



Council Policy Manual

September 2019

Shire of Sandstone
Council Policy Manual

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POLICY:	PRESS STATEMENTS
POLICY NO:	1.1
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That media statements made on behalf of the Shire of Sandstone are only to be made by the Shire President and/or Chief Executive Officer.

POLICY:	DEPUTATIONS TO COUNCIL MEETINGS
POLICY NO:	1.2
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That deputations/delegation's wishing to meet with Council, are firstly to meet with CEO to consider the delegation's request and resolve any problems where possible. Should staff consider it necessary for the delegation to meet with Council, then the request will be referred to the Shire President for consideration.

POLICY: LEAVE OF ABSENCE

POLICY NO: 1.3

SECTION: COUNCIL

COUNCIL MEETING HELD: 26 September 2019

DATE TO BE REVIEWED: SEPTEMBER 2020

That leave of absence is not to be granted unless applied for.

Section of the Local Government Act 1995 –

Disqualification for failure to attend meetings

- 2.25** (1) A Council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent, without first obtaining leave of the Council, throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of Council does not constitute absence from an ordinary meeting of Council –
- (a) if no meeting of the Council at which a quorum is present is actually held on that day; or
- (b) if the non-attendance occurs while –
- (i) the member has ceased to act as a member after written notice has been given to the member under section 2.27 (3) and before written notice has been given to the member under section 2.27 (5).
- (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or
- (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

POLICY:	POLICY MANUAL
POLICY NO:	1.4
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That a Policy Manual for recording Policy Decisions of Council be kept, and that to retain this as a live document, annual reviews of the manual be undertaken by informal meetings of Council with recommendations for change being submitted to full Council. Manual to be given to Councillors 1 month prior to informal meetings for review.

POLICY:	DELEGATES MOVING MOTIONS AT ASSOCIATION CONFERENCES
POLICY NO:	1.5
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That delegates representing Council at Zone Conferences shall vote and move motions as they see fit and as they believe reflects the views of Council. This authority is granted subject to the delegates reporting back to Council the proceedings of the Conferences at the next Ordinary Meeting.

POLICY:	TRAVELLING EXPENSES
POLICY NO:	1.6
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That where there is a Council delegation requiring members to travel to any part of the State, Shire vehicles may be provided and no mileage paid to members who travel in other vehicles, unless: -

1. A Council vehicle is not available; or
2. There is insufficient room to convey all members of the deputation; or
3. Council has agreed by resolution to pay mileage; or
4. Unless there are special circumstances which have been authorised by the Chief Executive Officer.

POLICY:	WALGA – NOMINATIONS TO BOARDS & COMMITTEES
POLICY NO:	1.7
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Where WALGA seeks nominations from Council for various Boards and Committees and the turnaround period for nominations does not coincide with Council meetings, Council supports the nomination of Council members or serving officers without such approval having to advance through the normal Council meeting process.

POLICY:	USE OF COUNCIL'S COMMON SEAL
POLICY NO:	1.8
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Where a Council approved or authorised activity or occurrence requires the common seal to be affixed (or where the Shire President and Chief Executive Officer determine it would be appropriate to so affix the seal) the Shire President and Chief Executive Officer shall be authorised to sign and seal the document or item, on Council's behalf.

1. For official documents which require the common seal of the Shire to be affixed, the seal shall be accompanied by the following wording: -

"The Common Seal of the Shire of Sandstone was hereto affixed by authority of Council."

Shire President

Chief Executive Officer

(Noting that the Deputy Shire President and Acting Chief Executive Officer can proxy in the absence of the respective principal person)

That when the Common Seal is used for official documents, it be referred to Council for endorsement.

2. For use on ceremonial occasions (ie: Certificates of Appreciation, etc) or where there is no legal requirement to affix the seal to a document, the Shire President and Chief Executive Officer are authorised to decide how best to affix the seal and (if need be) sign the document on the Shire's behalf.

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their Families

POLICY:	STAFF ATTRACTION AND RETENTION BENEFITS
POLICY NO:	2.1
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

In recognition of skilled labour shortages experienced, the Shire of Sandstone participates in the evolutionary process of redeveloping itself into an Employer of Choice.

An integral component of this strategy is Council's capacity to offer incentives to employees.

Performance and Service Recognition Scheme

In an effort to provide an incentive for staff to remain with the Shire of Sandstone, a system recognising a combination of exemplary performance and longevity of service applies to all full-time, part-time, casual and contract staff, with part-time and casual employees being entitled to a pro-rata percentage calculated on the number of ordinary hours worked during the calendar year from 1 December to 30 November.

