alternative function may be directly paid by Council or a Councillor will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.
5. Where a Councillor is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay incidental expenses incurred as part of the attendance. These expenses may include but is not limited to expenses including taxi, train or bus fares or expenses incurred outside an accommodation venue. A Councillor will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.

Resolution No: 2019/102  
Resolution Date: 18 September 2019

### **3.11 Councillor Attendance at Conferences, Seminars or Workshops**

#### **Objective**

Council supports and, wherever possible, will take advantage of appropriate training and networking opportunities for Councillors

#### **Policy Statement:**

In attending Conferences, Seminars or Workshops priority is to be given to:

1. the attendance of any new Councillor at any induction or training course specifically organised for the benefit of new Councillors.
2. any course or seminar that is specifically relevant to Councillors and the Shire of Cuballing;
3. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in. Priority for attendance of these events will given to Council's appointed representatives to those organisations.
4. All Councillors and the CEO and their partners are entitled to attend the WALGA State Conference.

The CEO will determine the attendance of a Councillor at a conference, seminar, training course or meeting. In making this determination, the CEO will consider:

1. the perceived value of the attendance of a Councillor to the Shire of Cuballing; and
2. the costs of a conference, seminar, training course or meetings and the availability of a budget allocation. All costs including travel (motor vehicle, air fares, train, etc.), accommodation, meals, related conference registration and any other costs will be considered; and



3. any other matter deemed significant by the CEO.

After the decision of a CEO on attendance, a Councillor may request that Council make a determination on a Councillors attendance. Attendance at conferences in other States requires the prior approval of Council.

A verbal report on the conference attendance is to be provided to Council during the next Council Briefing Session, with this report to be in writing if requested by the Shire President.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

### **3.12 Tablet Devices for Councillor Use**

Policy Statement:

#### **Provision of Digital Tablet Devices to Councillors**

The Shire of Cuballing is committed to providing efficient and effective means of supporting elected members in the decision making processes of the Council. Council business papers are provided to Councillors in hard copy paper format as a primary source of advice and information.

The Shire also maintains a digital business paper system which delivers agendas, minutes and other business papers via digital tablet devices. Tablet devices may be provided to Councillors for the purpose of accessing Council business papers through the Shire's specified digital business paper system.

Councillors may receive business papers in three ways –

- a. Paper only.
- b. Both Paper and the digital business paper system.
- c. Digital business paper system only.

Where a Councillor elects to receive only digital business papers, the Councillor must demonstrate to the satisfaction of the Chief Executive Officer a moderate level of competency in using both the allocated digital tablet device and the digital business paper system.

A Councillor vacating office after serving at least one 4 year term of office may either assume ownership of the device or hand the device back to the Shire.

#### **Conditions of Use**

1. At all times the Shire issued tablet shall remain the property of the Shire of Cuballing and is subject to this tablet usage policy, Council IT Usage Policy and the Code of Conduct.
2. The Shire reserves the right to require the return of a tablet at any time for any reason. If the return of a tablet is requested it must be returned within 24 hours of the request being made.
3. Councillors issued with a tablet are expected to understand the conditions of use, exercise the same care, security and careful use of the tablet as if it were their own property.
4. Tablets must not be left unattended in motor vehicles at any time.
5. Tablets must never be checked-in as baggage on an aircraft and must always be taken on board as hand luggage.

6. Malfunctions or any other technical problems with tablets should be reported immediately by the user to the Deputy Chief Executive Officer so that steps can be taken to have the problem rectified by an approved technician as quickly as possible. Under no circumstances is the user of a tablet to organise repairs to a tablet directly with the manufacturer.
7. Lending a tablet to any third party is strictly prohibited.
8. The Shire of Cuballing will supply and maintain appropriate virus scanning software on the device. The use of unauthorised software is strictly prohibited. Unauthorised software may be deleted from an individual's iPad.
9. The misuse or serious abuse of the tablet will result in it being returned to the Shire, this includes activities such as:
  - a. Violating copyright
  - b. Intentionally sending viruses or destructive content
  - c. Sending and/or disclosing of inappropriate content (i.e. illegal, immoral, offensive or obscene material, pornographic, erotic images, race or religious based material),
  - d. Sending material that uses offensive language, sending, disclosing and/or distributing personal or confidential information held by Council.
  - e. Sending, disclosing and/or distributing slanderous and/or defamatory material.
  - f. Sending emails as a form of harassment, bullying or threatening behaviour.
  - g. Make disparaging or any adverse comment about Council, any policy or decision of Council or any of Council's related employees, contractors and other Councillors.
  - h. Any act that contravenes a law or is a criminal offence.
  - i. Any act that may have a negative impact to Council.

### **Use of Digital Tablet Devices by Councillors**

A Councillor provided with a Shire owned digital tablet device is responsible for keeping the device in good working order. A Councillor is to use his or her own personal account to access the tablet operating system platform supported by the Shire, e.g. iTunes, Microsoft account, Google account.

With the exception of accessing the Shire's wireless internet system which is available at the Administration Office, a Councillor is responsible for the cost of accessing wireless internet at his or her home and other locations.

### **Replacement of Digital Tablet Devices for Councillors**

The tablet device is provided for the Councillor's continuous term of office and will only be replaced –

- a. when a change in City business systems or technology warrants; or
- b. when the functionality of the device and applications impairs effective communication;  
or
- c. through accidental loss or breakage.

A Councillor must ensure that any personal information or software applications on the digital tablet device is removed or backed up prior to replacement.

Personal use of the tablet by Councillors is permitted so long as local government business takes precedence.

### **Support of digital tablet devices allocated to Councillors**

A Councillor provided with a Shire owned digital tablet device is responsible for keeping the device in good working order. Any loss of, or damage to the device must be reported immediately to the Deputy Chief Executive Officer, who will assess whether repairs need to be undertaken and/or a replacement device arranged.

A standard suite of operational software applications will be installed on Councillor digital tablet devices. Other applications may be installed by a Councillor at his or her own cost.

The Shire will provide training to a Councillor to develop their competencies in the use of the allocated digital tablet device.

### **Records Management Procedures**

All emails sent from a tablet are subject to the same records keeping requirements as hard copy documents. Users are to ensure that emails are managed according to the Shire's Records Keeping Plan, State Records Office guidelines and in accordance with internal records procedures. Emails that constitute a record are to be sent to the Administration (Records) Officer or the relevant administration officer for registration into the Shire's electronic records management system.

Objective:

To set guidelines on the proper use of a Shire of Cuballing issued tablet device for Councillor use.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

## **3.13 Australia Day Citizenship Awards**

### **Policy Statement**

Each year Council will consider awarding a Shire of Cuballing Citizenship Award to a local citizen and a local community group who have made a noteworthy contribution during the current year or over a number of years through active involvement to the community of the Shire of Cuballing.

### **Guidelines**

#### Eligibility Criteria

- Nominees should reside or work principally within the Shire of Cuballing making the award.
- Awards may not be granted posthumously in recognition of recent achievements.
- A person may receive an award on more than one occasion in recognition or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Sitting members of State, Federal and Local Government are not eligible.
- Staff of the Shire of Cuballing are not eligible

#### Nominations

- Nominations will be sought by local advertisement through October to December.

- Each nomination shall be made in writing.
- A form will be made available to assist with nominations providing the required information but this form is not to be an absolute requirement of nominating.
- No Award to be presented when the judges believe the nominees are not of a sufficiently high standard to deserve the honour.
- The Shire of Cuballing may also make nominations based on local knowledge and experience

#### Selection Criteria

The winners will have been judged to have shown active citizenship and:

- made a significant contribution to the local community; and/or
- demonstrated leadership on a community issue resulting in the enhancement of community life; and/or
- lead a significant initiative which has been brought about positive change and added value to community life; and/or
- shown inspiring qualities as a role model for the community.

#### Selection Process

At their annual December Ordinary Meeting the Council will choose the nominations to receive the Shire of Cuballing Citizenship Awards.

The names of the award recipients will be embargoed until a formal announcement has been made.

It is not necessary for Council to make an award in each or any category in each year.

#### Presentation

The Shire President, or his/her nominee, shall present the Shire of Cuballing Citizenship Awards will be presented at the annual Australia Day event each year.

Objective:

To establish guidelines for the conduct of the annual Australia Day Citizenship Awards.

Resolution No: 2019/145  
Resolution Date: 19<sup>th</sup> December 2019

### **3.14 Continuing Elected Member Professional Development**

#### Policy Statement

The Shire of Cuballing recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;

- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is the Western Australian Local Government Association (WALGA).

All units and associated costs will be paid for by the Shire and must be completed within the year immediately following the elected Member's election. The training is valid for a period of five years.

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

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

#### Guidelines

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

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

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

Any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

#### Objective:

To ensure that Elected Members of the Shire of Cuballing receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Resolution No: 2020/24  
Resolution Date: 18<sup>th</sup> March 2020

### 3.15 Elected Member, Chief Executive Officer and Employee Attendance at Events Policy

#### Objective

The Shire of Cuballing is required under the Local Government Act 1995 to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members, the Chief Executive Officer (CEO) and other employees.

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

Note:

1. If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
2. In their role with the Shire, the Chief Executive Officer and all other employees are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
3. If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct regarding notifiable and prohibited gifts.

Definitions

Elected Members includes the Shire President and all Councillors.

In accordance with Section 5.90A of the Local Government Act 1995 an *event* is defined as a:

- concert;
- conference;
- function;
- sporting event; or
- occasions prescribed by the Local Government (Administration) Regulations 1996.

Scope

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Cuballing in their capacity as an Elected Member or employees of the Shire.

Policy Statement

1. Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire:

- a. advocacy lobbying or Ministerial briefings. Only Elected Members and the Chief Executive Officer are approved for this type of event;
- b. meetings of clubs or organisations within the Shire of Cuballing;
- c. any free event held within the Shire of Cuballing;
- d. Australian or West Australian Local Government events;
- e. events hosted by Clubs or Not for Profit Organisations within the Shire of Cuballing to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- f. Shire of Cuballing hosted ceremonies and functions;
- g. Shire of Cuballing hosted events with employees;
- h. Shire of Cuballing run tournaments or events;
- i. Shire of Cuballing sponsored functions or events;
- j. community art exhibitions;
- k. cultural events/festivals;
- l. events run by a Local, State or Federal Government;
- m. events run by schools and universities within the region of the Shire of Cuballing;
- n. major professional bodies associated with local government at a local, state and federal level;
- o. opening or launch of an event or facility within the Shire of Cuballing;
- p. recognition of Service event's;
- q. RSL events; and
- r. where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

All Elected Members, the Chief Executive Officer and employees are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, will be paid for by the Shire by way of reimbursement, unless the event is a conference or training event in which attendance dealt with under clause 4 of this policy.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the Shire of Cuballing, to be paid for by the Shire of Cuballing by way of reimbursement, other than the following events:

- a. party political events and fundraisers;
- b. social events;
- c. entertainment events with no link to the Shire of Cuballing; or
- d. events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the Shire of Cuballing.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

## **2. Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- a. events for the Shire President may be approved by the Deputy Shire President;
- b. events for Councillors may be approved by the Shire President;
- c. events for the Chief Executive Officer may be approved by the Shire President; and
- d. events for employees may be approved by the Chief Executive Officer.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid from the Members Training & Conference allocated budget.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budgeted expenditure.

Considerations for approval of the event include:

- any justification provided by the applicant when the event is submitted for approval;
- the benefit to the Shire of the person attending;
- the budget allocation to Members Training & Conference;
- alignment to the Shire's Strategic Objectives; and
- the number of Shire representatives already approved to attend.

### **3. Non-Approved Events**

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required;
- If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required; and
- If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate, or is provided with a free ticket(s), then the recipient must disclose receipt of the tickets, and any other associated hospitality, within 10 days.

### **4. Conference Registration, Bookings, Payment and Expenses**

Shall be dealt with in avoidance with Council Policies:

- 3.10 Councillor Expenses
- 3.11 Councillor Attendance at Conferences, Seminars or Workshops
- 4.19 Conference Expenses - Staff

### **5. Dispute Resolution**

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the Chief Executive Officer in relation to other employees.

#### **Associated Procedures**

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the ticket is transferable to another Shire representative.

Tickets that are provided to the Shire of Cuballing without denotation as to who they are for, will be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.



Resolution No: 2020/73  
Resolution Date: 22<sup>nd</sup> July 2020

### 3.16 Australian Citizenship Ceremonies

Policy Statement:

That with regard to the conduct of Australian Citizenship Ceremonies in the Shire of Cuballing, Council authorises:

1. the Shire President, the Deputy Shire President and Shire Councillors to conduct Australian Citizenship Ceremonies in the Shire of Cuballing;
2. the Chief Executive Officer to determine:
  - a. the timing and venue of a Australian Citizenship Ceremony in liaison/consultation with the person to be granted their Australian citizenship; and
  - b. the authorised person to conduct the Australian Citizenship Ceremony;
3. in the event that the Shire President is not available at the time or date determined under 2, the Chief Executive Officer will arrange the Deputy Shire President to conduct the ceremony. If the Deputy Shire President is not available at the time or date determined under 2, the Chief Executive Officer will arrange a Shire Councillor to conduct the ceremony; and
4. the attire of attendees at Australian Citizenship Ceremonies in the Shire of Cuballing should reflect the significance of the occasion and at least smart casual dress or national/cultural dress is deemed to be acceptable

Resolution No: 2020/111  
Resolution Date: 21<sup>st</sup> October 2020

### 3.17 Public Question Time – Management

Policy Statement:

Questions Asked Verbally

- 1 Members of the public are invited to ask questions at Council Meetings.
- 2 Questions asked at an ordinary Council meeting can relate to matters that affect the operations of the Shire of Cuballing. Questions asked at a Special Meeting of the Council must relate to the purpose for which the meeting has been called.
- 3 A register will be provided for those persons wanting to ask questions to enter their name. Persons will be requested to come forward in the order in which they are registered, and to give their name and address.
- 4 Persons are encouraged to provide a written copy of their question to allow staff to use this copy in the preparation of the minutes of the meeting.

