


**SHIRE**  
OF  
  
**CUBALLING**

**POLICY MANUAL**

**UPDATED 19<sup>th</sup> December 2019**

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## 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 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 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.

## 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 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.

### External service providers will be responsible for:

- Ensuring that complete records are accurately created and managed that 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: 9.2.6  
Resolution Date: 21<sup>st</sup> April 2016

## 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

## 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, Wickopin 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 Statement:

| <b>Purchase Threshold</b> | <b>Policy</b>  |
|---------------------------|--|
| Up to \$3,000             | <p>Goods and services may be purchased with a single verbal quotation.</p> <p>Quotations will be documented.</p>   |
| \$3,001 - \$20,000        | <p>Obtain 3 verbal or 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 a superior officer or the CEO.</p> <p>All quotations will be documented.</p>  |
| \$20,001- \$150,000       | <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>• Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold.</li> </ul> |
| \$150,001 and above       | <p>Conduct a public tender process in accordance with the provisions for the Local Government (Functions and General) Regulations 1996.</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 \$150,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.</li> </ul>  |

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

|                              |
|------------------------------|
| <b>2.6 Investment Policy</b> |
|------------------------------|

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:
  - a. Lodge deposits with an institution except an authorised institution;
  - b. deposit funds for a fixed term of more than 12 months;
  - c. invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - d. invest in bonds with a term to maturity of more than 3 years; or
  - e. 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

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| <b>2.7 Purpose &amp; Funding of Reserve Accounts</b> |
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Policy Statement:

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

1. **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.
2. **IT & OFFICE EQUIPMENT RESERVE**  
 PURPOSE: Funding of Office Equipment upgrades.  
 FUNDING: Council to consider a transfer from Council's Municipal Fund each year.
3. **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.

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

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| 2.8 Early Payment Rates Discount |
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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 \$20,000 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. \$ 5,000 for the Deputy Chief Executive Officer;
3. \$ 5,000 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: 2017/133  
Resolution Date: 21<sup>st</sup> December 2017

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). 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



### **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 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:

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 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        |

The Shire of Cuballing will 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

## 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: 218/34  
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 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:

#### 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.

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.

#### 3. 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.

#### 4. *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.

#### 5. 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.

## 6. 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.

## 7. Cross Over Requirements

| <b>GENERAL REQUIREMENTS</b>                                     |   |                                       |                                |            |
|---|---|---------------------------------------|--------------------------------|------------|
|   | Single Residential  | Grouped Housing<br>Multiple Dwellings | Light Industrial<br>Commercial | Heavy Duty |
| Width @ property line<br>Min<br>Max                             | 2.7<br>6m   | 3m (up to 4 units)<br>4m (4+ units)   | 6m<br>11m                      | 6m<br>11m  |
| Width @ road edge or<br>kerb<br>Min<br>Max                      | 3.7m<br>7m  | 4m<br>5m                              | 7m<br>12m                      | 7m<br>12m  |
| Minimum setback<br>from property line on<br>intersecting street | 6m  | 7.5m                                  | 10m                            | 10m        |
| Angle to road edge or<br>kerb                                   | 90 degrees  |                                       |                                |            |
| Ratio of flaring to road<br>edge or kerb                        | 2 : 1   |                                       |                                |            |
| Minimum step up<br>from road level road<br>edge                 | 20mm<br>Only applies to Brick, Concrete and Bitumen driveways |                                       |                                |            |
| Minimum setback<br>from light poles and<br>boundaries           | 500mm   |                                       |                                |            |

**SPECIFIC INSTALLATION REQUIREMENTS**  
**(to be read in concert with general requirements)**

| 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.<br><br>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.<br><br>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)<br>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)<br><br>Expansion joint required at point of intersection between paving and street kerbs + public paths<br>Pavers to have concreted edge restraint and at the property boundary, and junctions with paths & kerbs |  | 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 the fence line to allow access, fence erection and maintenance.

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 Cuballing's notice boards, Facebook and on the website. | Any vehicle not purchased will be disposed of at the Cuballing Transfer Station. |
| \$501 - \$5,000        | Notices seeking offers for purchases shall be advertised with local public notice and 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.                                    |  |
| \$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 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;
3. 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;
4. 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;
5. 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;
6. 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

## **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;
- 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