The following amounts will be paid to employees in the first pay period after 1 December annually, based on the following thresholds being reached:

First year of employment up to 30 November (qualification period)

will attract a pro-rata entitlement of up to	\$3,000
First full year after qualification:	\$4,000
Second full year after qualification:	\$5,000
Third full year after qualification:	\$6,000
Fourth full year after qualification:	\$7,000
Subsequent years:	\$7,500

Employees forfeit their entitlement to any performance or service recognition payment where they part Council's employ at any time during the period after the 1st December and before the next payment is due on the 30th November. KPI's have been agreed with all staff and these must be met for them to be entitled to the full payment of the performance or service recognition payment.

A pro-rata entitlement of the applicable Performance and Service Recognition payment will be payable to new employees if their service forms part of the calendar period 1 December to 29 November and their performance warrants the payment.

Housing Incentive Payments

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$160.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Where Council accommodation is provided, it is done so on a rent-free basis.

Superannuation Contributions

That Councils contribution for Superannuation will be as follows: -

- That Council contributes 5% for the first 12 months service and 5% thereafter of an employee's gross pay to those employees contributing 1% or greater of their own gross pay to the WA Local Government Superannuation Voluntary Scheme.
- Contributions to the Compulsory Occupational Superannuation Scheme will be at the rate set from time to time in line with the Superannuation Guarantee Component (SGC), currently representing 9.5% (as of 1 July 2015) of an employee's gross salary.
- Council reserves the right to negotiate alternative contributions for employees engaged on a negotiated contract of employment.

Utility cost channelling

Utility costs (Electricity, Gas and Telephone) for all non-contract staff are paid by Council. Due to some houses having solar panels and some having reticulation giving tenants of those houses an unfair advantage over others Council will pay all electricity and water consumption costs.

The Chief Executive Officer has authority to negotiate Council contributions to these expenses within budget provisions as required to assist in attracting and retaining employees.

Annual Leave

In recognition of the isolation employees within the Sandstone community face, Council will provide all staff with an additional one week of Annual Leave plus Leave Loading over and above the award or contract provisions for all employees.

Travel Leave

In recognition of the isolation employees within the Sandstone community face, Council will provide staff with two days additional Sick Leave for the purpose of travelling for medical and dental attention for the employee or an immediate family member who is domiciled with the employee. This leave is to be non-cumulative.

Removal/Relocation Expenses

That Council, in an effort to encourage quality staff to the Shire of Sandstone, contributes to removal/relocation expenses up to a maximum of \$4500.00. Reimbursement of the removal/relocation expenses will be as follows:-

- 50% of the cost being repaid to the employee immediately after commencement.
- The balance to be repaid following 6 months service.

In respect to prospective employees that will be negotiating a contract of employment with the Shire of Sandstone, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses.

If an employee leaves the employment of the Shire within 12 months of commencement 50% of any relocation costs are to be reimbursed to the Shire of Sandstone.

Purchase of FBT Exempt Equipment

The Shire of Sandstone supports staff in their purchase of Fringe Benefits Tax exempt work-related items such as a portable electronic device, an item of computer software, item of protective clothing, briefcase or tool of trade through salary sacrifice, subject to persons satisfying the Australian Tax Office requirements. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

Staff have the option to either purchase a product and seek reimbursement or Council will remit payment to the supplier directly. Staff will be provided with the opportunity to repay this balance via payroll deductions over a period of up to twelve months. Staff members leaving the employ of Council prior to their full balance being recovered will be required to remit the balance automatically via their termination payment.

Staff Training

That Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending Training Seminars and Courses. Accommodation is to be arranged only by the relevant Executive Manager. Payment for private accommodation shall not be granted unless approved by the Chief Executive Officer.

Retirement Seminars

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$1,000.00.

Office Uniform Policy

To maintain Council's corporate image administration staff are encouraged to wear a uniform or appropriate non-corporate attire. To support the wearing of uniforms and corporate attire Council will contribute up to \$500 per employee per year. Any additional cost is to be incurred by the employee.

POLICY:	POLICE AND MEDICAL CLEARANCES
POLICY NO:	2.2
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

PURPOSE/OBJECTIVE

It is normal practice for a Council to require of a prospective employee to obtain a police and medical clearance prior to being officially appointed.

Sandstone, being located in a remote area, can find this practice very difficult and there is a need to make some provision within a Policy to cover this situation.