- 5 Public question time will be limited to two minutes per member of the public, with a limit of two questions per member of the public.
- 6 Statements are not to precede the asking of a question during public question time.
- 7 Members of the public are encouraged to keep their questions brief to enable everyone who desires to ask a question to have the opportunity to do so.
- 8 Public question time will be limited to the legislative minimum of fifteen minutes and may be extended in intervals of up to ten minutes by resolution of the Council, but the total time allocated for public questions to be asked and responses to be given is not to exceed forty five (45) minutes in total. Public question time is declared closed following the expiration of the allocated time period, or earlier than such time where there are no further questions.
- 9 Questions are to be directed to the Presiding Member and should be asked politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a particular Elected Member or Shire employee. The Presiding Member shall decide to:
  - Accept or reject any question and his/her decision is final;
  - Nominate a member of the Council and/or Shire employee to respond to the question;
  - Take a question on notice. In this case a written response will be provided as soon as possible, and included in the agenda of the next Council meeting.
- 10 Where an elected member is of the opinion that a member of the public is:
  - asking a question at a Council meeting, that is not relevant to the operations of the Shire of Cuballing; or
  - making a statement during public question time;they may bring it to the attention of the meeting.
- 11 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 12 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

**Questions in Writing – (Residents and/or ratepayers of the Shire of Cuballing only)**

- 1 Only Shire of Cuballing residents and/or ratepayers may submit questions to the Shire in writing.
- 2 Questions submitted to an ordinary Council meeting can relate to matters that affect the operations of the Shire of Cuballing. Questions submitted to a Special Meeting of the Council must relate to the purpose for which the meeting has been called.

- 3 The Shire will accept a maximum of 5 written questions per Shire of Cuballing resident/ratepayer. To ensure equality and consistency, each part of a multi-part question will be treated as a question in its own right.
- 4 Questions lodged by 9.00 am on the day immediately prior to the scheduled Council meeting will be responded to, where possible, at the Council meeting. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
- 5 The Presiding Member shall decide to accept or reject any written question and his/her decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Presiding Member will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published. Where the Presiding Member rules questions to be out of order, an announcement to this effect will be made at the meeting, including the reason(s) for the decision.
- 6 The Presiding Member may rule questions out of order where they are substantially the same as questions previously submitted and responded to.
- 7 Written questions unable to be responded to at the Council meeting will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting.
- 8 A person who submits written questions may also ask questions at a Council meeting and questions asked verbally may be different to those submitted in writing.
- 9 Questions and any response will be summarised and included in the minutes of the Council meeting.
- 10 It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question(s) would require a substantial commitment of the Shire's resources, the Chief Executive Officer (CEO) will determine that it is an unreasonable impost upon the Shire and refuse to provide it. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

## **DISCLAIMER**

Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

### **Objective:**

To establish Procedures for the conduct of Public Question Time during Council and/or Committee Meetings.

Public Question Time is a means by which the public can seek responses from their council about issues affecting the local government that are of concern to them. It assists the public to be better informed about the governing of their district and it provides the local government with a mechanism to identify issues of importance in their community.

The Local Government Act provides that time is to be allocated for the asking of and responding to questions raised by 'members of the public'. This means any member of the public. It does not apply only to members of the public who reside in the district or who are electors.

Although a local government must respond to a question, the Local Government Act does not intend that a local government provides an answer to every question where the question is outside the legislation or deemed unreasonable. There are many circumstances where this may occur i.e. offensive or defamatory questions, questions that relate to the personal affairs or actions of council members or employees, letters relating to confidential matters, identical questions asked that have been satisfactorily responded to previously.

Resolution No:

Resolution Date:

## **4. STAFF**

### **4.1 Private Use of Shire Light Vehicles**

Policy Statement:

Senior staff, as a part of their salary package, are able to negotiate private use of the Council vehicle assigned to their position.

This private use is to have the following restrictions:

1. The vehicle is not to be driven further east than the state border (Unless prior agreement has been granted by Council).
2. The vehicle is not to be driven further north than Carnarvon (Unless prior agreement has been granted by Council).
3. A fuel card may be provided for every vehicle owned by Council with private use privileges. Fuel for the vehicle is to be purchased locally or using this fuel card or a Council credit card if provided.
4. Every Council vehicle is to be available for Council purposes at times when the employee is at work.
5. If the vehicle is to be used outside of working hours for private use Council's employee is to be preferred driver at all times unless due to tiredness or some other reason that may impair the judgment of the employee when driving. In this case the authorised driver may request another person to complete the journey (this person may not be an authorised officer of Council) with employee as a passenger in the vehicle.
6. Unlimited private of the vehicle extends to the Spouse or Partner of the Executive outside of work hours. All normal restrictions apply. Spouses and Partners are not however entitled to sign for fuel at Council's supplier. This must be completed by the employee.
7. Persons under the age of 21, Learner Drivers or probationary drivers are not permitted to drive a Council vehicle under any situation due to insurance, unless the driver is a "Direct Employee" of Council.
8. Should an employee reside outside the Shire of Cuballing, either upon commencement or at some other time of their employment, Council may only permit private use of a Council vehicle if the new residence is located within 50 kilometres of the Cuballing townsite.

Objective:

To establish a guideline for the use of Council Administration vehicles outside of work hours.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 4.2 Use of Shire Information Technology (IT) Facilities for Staff

### Policy Statement:

#### 1 General Use

The Shire of Cuballing reserves the right to, without notice, modify, upgrade, withdraw or otherwise alter any facilities provided.

The Shire of Cuballing has ownership of all files and e-mail messages stored on Shire computers and reserves the right to examine all computer data and software on its facilities and to monitor usage in order to ensure compliance with this Policy.

Users must respect the resource limitations of the IT facilities provided. Resources are not infinite.

Any facilities provided to users are for the business purposes of the Shire of Cuballing. The Shire will not be responsible for meeting any costs resulting from either the misuse of facilities or the use of facilities for non-business related purposes.

The Shire of Cuballing supports only those facilities which it provides for business purposes. Hardware, software, operating systems and networking protocols not in use at, or provided and approved by, the Shire of Cuballing Deputy CEO, are not supported.

#### 2 Storage

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 Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.

E-mails and faxes, sent and received, and of corporate nature must be captured and stored in the Records Keeping System. This is consistent with the legislative requirements of the State Records Act 2000.

Corporate documents must not be stored on desktop computers or on portable media (i.e.: floppy disks, CDs, DVDs). There are appropriate methods for storing draft and 'working' documents within the Records Keeping System. Network drives are provided for non-corporate documents only and only limited quotas are allowed. It is the responsibility of each staff member to understand what documents should be stored in the Records Keeping System, this information can be obtained from the Records Department.

Only the network drives and corporate systems are backed up. 'C' drives and other Local drives are not backed up and users will be responsible for any loss of data stored on this drive or on portable media.

Duplication of data is to be avoided.

#### 3 Installing Unauthorized Software or Files

Users must not purchase, install, update, copy or use any software without prior written consultation with the Deputy CEO.

All software and updates are to be evaluated by the Deputy CEO for compatibility with the Shire's existing hardware and software, software licensing agreements, copyright and other intellectual property rights, availability of budget funds, and virus protection.

The use of any files that are subject to Copyright regulations that have not been authorised in writing for use by the Copyright owner are not permitted to be used or stored on the Shire of Cuballing systems.

The installation and use of third party "screen savers" is not permitted.

#### **4 Access to Computer Facilities**

Users may use only those facilities, which they have been properly authorised to use by the relevant Manager/Director. Authorisation must be provided to IT Services in writing before access is provided and/or modified.

Users may not use any of the facilities provided by the Shire of Cuballing in such a way as to reflect negatively upon the Shire either in part or as a whole.

Users may not use any of the facilities provided to them by the Shire of Cuballing in such a way as to achieve personal gain or to earn income external to their employment at the Shire.

The playing of games on Shire computers is not permitted.

Where the use of any IT facility is governed by a password, the password must not be inappropriately divulged to any other person.

Users must take every reasonable precaution to ensure that their passwords, accounts, software and data are adequately protected. We recommend that no passwords are written down and kept at or near a user's desk.

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 Deputy CEO or CEO.

Users will comply with any directive (verbal, written or electronic) from Deputy CEO relating to access to IT facilities.

Users must treat IT facilities and telephones with respect. Any wilful damage sustained to equipment will result in the costs of repair being sought from the user of the equipment. Any damage sustained to equipment as a result of neglect may result in the costs of repair or replacement being sought from the user of the equipment.

Food and beverages should not be consumed in close proximity to IT equipment.

Users must be aware that the use of mobile computing facilities may result in significant communications costs. When users do not have access to local call connections to the Shire, on-line time should be kept to a minimum. The Shire of Cuballing may not be responsible for any excessive costs incurred.

Remote access to the Shire of Cuballing IT facilities is provided on a needs basis. Those seeking such access will need approval in writing from the Deputy CEO. Users with remote access must take extra care in relation to security issues and report any breaches (or perceived breaches) of security immediately to IT Services, and must use passwords with at least 8 characters and must contain a mixture of upper and lower case alpha characters and numbers.

The Shire of Cuballing reserves the right to perform system maintenance tasks outside regular Administration Centre working hours. Where abnormal maintenance tasks are planned notification of the anticipated down time will be communicated if possible. If staff has a particular need for after hour's access to IT facilities they should liaise with the Deputy CEO in advance to arrange access options.

## **5 Security**

Regardless of the prevailing security, or lack of security, users shall not access any data or software except data or software that belongs to the user or have been provided for their use, or is stored on a shared medium for which they have been granted access.

Users must not attempt to rename, delete, or modify the data of another user without prior authorisation from the Deputy CEO, except in the following circumstances:

- For data or files stored on a shared network facility or transferred in/out via a shared network facility.
- Under direction of their supervising officer(s) to amend data or files stored in a personal directory.

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 (or similar type entity) it should be reported immediately to the Deputy CEO.

Users are encouraged to log out of their workstations when they are not in use.

Users should correctly shut their computer systems down before finishing work each day, unless otherwise requested by the Deputy CEO.

Users must report to the Deputy CEO, without delay, any breaches (either real or perceived) of security.

## **6 Voice Mail**

Voice Mail is a corporate resource for business use and serves to provide a minimum level of customer service when a telephone is unattended. Where possible telephones should be diverted to another officer.

The system should be used for its intended purpose and not used as a means of avoiding answering telephone calls.

The legitimate use of Voice Mail is for cases where staff are out of their offices for short periods where phone calls would go unanswered. Voice Mail should not be used to take calls when staff is on leave.

Users must work with each other to minimise the reliance on Voice Mail as much as possible. This will serve to ensure that a high level of customer service is maintained.

## **7 IT Support**

The Shire of Cuballing outsources the management of its IT systems on an as needed basis. Users must understand that they should not contact any IT support directly, rather refer the matter the Deputy CEO who will assess and arrange for support as required.



## **8 Internet and E-mail**

The provision of Internet browsing facilities to a user must be authorised in writing by the Deputy CEO or CEO.

E-mail users must check their e-mail frequently, delete any unnecessary messages promptly and manage their e-mail files wisely. Limits are set on mailbox sizes; therefore users should make sure e-mails are registered into the Records Keeping System.

When commencing leave, staff should utilize the ability of the email software to forward incoming mail to the person who is acting in the position during their absence.

Outlook Calendars are regarded as a management tool and should be made available for other staff to review. Personal appointments can be marked 'Private' so reviewers may not see the details of the content.

## **9 What is Acceptable Use in Regards to Internet and E-Mail?**

Subject to the balance of this policy, employees may use the Internet access provided by the Shire of Cuballing for:

- Work-related purposes;
- Sending and receiving personal email messages, provided that if email messages are sent with a Shire of Cuballing email address in the from: or Reply-To: header, a disclaimer shall accompany the email to the effect that the views of the sender may not represent those of the Shire of Cuballing;
- Accessing the World Wide Web including social networking websites for limited personal purposes during an employee's normal lunch breaks;
- Utilizing any other Internet service or protocol for personal purposes after obtaining permission in writing, to do so, from the Shire's Deputy CEO; and
- E-mail messages of a corporate nature that leave the Shire of Cuballing destined for an external organisation are public records and must be captured in the Records Keeping System. Any corporate e-mail messages that officers receive must also be captured in this manner. If the user is unclear of how to capture the correspondence in the Records Keeping System themselves such messages should be forwarded to Records staff to facilitate this legislative (State Records Act 2000) requirement.

Use under Section 9 of this policy is conditional upon in each case that the personal use is moderate in time, does not incur cost for the Shire and does not interfere with the employment duties of the employee or his or her colleagues.

## **10 What is Not Acceptable Use in regards to Internet and E-mail?**

Except in the course of an employee's duties or with the express permission of the Shire, the Internet access provided by the Shire may not be used for:

- Personal commercial purposes;
- Sending unsolicited bulk email such as advertising or announcements that are not related to Council business to any group;

- Sending any e-mail that is inappropriate, for example, e-mails that contains pornographic material, profanity, racial and sexual discrimination, forwarding of hoaxes, chain-mail, spam, harassing colleagues or knowingly sending or forwarding virus-infected e-mails;
- Disseminating confidential information of the Shire of Cuballing;
- Any illegal purpose;
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof;
- Disseminating personal contact information of officers or employees of the Shire without their consent;
- Knowingly causing any other person to view content which could render the Shire liable pursuant to equal opportunity or sexual discrimination legislation at the suit of that person; or
- Knowingly downloading or requesting software or media files or data streams that are not related to Shire business;
- Sending e-mails that has documents attached, to multiple users within Council. Documents of corporate value should be registered in the Records Keeping System, and can be referred to in e-mails. If a document is not of corporate value it can be stored on the Shared drive and referred to in an e-mail;
- The use of real-time messaging services such as ICQ or MSN or Yahoo.
- Web sites including but not limited to those of the following nature:
  - Games
  - Personal Shopping / Auctions.
  - Entertainment.
  - Adult Entertainment.
  - Pornography.
  - Personal Internet E-mail (such as GMail, Hotmail or Yahoo).
  - Chat Rooms / Channels.
  - Social networking sites for personal purposes (such as Facebook or Twitter).

#### **11 Example of Disclaimer to be used**

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 Cuballing. The Shire uses virus-scanning software but exclude all liability for viruses or similar defects in any attachment.

#### **12 Consequences of Unacceptable Use**

The Shire of Cuballing may monitor logs of Internet usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by employees, and the email addresses of those with whom they have communicated. The Shire of Cuballing will not, however, engage in real-time surveillance of Internet usage, will not

monitor the content of email messages sent or received by its employees unless a copy of such message is sent or forwarded to the company by its recipient or sender in the ordinary way, and will not disclose any of the logged, or otherwise collected, information to a third party except under compulsion of law.

Responsibility for use of the Internet that does not comply with this policy lies with the employee so using it and such employee must indemnify the Shire of Cuballing for any direct loss and reasonably foreseeable consequential losses suffered by the Shire by reason of the breach of policy.

The Shire of Cuballing will review any alleged breach of this Acceptable Use Policy on an individual basis. If the alleged breach is of a very serious nature which breaches the employee's duty of fidelity to the Shire, the employee shall be given an opportunity to be heard in relation to the alleged breach and if it is admitted or clearly established to the satisfaction of the Shire the breach may be treated as grounds for dismissal.

Council reserves the right to refer an employee's use of Shire IT facilities to an appropriate law enforcement agency for alleged illegal use.

Otherwise, an alleged breach shall be dealt with as follows:

- Initially, the employee shall be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable to remedy the breach.
- If the breach is not desisted from or remedied, The Shire of Cuballing may either withdraw the employee's access to the Internet or provide a first warning to the employee, to which the employee shall have an opportunity to respond.
- If the infringing conduct continues the employee may be given a second and a third warning, to each of which he or she shall have an opportunity to respond.
- If a breach is committed after the third warning the employee may be dismissed.

Objective:

This policy outlines the conditions governing the use of all Information Technology (IT) facilities provided by the Shire of Cuballing to ensure it is used in an appropriate manner.

The policy applies to staff and to others to whom access to IT facilities has been provided.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.3 Staff - Attendance at Army Reserve**

Policy Statement:

That it be the policy of Council to maintain the salaries and wages of any of its employees who are engaged on armed services reserve duties

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.4 Superannuation - Council Contribution**

Policy Statement:

Council may contribute at a matching rate of 1.0 times the employees additional contributions up to a maximum of 6% for all employees who are voluntary self-contributing members of a Superannuation Scheme. This includes approved salary sacrificing arrangements between Council and an employee.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.5 Conference Attendance - Staff**

Policy Statement:

Senior Staff are permitted to attend at least one annual conference each year of their professional organisation or other conference considered to provide appropriate professional development, at the discretion of the CEO, or in the case of the CEO, by the Shire President. Applications are to be submitted to the Chief Executive Officer in writing.

The CEO, or in the case of the CEO the Shire President, will determine the attendance of a Staff Member at a conference, seminar, training course or meeting. In making this determination, the CEO, or Shire President will consider:

1. the perceived value of the attendance of attendance to the professional development of the Staff Member and the Shire of Cuballing; and
2. the costs of a conference, seminar, training course or meetings. All costs including travel (motor vehicle, air fares, train, etc.), accommodation, meals, related conference registration and any other costs will be considered; and
3. any other matter deemed significant by the CEO or Shire President.

Attendance at conferences in other States requires the prior approval of Council.

At least a verbal report on the conference attendance is to be provided to Council during the next Council Briefing Session, with this report to be in writing if requested by the CEO or in the case of the CEO the Shire President.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

#### **4.6 Staff Gratuity Payments**

Policy Statement:

Council may consider the payment of gratuity to a terminating employee who has given loyal and dedicated service to the Shire, which is in addition to that stipulated by an Award or contract with the employee. Such a payment is at the sole discretion of Council.

As a general guide, the gratuity may be in the order of -

- Over 5 and less than 10 years service - \$75 per year of service
- More than 10 years service - \$100 per year of service

The gratuity will not exceed 50% of the employee's annual salary or wage being paid at termination.

The gratuity may be in cash or in kind.

In deciding if a gratuity shall be paid, Council will take into consideration the service record of the employee, in particular the number of entitled sick days the employee has not used. Particular attention will be paid to the employee's attitude towards the Council's objectives and the willingness to contribute towards those objectives without necessarily expecting recognition or reward.

Objective:

To ensure all Local Government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by Local Government employees.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.7 Service Allowance**

Policy Statement:

All staff employed by the Shire of Cuballing shall be entitled to receive a Service Allowance, in accordance with the following:

1. Staff employed for a minimum period of six (6) months to receive a Service Allowance of \$150 per annum paid on a fortnightly basis;
2. After two (2) years' service, a bonus of \$7.00 per week;
3. After five (5) years' service, a bonus of \$10.00 per week;
4. After ten (10) years' service, a bonus of \$15.00;
5. After fifteen (15) years' service a bonus of \$20.00 per week;

All employees will receive a \$50 Christmas bonus to contribute to the Council Christmas Function whether they attend or not;

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.8 Payment of Adverse Working Conditions Allowance**

Policy Statement:

That the Adverse Working Conditions Allowance – Level 1, payable under the Local Government Industry Award, be paid to eligible employees whilst on annual leave and long service leave.

Objective:

To clearly indicate when the Industrial Allowance is to be paid if employees' are absent from work due to leave entitlements.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.9 Police Clearance/Medical Examination – New Employees**

Policy Statement:

That all new employees of the Shire of Cuballing be required to undergo a medical examination and obtain a Police Clearance, at the Shire's expense, prior to taking up their appointment.

Objective:

To ensure that all new employees are medically fit and are suitable to undertake the duties of the position for which they are under consideration.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.10 Administrative Staff Uniforms**

Policy Statement:

That Administrative staff employed under the Local Government Industry Award, be provided uniforms, in accordance with the following:

1. Upon commencement Council will provide uniforms selected by the employee of a value up to \$500; and
2. Council will provide uniforms up to a value of \$300 annually.

Guideline

Only permanent full time and permanent part time employees who have satisfactorily completed any probationary period are eligible.

Administrative staff, who have a clause relating to the provision of uniforms in their contract, are excluded from this policy.

In this policy "uniforms" is defined as the FBT exempt Local Government uniform arranged by WALGA.

Nothing in this policy restricts staff from purchasing or wearing their own, additional office attire if they choose.

Objective:

To encourage administration staff to wear uniforms so that they promote a professional appearance to the general public.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

#### **4.11 Workplace Incentive – Flu Needle**

Policy Statement:

That Council reimburses the difference between the amount repaid by Medicare and the doctor's account to any employee electing to have a flu needle, on presentation of the doctor's account and Medicare statement

Objective:

To encourage less absenteeism therefore reduce the need to employ casuals and maintain staff morale.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### **4.12 Works Staff Uniform**

Policy Statement:

That staff uniforms be provided to all works staff incorporating reflective colours that meet the Australian Standards.

Each employee is to be provided with a uniform kit that includes:

- 3 pairs of long pants (Safety Variety with reflectors) – Replaced on an as needs basis
- 5 long sleeve shirts (Safety Variety with reflectors) - Replaced on an as needs basis
- 2 Jumpers (Safety Variety with reflectors) - Replaced on an as needs basis
- 1 Rain Coat (Safety Variety with reflectors) - Replaced on an as needs basis
- Safety Boots issued upon start if required - Replaced on an as needs basis
- 1 Wide Brim Hat - Replaced on an as needs basis

Uniforms will be replaced upon presentation of old uniforms.

Staff who arrive at work not wearing the provided uniform will be directed to return home to change before being allowed into the workplace and this time will be considered as leave without pay on the employee's time card. Continuation of this behaviour will result in the workplace relation agreement being terminated.

An employee is allowed to enter the workplace without the required uniform where a medical certificate is provided with a reason justifying for noncompliance, or extenuating circumstances considered acceptable by the Works Supervisor.

Objective:

To have staff wear uniforms so that they promote an acceptable uniform appearance to the general public and meet safety standards

Resolution No: 9.2.6

Resolution Date: 21<sup>st</sup> April 2016

#### **4.13 Education, Training and Development**

Policy Statement:

##### *Professional Qualifications*

The Shire of Cuballing supports career path progression. Managers have an ongoing responsibility to consider the training and development needs of their employees and to identify deficiencies and emerging skills gaps.

In all instances, staff must seek approval prior to commencing studies. Subject to prior approval, the fees for relevant professional education may be met or subsidised by the Shire on the following basis:

- The course must be relevant to the employee's position and assist in achieving the objectives of the key responsibility areas of the position description.
- The course must be of benefit to the Shire either in the employee's current role or future area of work.
- The Shire is committed to providing options for permanent employees to improve their skills.
- In instances where the proposed training is deemed to have a greater benefit to the employee than the Shire, the employee will be expected to make a contribution towards the cost of the training. This contribution will be at the discretion of the CEO. For example, if it is considered that the employee and the Shire will both benefit by 50%, the employee will be expected to contribute 50% of the cost of the training.
- Employees must pay for the approved unit(s) up front and pass the unit(s) prior to requesting reimbursement of fees.
- The Shire of Cuballing may consider reimbursement of non tuition fees such as books up to a maximum of \$200 per semester.
- Student fees, parking and incidental expenses are the responsibility of the student and do not qualify for assistance under this Guideline.
- When an Employee is required to attend an examination held during normal working hours for a subject receiving assistance under this Guideline, paid leave will be granted for the time of the examination as well as one half day prior to the examination for study.
- Staff must be mindful of the fact that achieving a higher level of qualification does not automatically entitle the staff member to a higher classification.
- Termination Clause – if the Shire agrees to cover the cost of elective education, it is on the condition that the staff member undertakes to remain in the employment of the Shire of Cuballing for a period of twelve (12) months from the successful completion of the course. All staff receiving assistance under this Guideline will be required to sign an undertaking to repay fees should the staff member leave within twelve (12) months. This undertaking will also give the Shire the right to deduct any such monies from the final payment. The reimbursement sum will be based on a sliding scale of eight percent (8%) per month.

##### *Training*



Training expenditure will be allocated according to the needs of the Shire and reviewed on an annual basis.

The CEO will have final arbitration over training priorities according to the Shire's strategic requirements.

Managers have an on-going responsibility to consider and identify the training and development needs of their employees through the performance and development review process. Any training approval must be considered in conjunction with the training plan established at the employee's performance review.

The Shire of Cuballing will actively encourage employees to attend training courses or further education to enhance skill levels, as required by the staff review process.

#### **Guidelines**

The Shire of Cuballing is supportive of reimbursing Study Expenses, within budgetary constraints, for employees who are undertaking studies relevant to their Shire of Cuballing role and responsibilities. All permanent employees are eligible for consideration for study assistance. Permanent part time employees are eligible for consideration on a pro-rata basis.

A Training Plan will be formulated each year during the Annual Performance Review process, or in the case of new appointments, proposed training will be agreed upon at the time of appointment. Training assistance required must be identified during the performance appraisal process so that budgetary allowance can be made for the following financial year.

Education (being the acquisition of general, tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude the Shire from assisting an employee (eg assistance with tertiary fees) but such assistance is extended at the discretion of the Shire and is not an employee right.

Training (being the extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future progression) is the joint responsibility of the Shire and the employee.

A maximum of \$3,000 per annum may be paid by the Shire for approved training or education.

#### **Associated Procedure – Employee Study Assistance**

1. Applications for study assistance must be submitted to the relevant Executive Manager prior to commencement of study.
2. The Executive Manager will review the application and make a recommendation to the Chief Executive Officer.
3. Approval of study assistance shall be at the discretion of the Chief Executive Officer. Approval to be provided to the staff member in writing.

#### **Objective:**

The Shire of Cuballing encourages employees to pursue professional/personal development by enhancing skills, qualifications and knowledge required to:

- Meet the key responsibilities of their position.
- Achieve the Shire's strategic and operational objectives.
- Maximise personal and professional potential.
- Reduce personnel turnover and maintain high morale levels through providing satisfying and challenging professional growth opportunities.

- Enable the Shire of Cuballing to continually improve the level of advice and standard of service provided to the Shire of Cuballing community.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### 4.14 Staff Leave Entitlements

Policy Statement:

Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of employment contracts and any relevant employment Award and Local Government (Long Service Leave) Regulations.

All employees shall take annual leave and long service leave within one year from the date in which it is accrued unless with the written permission of the Chief Executive Officer.

Objective:

To clearly indicate employee leave entitlements.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### 4.15 Staff Time in Lieu Entitlements

Policy Statement:

Employees shall be entitled to take time off instead of paid overtime consistent with the provisions of the relevant employment Award or their employment contract with the Shire.

Employees will not accrue more than five days (38 hours) worth of Time in Lieu before taking time off.

Objective:

To clearly outline employee entitlements for the accrual and use of time in lieu.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### 4.16 Staff Presentations on Resignation

Policy Statement:

The Shire of Cuballing ~~will~~ **may** make a contribution towards the purchase of a gift and/or function for any employee voluntarily leaving the employ of Council in accordance with the following table

Years of Service	Council Contribution
0<5 years	Nil

Each subsequent year	\$50 per year
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The Shire of Cuballing will ~~will~~ **may** upon termination will provide in provide light refreshments and drinks up to the value with the following table. Where ever possible every effort will be made to combine two or more staff members functions for cost effectiveness.

Years of Service	Council Contribution
0<2 years	Nil
2<5 years	\$100
5<10 years	\$400
10<20 years	\$1,000
>20 years	\$2,000

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### 4.17 Job Interview Expense Reimbursement

Policy Statement:

The Shire of Cuballing will not reimburse interview expenses of job applicants.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

#### 4.18 Smoke Free Workplace

Purpose

The Shire of Cuballing promotes good health and healthy lifestyle choices for all employees and also has an obligation to ensure compliance with legislatively imposed requirements associated with smoking restrictions.