POLICY STATEMENT

1. All persons engaged to commence employment with the Shire of Sandstone must obtain a **POLICE CLEARANCE** which must be current (within 1 month of commencement date)
2. All persons engaged to commence employment with the Shire of Sandstone must obtain a **MEDICAL CERTIFICATE** from a qualified medical practitioner, with such clearance covering all requirements of the Shire of Sandstone as contained in the "PRE-PLACEMENT MEDICAL REPORT".
3. In the event that a Police Clearance is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory police clearance within 1 (one) week of the commencement.
4. In the event that a satisfactory Medical Certificate is not supplied to the Shire prior to commencement then such appointment will be subject to the provision of a satisfactory Medical Certificate within 2 (two) weeks of the commencement.
5. It is a condition of employment at the Shire of Sandstone that all new employees are required to provide the Shire with a current police clearance and a current pre-employment medical certificate as prescribed in this policy. Any prospective employee who fails to provide these clearances to the Shire in accordance with this policy will not have their employment confirmed by the Shire and they will be deemed to have failed to meet the probationary conditions of employment.
6. On the production of a receipt for the clearances the Shire of Sandstone will make a full re-imbursalment of the cost of obtaining them to the employee.

POLICY:	EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
POLICY No.:	2.3
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

EQUAL OPPORTUNITY POLICY STATEMENT

This Council 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, age, pregnancy, race, and disability, religious or political convictions.

All employment training with this Council 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 Council 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 Council will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Council 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 opportunity goals of this Council 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.

Council will exercise the conditions and requirements of its Equal Opportunity Management Plan.

POLICY:	PROFESSIONAL DEVELOPMENT
POLICY NO:	2.4
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Council supports the training and professional development of elected members and staff to meet identified needs and adequately carry out their duties and further develop their careers.

Council also acknowledges the value of staff attending conferences and the CEO will consider each request for such attendance on its merits.

Council will make adequate provision in the annual budget for costs incurred as per policy in the provision of training/professional development and conference attendance.

Attendances to be within budget unless approved by Council.

POLICY:	PAYMENT OF EXPENSES
POLICY NO:	2.5
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Where an officer is authorised to attend a conference or course, Council shall pay for fees, travelling and accommodation costs.

Where an officer is required to travel on approved Council business, Council shall pay travelling and accommodation costs.

Travelling costs shall be:

- In the case of travel by motor vehicle, travel shall be in a Council vehicle unless agreed between Council and the officer.

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

- Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
	Cents per kilometre		
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37

Motor cycle Rate c/km

Distance travelled 32.55

- 30.6.1 Motor vehicles with rotary engines are to be included in the 1600 - 2600 category.
- 30.6.2 Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.

- 30.6.3 South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.
- 30.6.4 Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

In the case of other types of travel, the actual cost of travel

POLICY:	HARRASSMENT
POLICY NO:	2.6
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

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

Council considers harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that harassment is unlawful.

Harassment is any conduct of a sexist nature (whether physical, verbal or non-verbal) which is unwelcome and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute harassment when they are considered offensive to an employee, elected member or member of the general public:

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching
- Subtle or explicit demands for activities or molestation
- Intrusive enquiries into a person's private life
- Uninvited and unwelcome jokes that have a sexist undertone
- Unsolicited leers and gestures of a offensive nature and the display within the workplace of offensive material

Council recognises that harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council is therefore committed to any action which ensures the absence of harassment in the workplace including general training of the workforce and specific training for officers identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of harassment made against another person associated with the Council will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

An employee whose health or work performance has been affected by harassment will not have their employment status or conditions disadvantaged in any way.

All applicants for any Council position are to be advised that appointment will be subject to the appointee obtaining a satisfactory Medical Certificate at Council's cost, with the Medical Examiner being advised of the duties and activities for the position and a National Police Clearance. (see Policy 2.2)

POLICY:	OCCUPATIONAL HEALTH & SAFETY
POLICY NO:	2.7
SECTION:	COUNCIL
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

The Shire of Sandstone regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of Sandstone is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health and foreseeable work hazards.

The Shire of Sandstone acknowledges a duty to achieve these objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause and reduce the level of risk.
- Comply with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practices and Guidance Notes.

Employees have a duty of cooperation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions.
- Using supplied personal protective clothing and equipment which is to be non-reflective day use clothing
- Reporting conditions which appear to be unsafe to their Supervisor.
- Cooperating in the fulfilment of the obligations placed on their employer.
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

POLICY:	SMOKING POLICY
POLICY NO:	2.8
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That a 'No Smoking' policy throughout all Council owned and operated buildings, including staff housing, depot yards and vehicles/plant be adopted and enforced. No smoking within 5 meters of the Visitors Centre, Caravan Park office and Administration building.