The Shire recognises that individuals have the right to make a personal choice to smoke, however, is committed to ensuring that persons within the workplace are not exposed to the hazards of tobacco smoke.

Scope

This Policy applies to all Shire staff, volunteers, work experience students, labour hire workers and contracted services providers and extends to all enclosed workplaces, including plant and vehicles, as well as enclosed public places that are owned, rented or leased by the Shire.

Definitions

Tobacco smoke includes that generated by cigarettes, cigars, pipes or “E–cigarettes”

An enclosed workplace means that as defined in the Occupational Safety and Health Regulations 1996 (WA), Regulation 3.44AA.

An enclosed public place means that as defined in the Tobacco Products Control Regulations 2006 (WA), Regulation 8.

#### Policy

Smoking is prohibited within the following designated areas:

- Enclosed workplaces
- Enclosed public places
- Within five metres of any air intake, window or entrance to Shire of Cuballing buildings, owned, rented or otherwise controlled by the Shire
- Shire vehicles or mobile plant, including when there is a sole occupant
- In the presence of non-consenting persons at the workplace
- Areas identified through the display of “No Smoking” signage

The use of electronic cigarettes or other vapourising devices intended for the delivery of nicotine or other substances is considered as smoking and also subject to prohibition requirements in areas so designated.

All waste products from smoking shall be disposed in a safe manner and shall be ensured to be fully extinguished prior to disposal.

All forms of tobacco advertising, promotion, sponsorship and sale of tobacco products are prohibited at Shire workplaces.

Products that are prepared and labelled for human therapeutic use, such as nicotine replacement gum, lozenges, patches and inhalers are exempt from these guidelines.

The Shire encourages employees who are considering quitting smoking to utilise available support services including:

- Make Smoking History website
- Quitline – 13 78 48
- The Shire Employee Assistance Program
- LGIS Health and Wellness Services – (08) 9483 8826

#### References:

~~Occupational Safety and Health Act 1984 (WA)~~  
~~Occupational Safety and Health Regulations 1996 (WA)~~  
~~Tobacco Products Control Act 2006 (WA)~~  
~~Tobacco Products Control Regulations 2006 (WA)~~

Resolution No: 2017-68  
Resolution Date: 20<sup>th</sup> July 2017

### 4.19 Conference Expenses - Staff

#### Policy Statement:

1. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for travel costs incurred in attendance. The costs of travel include:
  - in a private vehicle can be reimbursed by Staff through a written claim. Priority is to use a Council vehicle for such travel;

- will be paid directly by Council where specific bookings and/or reservation are required. Examples of this would be travel by airline or booking a hire car.
2. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay for suitable accommodation. This accommodation:
- will be at the conference venue where ever possible; and
  - may be jointly used by the partner and/or family of Councillor where there is to be no extra charge for doing so;
- If a Staff Member chooses to stay with relatives or friends in lieu of accommodation at a hotel or motel, an allowance of \$100 per night will be provided. Staff members can submit a written claim.
3. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay expenses incurred at the Council provided accommodation venue up to \$150 per day. These expenses may include, but is not limited to meals, telephone expenses and parking;
4. Where a Staff Member is authorised to attend a legitimate conference, meeting, the Shire of Cuballing will pay expenses incurred for attending a conference dinner or an alternative function that is organised as part of the conference or meeting. The expense of such a conference dinner or alternative function may be directly paid by Council or a Staff Member will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.
5. Where a Staff Member is authorised to attend a conference, meeting, course or other legitimate Council business, the Shire of Cuballing will pay incidental expenses incurred as part of the attendance. These expenses may include but is not limited to expenses including taxi, train or bus fares or expenses incurred outside an accommodation venue. A Staff Member will provide written justification of the cost and/or necessity of the expense and a receipt of purchase of the expense.

Resolution No: 2019/102  
Resolution Date: 18 September 2019

#### **4.20 Payment To Employees Who Are Absent From Work During A Pandemic**

##### **Purpose:**

It is acknowledged that during a Pandemic there are likely to be 'waves' of infection and it is reasonable to anticipate that high numbers of employees may need to take extended periods of leave due to personal ill health or in order to care for vulnerable family members.

##### **Policy Statement:**

Employees who are absent due to ill health or caring responsibilities will be paid in accordance with the relevant industrial instrument and Shire Policy, Practice or Procedure. These options include:

1. Personal (Sick or Carer's) leave entitlements.
2. Accrued annual or long service leave entitlements.
3. Additional hours accrued in lieu of overtime or through flexible working arrangements.

4. Leave without pay (Sickness Benefits may be available via Centrelink).
5. Work from home in accordance with the Working from Home Procedure (subject to review at the end of two weeks).

When all leave entitlements have been exhausted and/or working from home arrangements are not reasonable or practical, the employee may be granted leave without pay. Alternatively, where the employee can demonstrate that taking unpaid leave will result in hardship, other (discretionary) options may be considered.

Discretionary options may include:

1. Taking annual or sick leave in advance (up to a maximum of two weeks, pro-rata for part time employees) to be deducted from future accrual until repaid or deducted from the termination pay where the employee ceases employment prior to accruing sufficient entitlements; or
2. Other arrangements as determined by the CEO or a person appointed by the CEO.

Guidelines:

In relation to discretionary options, the Chief Executive Officer (CEO), or a person appointed by the CEO, will determine applications on a case by case basis.

Resolution No: 2020/25  
Resolution Date: 19<sup>th</sup> March 2020

## **4.21 Disciplinary Policy**

**Policy Statement:**

This policy may be used as guidance for the process or manner in which the Shire of Cuballing may discipline an employee because for their poor performance or inappropriate conduct in and circumstances that can be connected to, or impact on the Shire.

This policy does not form part of any employee's contract or employment.

### **Grounds for disciplinary action**

Disciplinary action may be taken in response to any;

- a) Unsatisfactory performance;
- b) Wilful or serious misconduct;
- c) Other disciplinary action; and
- d) Reporting obligations

### **Disciplinary procedure**

Depending on the circumstances, it may be necessary to conduct an investigation into certain incidents and/or allegations that have been raised. This may involve collecting relevant data and interviewing relevant employee's as well as material witnesses.

### **Suspension**

In some instances, poor performance or misconduct may be serious enough to present a risk to the Shire's operations, employees or ratepayers. In these circumstances, an employee

may be suspended from employment on ordinary pay whilst an investigation into the poor performance or misconduct is undertaken

### **Interview**

If on the basis of the investigation, the Shire of Cuballing believes that there is a case to be answered by the employee, the employee may be asked to attend a formal meeting to address the areas of concern.

The procedure in these circumstances may involve:

1. The employee being given notice of the meeting;
2. The employee being given a reasonable opportunity to have a support person present at the meeting;
3. Putting the issue(s) of concern or allegations to the employee;
4. Giving the employee an opportunity to respond to the concerns or allegations;
5. The Shire considering the employee's response;
6. The Shire determining whether the concern(s) or allegations have been substantiated on the balance of probabilities; and
7. If it is determined that all or some of the concerns or allegations are substantiated, the Shire will make a decision about what, if any, disciplinary action is appropriate in the circumstances.

### **Disciplinary Action**

Any disciplinary action taken by the Shire of Cuballing against an employee will vary from case to case. This may include a consideration of whether the employee has received any prior verbal or written warnings in relation to their performance or conduct.

Examples of disciplinary action which may be taken by the Shire include, but are not limited to:

1. Training
2. Informal counselling
3. Verbal warning
4. Written warning
5. Final written warning; and
6. Dismissal, including summary dismissal in circumstances of serious or willful misconduct.

### **Confidentiality**

Disciplinary discussions and meeting (and their outcomes) are confidential. They are not to be discussed with co-workers. Failure to maintain the confidentiality of performance management discussions is a breach of this policy and may result in disciplinary action.

Resolution No:

Resolution Date:

## **4.22 Alcohol And Other Drugs**

### **Scope:**

This policy applies to all Shire of Cuballing personnel including Councillors, employees, contractors, consultants & volunteers.

**Definitions:**

Shire Environment – This includes Shire of Cuballing property and any official venue the Shire of Cuballing may use for a Shire of Cuballing sponsored functions or event.

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

- Cannabis;
- Opiate analgesics, such as heroin, pethidine or methadone;
- Stimulants;
- Amphetamines;
- Cocaine;
- Hallucinogens;
- Designer drugs such as ecstasy;
- Medications - prescribed or over the counter; or
- Inhalants such as petrol glue or solvents;

but this policy does not cover nicotine in the Shire of Cuballing environment.

**Policy Statement**

1. The Shire of Cuballing and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.
2. The Individual's Responsibility
  - a) Under the *Occupational Safety and Health Act 1984* (the OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.
  - b) The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.
  - c) Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.
3. Reporting Requirements  
Employees must report to their employer any situation where they genuinely believe that another employee may be affected by alcohol and/or other drugs.
4. Drug Use on the Premises
  - a) Employees who buy, take, or sell drugs on Shire of Cuballing premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.
  - b) Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their Manager or Shire administration and disclose any side effects that these medication/drugs may cause.
5. Consumption of Alcohol on the Premises



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

6. Drug/Alcohol Treatment Programs

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

7. Managers' Responsibilities - Consumption of Alcohol at Work Sponsored Functions

Managers shall –

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

8. Pre-Employment Medical Tests

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

9. Identification of Impairment & Testing

- a) If the Shire of Cuballing has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.
- b) Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.
- c) If the Shire of Cuballing suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions –
  - i) direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
  - ii) require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Cuballing;
  - iii) direct an employee to go home.
- d) A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- e) In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Shire of Cuballing may request further information from the

medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Shire of Cuballing may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

- f) If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.
- g) The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test result for alcohol and/or drugs -
  - i) The employee tested and the supervisor (or respective employer) will be informed of the result;
  - ii) A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Cuballing.
- h) An employee who returns a positive test will be in breach of this policy. A breach of this policy may result in disciplinary action being taken against the employee up to and including the termination of employment.

10. Education, Training & Awareness

- a) Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.
- b) The Shire of Cuballing engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling.

11. Consequences of Breaching this Policy

- a) An employee engaged by the Shire of Cuballing who breaches the provisions of this policy may face disciplinary action including possible termination of employment.
- b) Where appropriate, actions may be referred to Police or other external agency.

12. Variation to this Policy

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

Resolution No:

Resolution Date:

## **5. ROADS AND ENGINEERING**

### **5.1 Sand Drift**

Policy Statement:

Council will act to prevent, reduce or repair damage and nuisance caused by sand drift from private property by the following steps:

1. Once such a problem in any location becomes obvious, a letter will be sent to the owner of the land from which sand or loose material is originating, to deal with sand drifts and requesting that person to immediately take steps to prevent further sand drift from their property.
2. If no satisfactory action is taken by the land owner 12 months after Council has informed the owner of the seriousness of the situation, then action may be taken by Council.

Objective:

All Council actions will be aimed at preventing sand drift, as well as reducing and repairing the effects of sand drift by the co-operative actions of Council and private property owners.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **5.2 Pedestrian Access**

Policy Statement:

No person, nor organisation shall be permitted to sell, display or offer goods or services in any public access way, street or footpath, except by prior agreement of the Chief Executive Officer or his/her nominee.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **5.3 Storm Water Disposal - Private Developments**

Policy Statement:

Where the topography, general site conditions and/or nature of development precludes on site storm water disposal, any expense incurred by Council in providing a storm water disposal system over and above that normally required for the effective disposal of storm water collected from within the boundaries of the street will be recovered from the developer.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 5.4 Private Works

### Policy Statement:

Council will only undertake private works as approved by the Chief Executive Officer or Manager Works and Services in the following circumstances:

1. for ratepayers where the value of works billed is likely to be under \$2,000 and does not detract from Councils normal works programming;
2. direct requests from developers/individuals when local contractors either have not accepted the contract or are unable to do so.
3. for sporting and local non-profit organisations; and
4. direct requests from Government Departments.

Council employees are permitted to hire Councils Plant & Equipment. In these circumstances all cost of hire is to be charged at normal adopted rates.

Council staff are not permitted private use of Council's plant or equipment that is not available for hire. This includes use of such plant or equipment on Council owned or rented residential property.

### Guidelines:

Where private works are to be carried out,

1. the estimated cost of the works requested, shall be pre-assessed and provided to the resident, ratepayer or business ordering the private works; and
2. the resident, ratepayer or business will acknowledge their acceptance of that estimated cost in writing prior to the works commencing.

Resolution No: 2018/34  
Resolution Date: 19<sup>th</sup> April 2018

## 5.5 Acquisition of Road Making Materials

### Policy Statement:

Road making materials, normally gravel or sand, would be taken from reserves under Council's control whenever possible.

Where the required quantity, quality or type of material is unavailable from Council controlled areas and the materials may be more conveniently available from private properties, the following would be the normal procedure:

1. Calculate total requirement for project or yearly requirement of material from proposed pit.
2. Request authority to search for materials from owners. Use of entry powers or compulsory acquisition is to be a last resort.
3. If suitable material is located, an agreement will be reached with the owner as to compensation for materials removed and to the rehabilitation completed by Council.

4. Council will pay a royalty for material extracted from private landholders' pits rather than complete works in kind. Council will set this royalty fee as part of the budget process.
5. Works to re-habilitate the gravel pit once materials have been removed ~~shall~~ **may** take place and will take the form of such works agreed on before material extraction takes place.

These works may include:

- a. fencing,
  - b. tree planting
  - c. deep ripping,
  - d. stockpiling of original topsoil and spreading after the extraction is completed,
  - e. levelling,
6. Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to Council and the private property owner prior to the commencement of extraction.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **~~5.6 Motor Vehicle Replacements~~**

~~Policy Statement:~~

~~Motor Vehicles will be replaced at the appropriate time to provide Council with maximum price advantage for the changeover of the vehicles.~~

~~Trucks and other larger plant items will be replaced in accordance with Councils Plant Replacement Program (as reviewed from time to time).~~

~~Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016~~

## **5.7 Manager Works & Services Plant Report**

Policy Statement:

A summary of Mileage/hours for each major plant or vehicle shall be recorded and included in the Manager Works & Services Plant Report.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **5.8 Cable Laying**

Policy Statement:

Where Council's reserves or road reserves are to be disturbed for cable laying, this work shall be carried out by a ditch witch and not ripped by a bulldozer

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 5.9 Property Access and Crossovers

Policy Statement:

### 3. Definition

A “crossover” is the part of a driveway between the property boundary and the edge of the road carriageway.

### 4. Urban (Town Site) Crossovers

Council will contribute

3. up to \$125 or 50% of the cost, whichever is the lesser, towards a new gravel crossover which requires no pipes; OR
4. up to \$250 or 50% of the cost, whichever is the lesser, towards a new gravel crossover with < 225mm diameter pipes.

All other costs shall be borne by the landowner. In new subdivisions, the total cost of crossovers shall be borne by the developer.

Documentary evidence of expenditure and digital photographic record of works required to claim subsidy.

If crossover not constructed to relevant standards as listed then no subsidy is payable. A crossover may need to be removed at the installer's expense and replaced if not constructed to specified standards.

### 5. Rural Crossovers

Council will subsidise the construction of one cross-over (up to the width of 12 m) per location. The length of cross-overs; the provision of culverts; and the general standard of construction will be at the discretion of Council - with each case being treated on its merits.

Council's subsidy shall be 50% of the cost of construction where the cost of construction includes Shire staff labour, Shire staff labour overheads, Shire plant costs and the full cost to Council of materials including, but not limited to, pipes, signs and white posts required in the construction.

Any additional cross-overs required by the property owner shall be provided at his/her own cost.

In new rural subdivisions, the total cost of crossovers shall be borne by the developer.

If required the minimum culvert pipe diameter shall be 225mm, however the Manager Works & Services will determine if a larger diameter pipe is required

When determining the location of a crossover within the property boundary, for safety reasons it is imperative that road users can see a vehicle on the crossover in time to stop in an

emergency, and that the driver of a vehicle on the crossover can see approaching road user in enough time to be able to judge whether it is safe to enter the road.

Where sight distance is restricted, the crossover shall be positioned to give the best possible sight distance.

The following factors may determine the crossover location where there is ample sight distance.

➤ Vegetation

Clearing of native vegetation shall be minimised, taking into account other factors. Clearing for safe sight distance may occur if necessary.

➤ Drainage

Drainage requirements shall be taken into account. If it is possible to locate the crossover on a crest of a hill, it may be possible to avoid the cost of drainage and also achieve maximum sight distance.

➤ Other

Other factors, such as existing services, may also be considered when determining the location of crossovers.

**6. Maintenance Costs**

Landowners are responsible for the maintenance of their crossovers. Council may require a landowner to repair a crossover by issuing a written notice. If the repairs are not carried out within a reasonable period of time, Council may arrange to have the repairs completed and recover the costs from the landowner.

**7. Applications for Crossovers**

Applications shall be made in writing by the landowner to Council before any crossover is constructed, and Council shall respond, either disallowing or approving the crossover, and setting conditions if appropriate. This applies to any crossover, whether a Council contribution is sought or not.

Council approval to any application shall have a two year limit, following which the landowner must reapply if the crossover is not constructed within two years from approval.

Upon completion, the landowner shall provide a copy of the invoice if they have requested a Council contribution. No contribution will be paid if the landowner has not put in an application and received Council approval prior to the crossover being constructed.

Urban crossovers shall be constructed of 150mm compacted thickness of gravel and commercial crossovers shall be constructed of 200mm compacted thickness of gravel. Compaction shall be effected by rolling the gravel in damp condition in order that it is firm enough to not be able to be kicked out or likely to cause wheel spin.

No change shall be made to the existing road drainage (alignment of levels) without prior agreement from Council.

Crossovers must be constructed to Council's standard to qualify for a Council contribution.

#### 8. Entry Statements or Retaining Walls

All structures other than standard precast culvert headwalls, shall be approved by Council prior to construction. Following approval, the structure becomes the responsibility of the owner, i.e. Council will not accept responsibility for any liable event, costs or maintenance of this structure.

#### 9. Cross Over Requirements

<b>GENERAL REQUIREMENTS</b>				
	Single Residential	Grouped Housing Multiple Dwellings	Light Industrial Commercial	Heavy Duty
Width @ property line Min Max	2.7 6m	3m (up to 4 units) 4m (4+ units)	6m 11m	6m 11m
Width @ road edge or kerb Min Max	3.7m 7m	4m 5m	7m 12m	7m 12m
Minimum setback from property line on intersecting street	6m	7.5m	10m	10m
Angle to road edge or kerb	90 degrees			
Ratio of flaring to road edge or kerb	2 : 1			
Minimum step up from road level road edge	20mm Only applies to Brick, Concrete and Bitumen driveways			
Minimum setback from light poles and boundaries	500mm			



<b>SPECIFIC INSTALLATION REQUIREMENTS</b> <b>(to be read in concert with general requirements)</b>				
Driveway Type	Single Residential	Grouped Housing – Multiple Dwellings	Light Industrial – Commercial	Heavy Traffic
Gravel Driveway	150mm gravel compacted and water bound in 50mm layers	<b>Not permitted</b> for ROW construction or common property Driveways in grouped or multiple dwelling development	200mm gravel compacted and water bound in 50mm layers	300mm gravel compacted and water bound in 50mm layers
Bitumen	Preparation as per gravel driveway except to be finished with two coats of sprayed bitumen with 6 to 10mm blue metal aggregate	<b>Not permitted</b> Common Property Driveways in grouped or multiple dwelling development	Preparation as per gravel driveway except to be finished with two coats of sprayed bitumen with 6 to 10mm blue metal aggregate	
Concrete Driveway	100mm thick mass on a minimum of a 150mm compacted sand bed (compact in layers not exceeding 75mm. Control joints to be @ maximum 3m centres at a ratio not exceeding 2:1.  Expansion joints required at property boundary, at any intersection with a public pathway, concrete kerb and any service boxes (Telstra, Water Corporation that may be located in driveway)	100mm concrete reinforced with F62 mesh on a 150mm compacted road base.  Expansion joints required at property boundary, at any intersection with a public pathway, and concrete kerb.	To be engineer designed	
Brick	50mm block paver on 200mm compacted sand bed Compact in layers not exceeding 75mm) Header courses required at property boundary, at any intersection with a public pathway, concrete kerb and any service boxes (Telstra, Water Corporation that may be located in driveway)  Expansion joint required at point of intersection between paving and street kerbs + public paths Pavers to have concreted edge restraint and at the property boundary, and junctions with paths & kerbs	To be engineer designed	To be engineer designed	To be engineer designed

Objective:

To provide details on crossover requirements and definition

Resolution No: 9.2.3  
Resolution Date: 16 June 2016

## 5.10 Heavy Vehicle Operations

Policy Statement:

That Council supports Restricted Access Vehicles, including road trains and B Doubles, to service local industry throughout the Shire of Cuballing provided the roads to be used are deemed suitable.

Council will support the following access to roads with the Shire of Cuballing

Road Name	RAV Class	Intersection From	Intersection To	Conditions
Cuballing East Road	6	Campbell St	Wickepin Boundary	Unconditional Access
Wandering – Narrogin Road	4	Wandering LGA Boundary	Narrogin LGA Boundary	Unconditional Access
Bunmulling Road	4	Northam – Cranbrook Rd	Stratherne Rd	LVCA Type 1
Congelin – Narrogin Road	4	Nebrikinning Rd	Williams LGA Boundary	LVCA Type 1
Cuballing West Road	4	Campbell St & Dungog St	Wandering – Narrogin Rd	LVCA Type 1
Gaths Road	4	Stratherne Rd	Murbys Rd	LVCA Type 1
Halls Road	4	Wardering Rd	Narrogin – Kondinin	LVCA Type 1
Murbys Road	4	Pauley Rd	Nottles Rd	LVCA Type 1
Pauley Road	4	Cuballing East Rd	Wickepin LGA Boundary	LVCA Type 1
Popanyinning East Road	4	Reed Road	Wickepin LGA Boundary	LVCA Type 1
Popanyinning West Road	4	Northam – Cranbrook Rd	Wandering LGA Boundary	LVCA Type 1
Springhill Road	4	Bow St & Darcy St	Wandering – Narrogin Rd	LVCA Type 1
Stratherne Road	4	Northam – Cranbrook RdRd	Wickepin LGA Boundary	LVCA Type 1
Wardering Road	4	Cuballing East Rd	Wickepin LGA Boundary	LVCA Type 1
Webbs Road	4	Stratherne Rd	Yornaning East Rd	LVCA Type 1
Williams Road	4	Howard Street	Wandering – Narrogin Rd	LVCA Type 1
Yornaning East Road	4	Northam – Cranbrook Rd	Stratherne Rd	LVCA Type 1
Yornaning West Road	4	Cowcher St	Wandering – Narrogin Rd	LVCA Type 1
Batts Road	4	Pennys Rd	Williams Rd	LVCA Type 2
Boundary Road	4	Dowling St	Popanyinning West Rd	LVCA Type 2
Bradford Exchange Road	4	Congelin – Narrogin Rd	Bradford Road	LVCA Type 2
Brands Road	4	Wandering – Narrogin Rd	Stevens Rd	LVCA Type 2
Calcoran Road	4	0.75km west Of Reeds Rd	1.3km East Of Reeds Rd	LVCA Type 2
Chopping Road	4	Neamutin Rd	Wickepin Pingelly Rd	LVCA Type 2

Road Name	RAV Class	Intersection From	Intersection To	Conditions
Chungamunning Road	4	Northam – Cranbrook Rd	Springhill Road	LVCA Type 2
Contine Siding Road	4	Congelin – Narrogin Rd	Curries Rd	LVCA Type 2
Cook Road	4	Neamutin Rd	Popanyinning East Rd	LVCA Type 2
Curries Road	4	Contine Siding Rd	Dryandra Rd	LVCA Type 2
Dart Road	4	Murbys Rd	Wickepin LGA Boundary	LVCA Type 2
Dents Road	4	Northam – Cranbrook Rd	0.75km East Of Youngs Rd	LVCA Type 2
Dews Road	4	Bunmulling Rd	Stratherne Rd	LVCA Type 2
Dixons Road	4	Stratherne Rd	Nottles Rd	LVCA Type 2
Draper Road	4	Popanyinning East Rd	For 0.85 Km	LVCA Type 2
English Road	4	Popanyinning East Rd	Wickepin Pingelly Rd	LVCA Type 2
Fitts Road	4	Wandering Narrogin Rd	Grout Rd	LVCA Type 2
Forestry Road	4	Yornaning West Rd	Pennys Rd	LVCA Type 2
Fourteen Mile Brook Road	4	Congelin – Narrogin Rd	Contine Siding Rd	LVCA Type 2
Francis Road	4	Popanyinning East Rd	For 0.37 Km	LVCA Type 2
Grout Road	4	Springhill Rd	Cuballing West Rd	LVCA Type 2
Haslams Road	4	Williams Rd	For 1.8 Km	LVCA Type 2
Karping Road	4	Northam – Cranbrook	For 1.8 Km	LVCA Type 2
Kerruish Road	4	Pingelly – Wickepin Rd	Townsend Rd	LVCA Type 2
Knights Ln	4	Cuballing West Rd	Yornaning West Rd	LVCA Type 2
Langes Road	4	Northam – Cranbrook Rd	Williams Rd	LVCA Type 2
Leesons Road	4	Pauley Rd	Modra Rd	LVCA Type 2
Lol Gray Soak Road	4	Wandering Narrogin Rd	Pennys Rd	LVCA Type 2
McGowans Road	4	Williams Rd	For 1.7 Km	LVCA Type 2
Melchiorre Road	4	Congelin – Narrogin Rd	For 4.35 Km	LVCA Type 2
Merwanga Road	4	Williams Rd	Pingelly LGA Boundary	LVCA Type 2
Modra Road	4	Leeson Rd & Leesons Rd	Pauley Rd	LVCA Type 2
Napping Pool Road	4	Pingelly LGA Boundary	Popanyinning West Rd	LVCA Type 2
Neamutin Road	4	Pingelly LGA Boundary	Stratherne Rd	LVCA Type 2
Nebrikinning Road	4	Wandering – Narrogin Rd	Congelin – Narrogin Rd	LVCA Type 2
Noels Road	4	Cuballing East Rd	Wardering Rd	LVCA Type 2
Nottles Road	4	Wickepin LGA Boundary	Stratherne Rd	LVCA Type 2
Oakleigh Road	4	Williams Rd	Batt Rd	LVCA Type 2
Parsons Road	4	Stratherne Rd	Cuballing East Rd	LVCA Type 2
Pattullo Road	4	Popanyinning West Rd	For 4.35 Km	LVCA Type 2
Pennys Road	4	Wandering – Narrogin Rd	Popanyinning West Rd	LVCA Type 2
Reeds Road	4	Popanyinning East Rd	Pingelly LGA Boundary	LVCA Type 2
Rifle Range Road	4	Popanyinning West Rd	For 1.05 Km	LVCA Type 2
Schoolars Road	4	Northam – Cranbrook Rd	For 1.75 Km	LVCA Type 2
Shaddicks Road	4	Popanyinning East Rd	Bunmulling Rd	LVCA Type 2
Short Road	4	Cuballing East Rd	For 3.07 Km	LVCA Type 2
Spriggs Rd	4	Narrogin LGA Boundary	For 0.58 Km	LVCA Type 2
Stevens Road	4	Wandering – Narrogin Rd	Wandering LGA Boundary	LVCA Type 2
Strahans Road	4	Cuballing East Rd	Leesons Rd	LVCA Type 2
Tanners Road	4	Pingelly LGA Boundary	Popanyinning East Rd	LVCA Type 2
Taylors Road	4	Stratherne Rd	For 2.55 Km	LVCA Type 2
Townsend Road	4	Stratherne Rd	Kerruish Rd	LVCA Type 2
Tulletts Road	4	Popanyinning West Rd	For 2.14 Km	LVCA Type 2
Turners Road	4	Wandering – Narrogin Rd	Fourteen Mile Brook Rd	LVCA Type 2
Wades Road	4	Wardering Rd	Narrogin – Kondinin	LVCA Type 2