POLICY:	NEGOTIATED SALARIES
POLICY NO:	2.9
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That the following salaries and conditions are reviewed annually on anniversary dates by the Chief Executive Officer on a performance-based criteria and that following the review, the Chief Executive Officer is to submit recommendations to Council for consideration.

POLICY:	ANNUAL LEAVE ACCRUAL
POLICY NO:	2.10
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Annual Leave is provided to staff to allow them to take a break and recuperate from the rigors of work and as such they are encouraged to take leave annually. Staff will not be allowed to accrue more than 6 weeks annual leave unless they are planning an extended holiday and then only with the permission of the Chief Executive Officer.

POLICY:	GRATUITY PAYMENTS TO COUNCIL EMPLOYEES/RECOGNITION OF LONG AND OUTSTANDING SERVICE
POLICY NO:	2.11
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That for the purpose of section 5.50 (1) of the Act, the following maximum amounts be spent on a presentation gift to employees who retire or resign after a period of satisfactory service, at the CEO's discretion –

- where an employee leaves prior to 5 years service – up to a value not exceeding \$20 for each year (or part) of service
- 5 – 10 years – up to a value not exceeding \$100, plus \$25 for each year (or part) of service over 5 years
- 10 – 15 years – up to a value not exceeding \$250 plus \$40 for each year (or part) of service over 10 years
- 15 – 20 years – up to a value not exceeding \$500 plus \$55 for each year (or part) of service over 15 years
- 20 years plus– up to a value not exceeding \$800 plus \$70 for each year (or part) of service over 20 years

The Council reserves the right to pay an additional amount to that set out in this policy, where it considers circumstances warrant, in which event local public notice will be given.

POLICY:	ACTING CHIEF EXECUTIVE OFFICER
POLICY NO:	2.12
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That when the Chief Executive Officer is on Annual Leave or Extended Sick Leave the appointment of an Acting Chief Executive Officer will be at Council's direction and/or resolution.

In the event of the Chief Executive Officer taking Long Service Leave a relieving Chief Executive Officer is to be appointed by Council.

POLICY:	CAMPING OUT - SHIRE ROAD CREW
POLICY NO:	2.13
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

The Maintenance Grader Driver will be required to camp out Monday to Thursday nights in the caravan provided when working more than 50 kilometres from the shire depot. While camping out a \$30 per day allowance will be paid.

The shire road construction crew may be required to camp out Monday to Thursday nights when working more than 100 kilometres from the shire depot. Where possible full board and lodgings will be provided at the shires expense and no allowance will be paid. Where full board and lodgings are not available negotiated camping arrangements will be made and the payment of an allowance will be discussed as a part of those negotiations and in accordance with award provisions.

POLICY:	USE OF LOCAL GOVERNMENT EQUIPMENT
POLICY NO:	2.14
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

There should be no private use of Local Government equipment contained within the Depot, Administration Centre or Tourist Information Centre by employees for commercial gain.

Local Government owned lawn mowers and whipper snippers may be utilised by staff for personal use at shire owned housing, Any other equipment may be hired by staff on the same basis as the general public and subject to Councils hire of equipment policy

1. All Local Government equipment should be marked clearly to identify it as belonging to the Shire of Sandstone and returned to the facility taken from within the period of time agreed (preferably on the weekend of Rostered Days Off).
2. Any employee found utilising equipment outside of the circumstances approved by the Chief Executive Officer or utilising the equipment in such a manner to be considered negligent, that employee will forfeit future access to any Council equipment.

POLICY:	RESERVES – NOTIFICATION TO SURROUNDING LAND OWNERS
POLICY NO:	2.15
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That when notice is received concerning any proposed changes in status of land (other than ownership) to Reserves, Council as a matter of courtesy notifies all adjoining landowners of the proposed changes for their information and/or comment.

POLICY:	COUNCIL CHRISTMAS FUNCTION
POLICY No.:	2.16
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That the Chief Executive Officer is authorised to organise an Annual Christmas Function for Shire elected members, employees and their partners with costs to be within pre-determined budget provisions.

POLICY:	LOCAL GOVERNMENT AWARDS, OVER-AWARD PAYMENT PERCENTAGE AND LEADING HAND ALLOWANCE
POLICY No.:	2.17
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Non-Contract Staff are engaged by the Shire of Sandstone in accordance with the Local Government Officers Award or Municipal Employees Award that clearly stipulates classifications with minimum weekly rates effective from time to time. Any wage adjustment is to take effect from the first pay period of any new financial year unless otherwise directed by the WA Industrial Relations Commission.