Road Name	RAV Class	Intersection From	Intersection To	Conditions
Walsh Road	4	Pauley Rd	Gaths Rd	LVCA Type 2
Youngs Road	4	Yornaning East Rd	Dents Rd	LVCA Type 2
Alton Street	4	Campbell St	Beeston St	LVCA Type 1
Austral Street	4	Campbell St	Brundell St	LVCA Type 1
Campbell Street	4	Cuballing West Rd & Dungog St	Northam – Cranbrook Rd & Cuballing East Rd	LVCA Type 1
Cowcher Street	4	Northam – Cranbrook	For 0.75km	LVCA Type 1
Darcy Street	4	Springhill Rd	Northam – Cranbrook	LVCA Type 1
Howard Street	4	Francis St	Williams Rd	LVCA Type 1
Knight Street	4	Rose St	Colin St	LVCA Type 2
Rose Street	4	Francis St	Condor St	LVCA Type 2

### Conditions of Use on Local Roads

The conditions that Council will seek to impose on use of local roads will be:

1. Unconditional access. Roads with these conditions would be of the higher standard and good condition. These routes would be made available to all vehicles and should be expected to be used as through routes for vehicles from outside the shire;
2. Low Volume Conditional Access (LVCA) Type 1. These roads would be of a decent standards and relatively good condition. It is Council's desire to have these roads made available for local traffic to allow economic freight use by local residents and ratepayers. The conditions for use of these roads include:
  - Not to be used as a through route. For local delivery and pickup only;
  - Current written approval from the Shire of Cuballing, endorsing use of the road, must be obtained, carried in the vehicle and produced upon request;
  - Operation is not permitted while the school bus is operating on the particular road. Operators must contact the relevant schools directly for school bus timetables; or where direct contact can be made with the school bus driver, operation is permitted once the school bus driver confirms all school drop-offs / pick-ups have been completed on the particular road;
  - Headlights must be switched on at all times; When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;
  - No operation on unsealed road segment when visibly wet, without road owner's approval; and
  - Direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).
3. Low Volume Condition Access (LVCA) Type 2. These roads can be of a low standard. It is Council's desire to have these roads made available for local traffic to allow economic freight use by local residents and ratepayers. The conditions for use of these roads include:
  - All conditions stipulated for Low Volume Conditional Access Type 1 roads; and
  - Road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction; and
  - The RAV must not exceed a speed of 40 km/h.

Objective:

To control the use of local roads by Restricted Access Vehicles so as to limit damage to roads and to ensure the safety of road users where possible.

Resolution No: 2019/45  
Resolution Date: 15<sup>th</sup> May 2019

### 5.11 Road Reserve Vegetation and Clearing

Policy Statement:

Adjoining land owners are permitted to clear trees and vegetation within one and a half (1.5) metres of a fence line to allow access, fence erection and maintenance.

Upon request from an adjoining land owner, Council staff will provide written notice to the land owner of the approval to clear trees and vegetation within one and a half (1.5) metres of a fence line.

~~Should it be desired that other trees outside of this line be cleared, they be individually marked for inspection by a Shire representative to allow consideration and submission of a clearing permit.~~

Objective:

The object of this Policy is to ensure representative stands of remnant vegetation remain and wherever possible long term trees, grass trees and undergrowth be left undisturbed.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### 5.12 Provision of Business Signs

Policy Statement:

That Council will permit requests for business to erect white on blue directional signs showing the location of their business subject to:

1. The business paying for the cost of the signs, including any poles brackets;
2. The business paying for the cost of Council staff to erect the sign.

Objective:

1. To establish a direction concerning how the costs shall be shared between the applicant and the Shire.
2. To remove the necessity for each application to be referred to Council.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### 5.13 Access to Council Reserves to Collect Flora and Fauna Specimens

Policy Statement:

Council will consider giving access to collect seed, flora specimens and fauna in land vested in Council for non-profit groups whose activities will provide a benefit to the local area.

In accessing Council's reserves, permission will be given subject to the following conditions:

- permission will only be granted for periods up to one year at any one time. This should not discourage applications for subsequent periods;
- sighting by Council of proof of current public liability insurance of at least \$5 Million;
- adherence to DPaW Guidelines on native seed collection;
- appropriate hygiene measures be followed at all times to prevent the spread of plant disease and weeds;
- all care be taken to avoid the disturbance of fauna habitat;
- all care be taken to avoid any disturbance that may lead to soil degradation;
- all staff are to wear high visibility safety clothing; and
- any stationary vehicles are to use revolving amber flashing lights.

Objective:

Council manages a range of property with natural vegetation including nature reserves vested in Council and road reserves. These plants are a valuable resource and this policy seeks to guide Council's responsible management.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **5.14 Use of Council Plant by Community Organisations**

Policy Statement:

Council will permit the use of Council plant to be used for no cost for the purposes of local non-profit organisations subject to the following conditions:

1. that the plant is only to be operated by a suitably trained and experienced Council employee;
2. that the plant is available and is not required by Council for any other purpose
3. Council will not transport plant for this purpose;
4. that the local non-profit organisation has sought written permission at least seven days in advance; and
5. that the use does not continue for longer than six hours.

Objective:

To establish a guideline for the use of Council Plant by non-profit organisations.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **5.15 Impounding and Disposal of Abandoned Vehicles**

Policy Statement:

Council imposes the following conditions and requires the following procedures to be adhered to when dealing with “abandoned vehicles”.

1. If the vehicle is on private property, the owner of that property can ask Council to remove a vehicle from their property. Council will charge a fee for this service.
2. If the vehicle is not on private property, then Council will remove the vehicle and pay for the costs of removal.
3. The vehicle will then be relocated to the Shire Depot compound until Council can determine if the vehicle is abandoned.

The procedure for handling abandoned vehicles is:

1. Staff will take photograph of the vehicle that has been identified as possibly abandoned.
2. Staff will search vehicle for owner identification, being aware of hazards, ‘sharps’, chemicals etc.
3. Place sticker on window of vehicle advising ‘Reported to Shire’,
4. Staff will arrange removal within 24 hours, noting investigation number, time and date etc.
5. After 24 hours have passed from the sticker being placed on the vehicle window, Council will remove the vehicle to the Shire Depot compound.
6. Council will contact the Police to obtain authority to search for the identity of the vehicle’s owner, by:
  - a. Registration search on the vehicle – search required of DPI Licensing system to determine owner; or
  - b. Where no registration plates are on the vehicle, obtain engine number (VIN) from the vehicle and search DPI Licensing system to determine owner.
7. If the owner is identified within 7 days from the above searches, then Council will give notice to the person advising that the vehicle may be collected from the refuse site during hours of operation and to pay the costs incurred by Council in carrying out the removal, impounding and keeping of the vehicle. (Form 10.18B)
8. If after carrying out the above searches Council is unable to determine the owner of the vehicle within 7 days, then the vehicle is declared either:
  - a. an “abandoned vehicle wreck”. Council can sell a vehicle if it has not been collected within 7 days of this declaration under S3.47(2)(b) of the Local Government Act 1995. An “abandoned vehicle wreck” means a vehicle that is under S3.40A(5) of the Local Government Act is:
    - i. “not operational” – the vehicle is not registered, or Council is not in possession of the keys for a vehicle; and
    - ii. The owner of the which has not been identified; and
    - iii. The value is less than \$200 in accordance with regulation 29A of the *Local Government (Functions and General) Regulations 1996*, the prescribed manner in which that value is to be calculated is that the value is to be based on the local private sale value of a vehicle of the same, or a similar, model, year and condition; or
  - b. An “impounded vehicle”, as it has a market value of \$200 or more and requires impoundment for a minimum of 2 months.
9. Ranger to remove plates (if any) and hand into Licensing section at Shire Office.
10. The vehicle will be disposed of as outlined in determination of the market value shown below.

Estimated Market Value	Method of Advertising	Action
\$1 - \$500	Notices seeking offers for purchases shall be displayed on the Shire of	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.

Estimated Market Value	Method of Advertising	Action
	Cuballing's notice boards, Facebook and on the website.	
\$501 - \$5,000	Notices seeking offers for purchases shall be advertised with local public notice and displayed on the Shire of Cuballing's notice boards, Facebook and on the website.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.
\$5,001 +	Items shall be tendered as per the requirements of S3.58 of the Local Government Act 1995.	Any vehicle not purchased will be disposed of at the Cuballing Transfer Station.

Objective:

To provide a policy that deals with the removal, impounding and disposal of abandoned vehicles.

Resolution No: 2017-13  
Resolution Date: 16<sup>th</sup> February 2017



## **6. BUSH FIRE CONTROL**

### **6.1 Fire Reports**

Policy Statement:

The Chief Bush Fire Control Officer or Fire Control Officer in the area will submit written reports of any wild fires.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.2 Inspection/Prosecutions - Firebreaks**

Policy Statement:

In the event of inspections of firebreaks taking place in the Shire of Cuballing the following policy of procedure is followed:

1. The Fire Break inspection to commence no later than seven days after the 1st November.
2. The Fire Break inspection is to be completed within two days, weather permitting.
3. The Fire Break inspection to be carried out in accordance with Council Policy and supply a report to the Chief Executive Officer, who will act according to Item 4 and/or Item 5.  
~~No warning or advice to be given to offenders.~~
4. Council will write to property owners who in the last five years have complied with Council's Fire Break Order, advising that the property does not comply with Council's fire break notice and they have seven days to have their property meet the requirements of Council's Fire Break Order.

After that seven days expires another property inspection will occur. Council will write to the property owners whose properties still do not comply stating that:

- a. The property does not comply with Council's fire break notice;
- b. Council will complete the fire breaks on the offending property and charge the property owners for that work.

Council will also issue and Infringement Notice and fine for the property owner for not complying with Council's Fire Break Notice.

5. Council will write to property owners who in the last five years have on occasion NOT complied with Council's Fire Break Order, stating that:
  - a. the property does not comply with Council's fire break notice;
  - b. Council will complete the fire breaks on the offending property and charge the property owners for that work.

Council will also issue and Infringement Notice and fine for the property owner for not complying with Council's Fire Break Notice.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.3 Harvest Ban to Include Movement of Machinery and Vehicles in Paddocks**

Policy Statement:

Harvesting Bans include a Ban on the Movement of Machinery and Vehicles in Paddocks, and this is to be included on the Harvest Ban Notice.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.4 Use of Shire Plant During Harvest and Movement of Vehicle Bans**

Policy Statement:

At times of harvest and movement of vehicle bans, Shire staff will cease road construction and maintenance activities other than activities deemed to be emergency.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.5 Weather Instruments**

Policy Statement:

That the Chief Bush Fire Control Officer and Fire ~~Control~~ **Weather** Officers are to be issued with instruments to determine the weather conditions as required.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.6 Clover Burning**

Policy Statement:

The permitted time for a clover burn shall be at the discretion of the Permit Issuing Officer, provided the burning shall not be commenced before 2.00 pm on the day.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **6.7 Breaches of Harvest and Movement of Vehicles in Paddocks Bans under the Bush Fires Act 1954 and Bush Fires Regulations 1954**

Policy Statement:

Where a resident does not comply with the requirements of a Harvest and Movement of Vehicles in Paddocks Bans, Council shall:

- 1st Offence

#### Letter of Warning

- 2nd Offence and subsequent Offences  
Infringement Notice and Fine issued under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978; and
- 3rd and subsequent Offences  
Infringement Notice and Fine and/or Prosecution under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978.

Staff may refer to Council a recommendation that a single significant breach or a continuing repeat offender for prosecution under the provisions of the Bush Fires Act 1954, Bush Fires Regulations 1954 and the Bush Fires (Infringement) Regulations 1978.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 6.8 Safety and Health Relating to Volunteer Bush Fire Fighters

#### Policy Statement:

The Shire of Cuballing recognises the extremely valuable contribution that volunteer Fire Fighters make to the community.

It is the policy of Council to ensure that volunteer Fire Fighters are provided with safe working equipment, the safest work systems practicable and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and volunteer Fire Fighters have a responsibility for safety and health.

#### COUNCIL RESPONSIBILITIES

The Shire of Cuballing will make all practicable efforts to:

- instruct volunteer Fire Fighters in safe working practices.
- ensure that brigade equipment is in safe working order.
- encourage the use of a proper standard of protective clothing and equipment appropriate to the task.
- ensure that volunteers have ready access to first aid facilities.
- investigate accidents and potential safety and health risks and take appropriate remedial action.
- provide a mechanism for joint Shire/Bush Fires Board/Volunteer consultation on safety matters; and
- review the effectiveness of volunteer Fire Fighters training, safety and health policies as necessary.

#### VOLUNTEER RESPONSIBILITIES

The Shire of Cuballing Bush Fire Volunteers will make all practicable efforts to:

- to maintain an adequate standard of physical fitness for their role in the Volunteer Bush Fire Brigade;
- to acquaint themselves with safe working procedures;
- to identify safety and health hazards and report these to senior officers;

- to observe safe working practices and avoid unnecessary risks and be responsible for their own safety.
- to ensure they dress appropriately for firefighting and make proper use of personal protective equipment whenever necessary, and when required to do so.

Council acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by volunteer Fire Fighters are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however, it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to volunteer Fire Fighters both on the fire ground, and in the performance of all other duties.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 6.9 Fire Situations

Policy Statement:

The Shire of Cuballing will:

1. Respond to calls from the Incident Controller controlling fires in the Shire of Cuballing or within close proximity of the Shire of Cuballing;
2. Provide graders and other plant and equipment (with operators) as expediently as possible to attend fires within the Shire of Cuballing and in surrounding Shires when fires are in close proximity to the Shire boundaries;
5. Have graders and other plant and equipment fueled and prepared for immediate response during any Shire of Cuballing shutdown period over late December and January;
6. Roster staff leave arrangements to ensure that a competent grader operator is on duty during normal working hours throughout the year. ~~This will improve the response to the call for a grader during the peak fire season;~~
7. Authorise overtime, at any time and when necessary, for staff using Shire plant and equipment who are adequately trained and who are willing to attend fires, to do so;
8. The Shire of Cuballing will utilise plant and equipment at fires, under the direction of the incident controller subject to the following conditions:
  - Adequate duty of care is exercised to minimise the risk of injury to staff and damage to machines; and
  - Machines are accompanied by four wheel drive support vehicles, capable of quickly evacuating the fire scene if the safety of staff is threatened.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **6.10 Employee Volunteer Input to Fire Brigades and Ambulance Services during Working Hours**

### **Policy Statement:**

The Shire of Cuballing will permit employees to leave their workplace to render voluntary emergency assistance to a fire brigade or ambulance service, and will reimburse the employee at his ordinary rate of pay for the time so absent subject to the following conditions:

1. The emergency service is a bona fide organisation, properly constituted for its function and the employee is a member of that organisation;
2. The employee is qualified to perform the functions being asked of him by the emergency service;
3. The employee recognises and acknowledges that upon leaving his workplace the Council's duty of care is suspended until such time as he returns to the workplace, and that whilst he is absent he is not afforded the protection of Council's employee indemnity insurance;
4. The Shire is indemnified against any claim which may arise by the employee out of his voluntary activities;
5. Payment of wages is only applicable for the ordinary hours of work during which the employee is absent;
6. The employee shall not leave his place of employment without notifying either the Manager of Works and Services or the Chief Executive Officer, of his impending time of departure and his time of return.
7. Any time spent away on voluntary emergency activities for which the employee's ordinary rate of pay has been applied, shall be charged out to the appropriate section of the Shire's accounts for such emergency service.

### **Objective**

Council recognises that without volunteers, in country areas these important emergency services would not be delivered. It therefore considers that the community expects Shire employees, as much as any others, to have the opportunity to contribute their time to these services during as well as out of working hours.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **6.11 Bush Fire Advisory Committee**

### **Objective:**

To regulate the holding of the meetings of the Bush Fire Advisory Committee to provide advice on Bush Fire prevention and management to Council.

### **Policy Statement:**

The Bush Fire Advisory Committee shall include

1. Fire Control Officers appointed by the Shire of Cuballing; and
2. representatives of the Shire of Cuballing appointed by Council.

Bush Fire Advisory Committee Meetings shall be held at least bi-annually.

The Bush Fire Advisory Committee will make recommendations to Council upon:

1. The appointment of Fire Control Officer's for the upcoming season fire, including the appointment of the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer;
2. A suitable fire break notice for adoption by Council;
3. Any other bush fire matter that Council request the Bush Fire Advisory Committee to provide advice upon; and
4. Any bush fire matter that the Committee wish Council to consider.

#### Guidelines

The Chief Bush Fire Control Officer shall chair meetings of the Bush Fire Advisory Committee unless the meeting votes to elect an alternative chairperson.

The Bush Fire Advisory Committee shall meet in the Council Chambers wherever possible.

The Bush Fire Advisory Committee should meet at least twice each year in April and September with:

- the April Meeting making recommendations to Council on the appointment of Fire Control Officers for the next fire season; and
- the September Meeting making recommendations on a Fire Break Order for the Shire of Cuballing for that fire season.

Representatives from the Department of Fire & Emergency Service and the Department of Biodiversity, Conservation and Attractions should be invited to attend each Bush Fire Advisory Committee Meeting.

Resolution No: 2019/42  
Resolution Date: 15<sup>th</sup> May 2019

## **7. COUNCIL BUILDINGS**

### **7.1 ~~Provision of Stoves and Refrigerators, Shire Halls~~**

~~Policy Statement:~~

~~Council may provide stoves and refrigerators for Sporting Pavilions and refrigerators for Public Halls.~~

~~Council will consider requests to provide these items by community organisations, at their own cost, subject to prior approval being obtained from Council, before installation. Any such items installed will be available for all hirers of the Council facility to use.~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

### **7.2 ~~Shire Hall Chairs~~**

~~Policy Statement:~~

~~All chairs and trestles in the Shire Hall shall not to be removed without payment of rental fees by the organising body.~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

### **7.3 ~~Liquor on Council Property~~**

~~Policy Statement:~~

~~No liquor of any type shall be permitted to be consumed on Council property without the application for and granting of a permit, as decided by the Chief Executive Officer or his/her nominee. Clubs may apply for a Seasonal Liquor Permit with all dates shown on permit.~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

### **7.4 ~~Bar Facilities in Council Buildings~~**

~~Policy Statement:~~

~~Council shall will not allow the placing or construction of permanent bar or liquor dispensing facilities in any Council building~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

## **7.5 — Time Limits**

### **Policy Statement:**

~~The maximum time to which all halls, kitchens and supper rooms will be allowed to remain open and in use shall be 2.30 am. All lights shall be turned off by this time and all doors closed and locked~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

## **7.6 — Decorations in Halls**

### **Policy Statement:**

~~The fixing of posters or any other objects to furnishings or fixtures within all Halls is prohibited, except to specific fittings provided for that purpose without approval by the Shire Administration.~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

## **7.7 — Deposits**

### **Policy Statement:**

~~All hiring shall be subject to a pre-paid bond (level of bond to be decided each year in the Budget meeting) to safeguard against the cost of repairs of any damage caused to the building or its contents, including crockery.~~

~~The return of this bond shall not occur until the Hall has been checked for damage by Council staff or nominee.~~

~~The bond shall also cover any major cleaning by the Hall caretaker above his/her normal duties after the function in the Hall has been completed.~~

~~All costs of major cleaning and repairs caused by the function in the Hall will be deducted from bond monies. Any costs over and above the bond will be debited to the persons or group having organised the function.~~

~~Resolution No: 9.2.6~~

~~Resolution Date: 21<sup>st</sup> April 2016~~

## **7.8 — Hall Hire – Use to Include Other Facilities**

### **Policy Statement:**

~~The hire of the Cuballing Hall and Popanyinning Hall will also cover the use of the supper room/kitchen and use of all crockery, cutlery, chairs and tables kept in both areas.~~

~~Resolution No: 9.2.6~~



Resolution Date: ~~21<sup>st</sup> April 2016~~

## 7.9 Camping on Council Property

Policy Statement:

### Free Camping on Council Property With a Permit

Council will allow camping with a permit in the following areas:

1. the Popanyinning Recreation Ground.

Camping in these areas, with a permit is conditional upon:

1. Camping is only permitted in the defined area;
2. Camping is only permitted for a one consecutive night;
3. Camping is only permitted between the hours of 4pm and 9am;
4. Camping is only permitted in a self-contained, camping trailer, caravan or motor home, manufactured for the purpose of camping. Self-contained means having adequate toilet and bathing facilities built into the camping trailer, caravan or motor home.
5. No camp fires of any type are permitted at any time.

Council will not charge a fee for this Free Camping on Council Property With a Permit.

### Charged Camping on Council Property With a Permit

Council will permit camping with a permit on selected Council properties:

1. for activities conducted by local community based non-profit community groups; or
2. as part of a local event or activity.

Council will permit camping with a permit in the following areas:

1. Cuballing Recreation Ground;
2. Popanyinning Recreation Ground;
3. Popanyinning School Site;
4. Cuballing Hall;
5. Popanyinning Hall;
6. Cuballing Rifle Club;
7. Yornaning Dam.

Council may consider applications for camping on other Shire of Cuballing property on an individual basis, with prior notice of at least a month

Camping in these areas, with a permit, is conditional upon:

1. Obtaining a permit a week prior to establishing a campsite;
2. Camping can only be permitted for up to 3 consecutive nights. Council may consider applications for extended periods on an individual basis, with prior notice of at least a month;
3. Camping is only permitted in a swag, tent, camping trailer, caravan or motor home, manufactured for the purpose of camping;
4. Camp fires may be permitted with specific approval. Applications should indicate the request for approval of a camp fire with the permit application. Shire staff may seek the opinion of Shire of Cuballing Bush Fire Brigade volunteers in considering a request for a camp fire;
5. Payment of the Council fee for camping on Shire of Cuballing property.
6. Mobile power generators external to the vehicle should only be used up to two hours to top-up internal batteries and not operating before 7am or after 9pm.

7. Externally strung washing lines are not permitted.
8. If dogs accompany campers the Dog Act 1976 and the Shire of Cuballing Dog Local Law applies.

Council staff are encouraged to include additional conditions on each permit to camp on Shire property that addresses factors unique to each location such as:

- Rubbish disposal or waste management;
- Parking or driving on areas of the property;
- Times when noise should be minimised;
- Use of the Shire buildings or facilities on the property.

Council will charge a fee for Charged Camping on Council Property With a Permit. Council will consider an appropriate fee annually as part of adopting Fees and Charges in the Shire of Cuballing's Annual Budget process

Resolution No: 2019/86  
Resolution Date: 26 August 2019

## **8. RECREATION**

### **8.1 Recreation Reserves – Ground Rental**

#### **Policy Statement:**

~~The ground rental payable by the sporting bodies for the hire of the various recreation reserve grounds within the Shire of Cuballing will be levied on user bodies at a rate determined by Council at the annual budget deliberations~~

Resolution No: ~~9.2.6~~

Resolution Date: ~~21<sup>st</sup> April 2016~~

### **8.2 Memorials on Local Government Property**

#### **Objective**

To provide clear administrative guidelines for dealing with private memorials or commemorative plaques on Local Government Property.

#### **Policy Statement**

##### **1. Memorial Plaques**

The installation or erection of memorial plaques on Local Government Property is generally not supported unless it is to be located upon a suitable piece of park furniture that is donated (eg park seat, table setting or the like). The plaque is to be located upon the donated furniture.

The furniture is to be of a type and style approved by Council and the donor is to meet all costs associated with its purchase, delivery and installation. The siting of donated memorial furniture will be as approved by Council.

The inscription plaque shall be no greater than 100mm x 100mm and be made of brass or bronze.

No memorials are to be erected on Council property without approval. Any memorials that are erected without approval may be removed without reference to the person erecting the memorial.

##### **2. Maintenance of Memorials**

Council bears no responsibility for the maintenance of memorials in parks, except to the extent of its general obligation in relation to maintenance of its property and the improvements thereon.

If plaques are stolen, replacement will be at the expense of the original donor.

If the furniture or feature upon which the plaques is erected become unserviceable or a hazard for whatever reason, it shall be removed. Replacement of a feature or furniture will be at the discretion of Council, and replacement will not necessarily contain the memorial plaque.

If, for operational reasons, it is determined that an existing memorial needs to be relocated, this action will be at the discretion of Council. Generally a new site will be selected for the memorial near to its original site, unless:

- the original memorial is no longer serviceable;
- the original memorial has become a hazard for whatever reason; or
- no suitable near site for its relocation can be identified.

#### **Guidelines**

This policy has no application to Memorials which serve a wide community purpose such as war memorials, or signage erected indicating place names that have been approved by a nomenclature advisory board of WA.

Memorials serve an important role for sections of the community, however unless a memorial serves a broad community interest (eg war memorials) it is not appropriate that the Community take on responsibility for the installation, maintenance and upkeep of such installations.

Further, any approval to have any form of memorial on public land does not infer any ongoing rights for proprietorship. A memorial generally will be able to remain whilst it does not interfere with the broader community interest.

Broadly the term that a memorial will be permitted to remain at the site it is located will be determined but the service life of the object upon which it is located and the operational needs of Council.

Resolution No: 2020/35  
Resolution Date: 15<sup>th</sup> April 2020

## **9. HEALTH**

### **9.1 Caravan Habitation on General Agriculture Zoned Rural Land**

Policy Statement:

A temporary dwelling (caravan) may be permitted on General Agriculture zoned land subject to written application being made by the landowner and approval being granted by Council. ~~Permission will generally be limited to a three month period reviewable by Council upon request providing the request is in accordance with the Caravan Parks and Camping Ground Regulations 1997.~~

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **9.2 Rubbish on Roads and Vacant Land**

Policy Statement:

Rubbish and garden refuse dumped on private land will be investigated under the Health Act By-laws. Rubbish dumped or littered on roadways, public thoroughfares and Council reserves will be investigated under the Local Government Act and Litter Act. In both instances, where satisfactory evidence is available, action will be taken.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## **10. BUILDING**

### **10.1 Building License - Cancellation**

Policy Statement:

Following the issue of a building license and payment of the prescribed fees thereof, upon written advice from the builder that he will not proceed with the buildings, the Shire may cancel the building license and refund one half of the prescribed fees paid.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **10.2 Building License - Expiry**

Policy Statement:

Where a building is not substantially commenced within one year of the date of issue of the license and where the builder applies for an extension without the payment of further fees.

Where the extension applied for is more than six months and up to twelve months, the Council is authorised to issue a new license upon payment of the prescribed fees.

In the event of the Building Surveyor not being prepared to approve the application it shall be referred to the Building Committee (when appointed) or Council for consideration.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

### **~~10.3 Barn/Shed Style Homes and Relocated Homes – Bond~~**

**~~Policy Statement:~~**

**~~The Shire will levy a bond, which is to be determined annually when reviewing the Schedule of Fees and Charges, applicable to all building applications for construction of barn or shed style and/or relocated homes.~~**

**~~The Bond is to ensure that the homes are completed both internally and externally in accordance with the provisions of Building Code of Australia and the Health Act 1911~~**

**~~Resolution No: 9.2.6~~**  
**~~Resolution Date: 21<sup>st</sup> April 2016~~**

## 11. OCCUPATIONAL SAFETY AND HEALTH

### 11.1 Occupational Safety & Health Policy

Policy Statement:

The Shire of Cuballing is committed to continual improvement of our Occupational Safety and Health (OSH) performance with a goal of eliminating work-related injury and illness by:

- Developing and promoting a safety culture where best practice initiatives are entrenched in daily business activities and safety is considered a shared responsibility.
- Complying with all legislative obligations, all applicable standards relating to our activities, and all other regulatory requirements to which the organisation subscribes.
- Provision and maintenance of a safe workplace and associated systems of work.
- Proactive identification and control of workplace hazards.
- Including OSH responsibilities and duty of care into all activities and roles within the organisation.
- Providing all employees, contractors and site visitors with adequate resources, information, education, training and supervision to meet occupational safety and health responsibilities.
- Reporting key OSH performance measures and establishing measurable objectives to ensure effectiveness and suitability.
- Consulting and communicating with employees and other appropriate parties in order to enhance the effectiveness of the OSH management system.
- Encouraging our suppliers and service providers to make similar commitments.
- Periodically reviewing the Occupational Safety and Health policy and supporting systems.