In recognising the need to attract quality personnel to Sandstone, but at the same time, recognising the responsibilities associated with each level, an over-award payment percentage is to be loaded to the minimum rates applicable.

Furthermore, in recognition of the responsibilities associated with conducting the role of Leading-Hand within the Construction Crew, a Leading Hand Allowance is applicable.

The Shire of Sandstone Over-Award Payment Percentage is: 45%

The Shire of Sandstone Leading Hand Allowance (per week) is: \$125

Both the Over-Award Percentage and Leading Hand Allowance will be reviewed annually in accordance with the review of the full Policy Manual and prior to the setting of the annual budget.

POLICY:	VEHICLE POLICY
POLICY No.:	2.18
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Objective

The objective of this policy is to help ensure Council's vehicles, plant & equipment is replaced at a time which optimises its use and minimises the whole of life cost.

Policy Provisions

In order to enable this policy to be implemented effectively and to eliminate the requirement to amend this policy each time vehicles, plant or equipment is replaced, Councils current list of plant has been separated into various categories with a replacement strategy for each category.

This policy is intended to be the basis for the on-going review of Council's 10-year replacement programme.

LIGHT VEHICLES

Level	Type & Description	Replacement Strategy	Accessories
1. CEO	4WD Executive Vehicle – Toyota Prado or equivalent	60,000 or 2years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, new UHF radio, emergency GPS, first aid kit, fire extinguisher, Spotlights
2. Works Supervisor	4WD Toyota Hilux SR5 dual utility – canopy with council and CEO permission	800,000 or 3 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, Sat phone, new UHF radio, Emergency GPS, flashing beacon 1 st Aid kit, Spotlights
3. Workshop	4WD – Toyota Landcruiser or equivalent	100,000 or 5 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, first aid kit, fire extinguisher, twin flashing beacons
4. Gardener	2WD utility – Toyota Hilux or equivalent	100,000 or 4 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new UHF radio, Sat phone, Emergency GPS, fire extinguisher, first aid kit, twin flashing beacons
5. Maintenance Pool Vehicle	4WD – Toyota Landcruiser or	100,000 or 5 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, new

	equivalent		UHF radio, first aid kit, fire extinguisher, twin flashing beacons
6. Community Bus	Hi Ace Commuter Bus DSL A/T or equivalent	80,000 or 7 years	Spotlights, UHF, Floor Mats, Tow bar, Bullbar, Denim seat covers, dash mat, GPS

LIGHT TRUCKS

Rubbish Truck	Max GCM 10,000	80,000 or 7 years	Cage, bin lifter, tow bar, window tint, floor mats, seat covers, UHF radio, roo bar
Maintenance Truck as maintenance Grader vehicle	Max GCM 11,000, 3 – 4 metre tray, 4x4 with equipment to allow for the running of caravan and maintenance grading operations	180,000 or 5 years	Hiab, Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Emergency GPS, twin flashing beacons, tool box
Crew Cab	Max GCM 16,000, 4 - 5 metre tray,	180,000 or 5 years	Roo bar, towbar, window tint, floor mats, dash mat, seat covers, UHF radio, Sat phone, Emergency GPS, small car fridge, twin flashing beacons, tool box

MISCELLANEOUS PLANT ITEMS

Trailers		10 years	
Fire Unit		15 years	As specified by DFES
Bore Boss		10 years	After 5years do a complete overhaul of pipe and pump equipment, generator and trailer. Any future replacement is to be referred to Council.

HEAVY VEHICLES

Construction Grader	14-foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter	10,000 hours or 8-9 years	Window tint, floor mats, seat covers, UHF radio, Emergency GPS, fire extinguisher, twin flashing beacons
Maintenance Grader	180 kw engine – approx, 14-foot blade, pusher block, rear rippers, spare wheel & carrier, slope meter	10,000 hours or 8-9 years	Window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, first aid kit, fire extinguisher, twin flashing beacons
Prime Mover – side tipper	GCM 105,000 approx	175,000 or 5 years	Roo bar, towbar, window tint, floor mats, seat covers, UHF radio, Sat phone, Emergency GPS, first aid kit, fire extinguisher, twin flashing beacons