Managers and supervisors shall ensure that people under their direction, including employees, contractors and visitors are made aware of, and comply with, all applicable requirements of legislation, appropriate standards, policies, procedures and programs. They shall ensure that any incidents, exposures, hazards and OSH concerns within the workplace are reported and addressed in a timely manner.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 11.2 Equal Opportunity in the Workplace

### Policy Statement:

The Shire of Cuballing recognises its legal obligations under the *Equal Opportunity Act, 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

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

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

All offers of employment within this Shire of Cuballing will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Shire of Cuballing will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal employment opportunity goals of this Shire of Cuballing are 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.

This policy applies to all Councillors, employees, customers or clients, contractors, volunteers and visitors to any Shire of Cuballing work site.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 11.3 Injury Management and Rehabilitation Policy

### Policy Statement:

It is a policy of the Shire of Cuballing:

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

With this in mind, Council adopts the 'Key Principals of Injury Management', as identified by WorkCover. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers' compensation system.
- Maintenance in or a safe return to work is the expected outcome.
- Medical practitioners and employers play a central decision making role in the return to work of injured workers.



- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed the Deputy Chief Executive Officer to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual. Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 11.4 Risk Management Policy

### Policy Statement:

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

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

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

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

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

### DEFINITIONS (FROM AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

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

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

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

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

## RISK MANAGEMENT OBJECTIVES

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Ensure the ongoing health and safety of all employees and contractors in the workplace
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Limit loss or damage to Council's assets and limit interruption to business continuity.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

## ROLES AND RESPONSIBILITIES

The level of responsibility across the Shire is as follows:

- All executives, managers and supervisors are responsible and accountable for ensuring that all staff manage the risks in their work areas. Risks should be anticipated and reasonable measures accordingly;
- All staff are encouraged to alert management to risks that exist in there are without fear of recrimination. Open and honest reporting is encouraged by all staff and reports should be escalated as needed;
- All staff will conduct risk assessments during their daily duties as required. The level of assessment required will be in proportion to the scope of the task and the level of associated risk identified;
- Staff will, with appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management; and
- 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.

## MONITOR & REVIEW

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

This policy will be reviewed by the Council as required.

Objective:

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

Resolution No: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 11.5 Dash Cam Use

Policy Statement:

All Council owned vehicles have been equipped with dashcams for safety in the event of an accident either involving a Shire vehicle or as a witness.

Where installed, all vehicles are required to have the dashcam plugged in and operating while in use.

Any errors or faults in the devices should be reported to the Manager of Works and Services for review immediately.

Data collected by the dashcam can be used for:

- In the event of an accident, the data can be reviewed to determine information for the insurance report, including at fault
- Dangerous driving behaviour detected by other drivers and Shire employees may be provided to Police at managements discretion
- Any other purpose as decided by Shire management

Data recorded on the dashcam will not be kept unless needed as detailed above, where it will be stored on the Shire server. If data forms part of a police investigation, data will be kept for 7 years after investigation or court proceedings are completed whichever is later in accordance with the State Records Office General Disposal Authority. Where no further action is needed, the data will be destroyed 7 days after the footage was taken.

Data collected by the dashcams is a record of the Shire of Cuballing and can only be used by management consent. Any distribution for any other purpose, including private use, is liable for disciplinary action.

Objective:

To provide an overall framework to guide the consistent application of data collected by dashcams installed in Council plant.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

## 11.6 CCTV Use

Policy Statement:

Council may choose to install CCTV cameras outside public buildings in the interest of public safety and crime reduction. Any place where a camera may be installed will be sign posted as such to advise members of the public that they may be recorded. CCTV may capture staff performing work tasks at public buildings, but is not intended for workplace surveillance.

Any errors or faults in the devices should be reported to the Manager of Works and Services for review immediately.

Data collected by the CCTV cameras can be used for:

- In the event of an incident, the data can be reviewed to determine information for the insurance report or if further action is needed;
- In the event of a crime, the data may be provided to Police at managements discretion;
- For any other purpose as decided by Shire management.

Data recorded on the CCTV cameras will not be kept unless needed as detailed above, where it will be stored on the Shire server. If data forms part of a police investigation, data will be kept for 7 years after investigation or court proceedings are completed whichever is later in accordance with the State Records Office General Disposal Authority. Where no further action is needed, the data will be destroyed 7 days after the footage was taken.

Data collected by the CCTV cameras is a record of the Shire of Cuballing and can only be used by management consent. Any distribution for any other purpose, including private use, is liable for disciplinary action.

Objective:

To provide an overall framework to guide the consistent application of data collected by CCTV cameras that maybe installed outside Shire owned public buildings.

Resolution No: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

## 9.3 **MANAGER OF WORKS AND SERVICES:**

### 9.3.1 2021/22 Plant Replacement Program

Applicant:	N/A
File Ref. No:	ADM096
Disclosure of Interest:	Nil
Date:	5 <sup>th</sup> March 2021
Author:	Bruce Brennan/Gary Sherry
Attachments:	9.3.1A draft 2021/22 Plant Replacement Program

#### **Summary**

**Council is to consider adoption of a draft 2021/22 Plant Replacement Program.**

#### **Background**

The Plant Replacement Program seeks to establish a replacement program to highlight the requirement to continue to optimise plant operations, reduce change over costs, limit down time and plant repair costs in a financially responsible and sustainable manner.

The Plant Replacement Program is a long term guide of Council's intentions, but each year Council will still make budget decisions based on the condition and serviceability of individual plant.

Council adopted the 2020/21 Plant Replacement Program in March 2020.

#### **Comment**

The draft 2021/22 Plant Replacement Program is included at Attachment 9.3.1A.

The draft 2021/22 Plant Replacement Program plans for Council's capital expenditure of \$3,032,000 from 2021/22 to 2032/33.

The draft 2021/22 Plant Replacement Program requires a \$250,000 annual investment into plant replacements or transfers to plant reserves. This annual investment remains is reduced from 300,000 from that assessed in 2020/21, reflecting savings on recent purchases and changes in the assessment of the trade in price of Council plant.

The draft 2021/22 Plant Replacement Program has Council utilising the Plant Reserve to make transfers into the Plant Reserve in years when there are fewer or smaller plant purchases and to make transfers from the Plant Reserve for more expensive plant purchases, without utilising loan funds. In the program the closing balance of the Plant Reserve is as high as \$399,000 and as low as \$8,000 over the 12 year horizon of the program.

The draft 2021/22 Plant Replacement Program includes an estimate of change over cost, inclusive of trade in values. All costs are in current dollars, with no allowance made for inflation, interest or increases in Council's income.

#### **Strategic Implications**

Shire of Cuballing Strategic Community Plan 2017-2027

ECONOMY - Our Economy, Infrastructure, Systems and Services.

Goals

- Community infrastructure and services delivered in a timely manner, are well utilised, effective and meet the expectations of the community.

- Transport systems that are functional, efficient, economical and safe, coupled with continuous improvement to meet the safety and amenity needs of the community.
- Managing community assets in a whole of life and economically sustainable manner.

	Strategy	Outcome
3.3	Deliver and advocate for a diverse and safe transport system which is efficient and meets the needs of all users.	A diverse and safe transport system that balances the needs of all users including pedestrians, cyclists, private vehicles, public transport and freight.
3.5	Maintain a robust asset management practices and maintenance programs.	Assets which meet the expectations of the community.

#### GOVERNANCE & ORGANISATION - Our Council, Services, Policies and Engagement.

##### Goals

- Building the organisation and managing its structure, finances and assets in a sustainable manner.

	Strategy	Outcome
4.5	Be innovative in the management of Shire operations, services, staff and resources to create a resilient and financially stable Shire.	A Shire that is progressive, sustainable, resilient and adaptive to changes.

Statutory Environment – Nil

Policy Implications – Nil

##### Financial Implications

The Plant Replacement Program will be used in preparing the 2020/21 Council Budget. With adoption of the Plant Replacement Program giving a strategic direction, staff will obtain improved cost estimates prior to budget preparation.

The Plant Replacement Program will be utilised in preparing Council's Long Term Financial Plan from time to time.

Economic Implication – Nil

Social Implication – Nil

Environmental Considerations – Nil

Consultation – Nil

##### Options

Council may resolve:

1. the Officer's Recommendation;
2. adopt a slightly amended Draft Plant Replacement Program; or
3. to have staff review the Draft Plant Replacement Program for review by Council at a future meeting of Council.

Voting Requirements – Simple Majority

**OFFICER'S RECOMMENDATION:**

**That Council adopts the 2021/22 Plant Replacement Program included at Attachment 9.3.1A.**

Rego	Asset	Plant No	Machine	Comment	Date of Purchase	Year of Trade	Purchase Estimate	Trade/ Sale Estimate	Replace Cost	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
CN 026	10073	P150	UD Nissan GW 400	Six Wheel Truck	Mar 11	2022/2023	230,000	30,000	200,000		200,000										200,000
CN 047	20	P151	Isuzu Giga	Prime Mover	Mar 20	2030/2031	190,000	35,000	155,000										155,000		
CN 272	10089	P262	Isuzu Giga	Prime Mover	Oct 14	2021/2022	190,000	35,000	155,000	155,000										155,000	
CN3455	10089	P264	Side Tipper	Tri axle trailer	Oct 14	2034/2035	100,000		100,000												
CN10015	10098	P265	Machinery Float	Trailer	Oct 16	2032/2033	60,000		60,000												60,000
ITUW809	19	P267	Side Tipper	Tri axle trailer	Jan 20	2040/2041	115,000		115,000												
CN10098	23	P268	30,000L Tanker	Tri axle trailer	Apr 20	2040/2041	110,000		110,000												
CN 2	10062	P152	Truck	Small Tipper	Sep 18	2026/2027	80,000	15,000	65,000						65,000						
CN 157	10088	P263	Hino	Crew Cab Truck	Nov 14	2022/2023	90,000	20,000	70,000		70,000								70,000		
CN 387	10085	P261	Komatsu	Grader	Mar 14	2024/2025	375,000	35,000	340,000				340,000								
CN 397	1	P260	CAT 140	Grader	Dec 20	2029/2030	395,000	90,000	305,000									305,000			
CN 92	10063	P202	CAT 930G	FE Loader	Sep 08	2027/2028		30,000	(30,000)							(30,000)					
CN1906	10094	P209	Komatsu WA320PZ6	FE Loader	Nov 15	2023/2024	290,000		290,000			290,000									
CN 404	10051	P204	Bomag SP Roller	Steel Drum Roller	Jul 04	2021/2022	170,000	30,000	140,000	140,000											
CN 151	10054	P205	Amman MultiVP2400	Mult Tyre Roller	Aug 17	2028/2029	170,000		170,000								170,000				
CN 1552	10056	P206	JD Tractor 4720	Tractor with loader	Jun 07	2025/2026	33,000		33,000					33,000							
CN 1806	10080	P207	JD Tractor	Tractor with Broom/PH Digger	Jun 13	2025/2026	47,000		47,000					47,000							
			Backhoe			2027/2028	170,000		170,000							180,000					
	10098	P266	Panther Mower	3pt Linkage Flail Mower	Oct 16	2026/2027	21,000		21,000						21,000						
	10091	P255	22 KVA generator	Emergency Power Generator	Mar 15	2022/2023	22,000	2,000	20,000		20,000										
CN3468 CN3469	10092	P310	Traffic Lights	Traffic Lights	Aug 15	2026/2027	36,000		36,000						36,000						
0 CN	10086	P100	Toyota Prado GXL	CEO's Vehicle	Oct 20	2022/2023	55,000	40,000	15,000		15,000			15,000			15,000			15,000	
CN 0	10093	P106	Colorado Utility	MWS Vehicle	Sep 19	2020/2021	53,000	25,000	28,000	28,000		28,000		28,000		28,000		28,000		28,000	
CN 1	10087	P105	Colorado Utility	Crew Vehicle	Sep 18	2020/2021	48,000	25,000	23,000	23,000			23,000			23,000			23,000		
CN 1557	10078	P107	Mazda Utility	Crew Vehicle	Sep 18	2026/2027	37,000	7,000	30,000						30,000						
			Total Expenditure							346,000	305,000	318,000	363,000	123,000	152,000	201,000	185,000	333,000	248,000	198,000	260,000
			Opening Plant Reserve Balance							340,000	244,000	189,000	121,000	8,000	135,000	233,000	282,000	282,000	282,000	347,000	347,000
			Plant Reserve Outgoing							-96,000	-55,000	-68,000	-113,000					-83,000			-10,000
			Plant Reserve Incoming											127,000	98,000	49,000	65,000		2,000	52,000	
			Closing Plant Reserve Balance							244,000	189,000	121,000	8,000	135,000	233,000	282,000	347,000	199,000	284,000	399,000	337,000
			Shire Annual Expenditure							250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000



**10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**

Nil

**11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:**

Nil at this time.

**12. CONFIDENTIAL MATTERS:**

Nil at this time.

**13. NEXT MEETING:**

Annual Electors Meeting, 6.30pm, Wednesday 17<sup>th</sup> March 2021 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

Ordinary Council Meeting, 2.00pm, Wednesday 21<sup>st</sup> April 2021 at the Popanyinning Hall, Francis Street, Popanyinning.

**14. CLOSURE OF MEETING:**