Prime Mover – water tanker	GCM 50,000 approx	175,000 or 5 years	Roo bar, towbar, window tint, floor mats, seat covers, UHF radio, first aid kit, fire extinguisher, twin flashing beacons,
Loader	Approx 160kw, 3.8 – 4.2 cum bucket rock bucket with lifting eye fitted	7,500 hours or 8 years	Window tint, floor mats, seat covers, UHF radio, fire extinguisher, first aid kit, twin flashing beacons
Loader	Up to approx 130kw, 3 m ³ bucket with hydraulic quick hitch to suite existing attachments.	7,500 hours or 8 years	Window tint, floor mats, seat covers, UHF radio, fire extinguisher, first aid kit, twin flashing beacons
Side Tipper Trailers		10 years	After 5years do a complete overhaul of trailer including paint.
Vibe Steel roller	Approx – 18 tonnes	7,500 hours or 8 years	twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher
Multi tyred rubber Roller	Approximately 20 tonnes	7,500 hours or 8 years	twin flashing beacons, Window tint, floor mats, seat covers, UHF radio, fire extinguisher
Dolly		10 years	After 5years do a complete overhaul of trailer including paint.
Water Cart		10 years	Spray and pump equipment to be upgraded/ updated every 5 years.
Fuel Tanker Trailer		12 years	After 5 years do a complete overhaul of pump, tank and trailer including paint.
Low Loader		10 years	After 5years do a complete overhaul of trailer including paint.

STAFF USE OF LIGHT VEHICLES

Level 1 – CEO

Unrestricted use of vehicle by the officer and spouse including periods of annual service leave within Western Australia – to be reviewed at time of appointing a new CEO. Council is to meet all the operating expenses. All fuel costs for Annual Leave are to be paid by the CEO. Vehicle will not be available for Long Service Leave or extended leave.

Council to meet all operating expenses other than fuel and servicing expenses incurred outside of Western Australia.

The CEO vehicle is to be made available as the Pool Vehicle when it is not being used by the CEO

Level 2 – Works Supervisor

Limited private use - entitles the Works Supervisor and a driver designated by the Works Supervisor to use the motor vehicle for both business and private purposes South West Land Division in Western Australia. Council is to meet all of the operating expenses. All fuel costs for Annual Leave are to be paid by the Works Supervisor. Vehicle will not be available for Long Service Leave or extended leave.

POLICY:	OCCUPATIONAL SAFETY & HEALTH – INJURY MANAGEMENT
POLICY No.:	2.19
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Background

Injury management focuses on early reporting, rehabilitation and return to work strategies to assist the injured worker make an early and safe return to work.

Objective

To meet the Shire's obligations under *Workers' Compensation and Injury Management Act 1981* by adopting a documented Injury Management System.

Aim of the Injury Management System

To provide the best possible response to the management of workplace injuries, so injured workers can remain at work or return to work at the earliest appropriate time.

Policy

The Shire is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the *Workers' Compensation and Injury Management Act 1981* in the event of a work related injury.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Wherever possible, suitable duties will be arranged internally having regard for the injured workers' medical restrictions.

Injury Management Steps

When there is an injury at work the Shire will:

1. Take all necessary action to provide the injured worker with immediate first aid and access to appropriate medical assistance:

The Injury Management Coordinator is the Works Supervisor and CEO.

2. The Injury Management Coordinator will inform the appropriate parties as soon as possible if an injury occurs in the workplace. The appropriate parties are:

Insurance Brokers – LGIS, phone Perth office 08 9483 8888; and

The Chief Executive Officer, Shire of Sandstone.

3. The Injury Management Coordinator will inform the injured worker of the need to obtain a First Medical Certificate.
4. The worker will be supplied with a workers' compensation claim form.
5. The worker will be assisted to complete the claim form.
6. The First Medical Certificate and the claim form will be lodged with the Insurance broker within three working days.
7. Close contact will be maintained with the injured worker to check on progress and make arrangements for the worker to remain at work or return to work as soon as medically appropriate.
8. A Return to Work Program will be prepared, in consultation with the treating medical practitioner and the injured worker, when required.
9. The worker will be referred to a workplace rehabilitation* provider when required.
 - For the purposes of this System the term "workplace rehabilitation" means "vocational rehabilitation" as defined in the *Workers' Compensation and Injury Management Act 1981*.
10. Progress towards the return to work goal will be monitored and recorded.
11. Regular communication will be undertaken with the insurance broker and insurer in relation to the injured workers' claim.

Injury Management: Policy and Procedure Manual and a Guide for Employers

The Shire adopts the Injury Management: Policy and Procedure Manual including the Injury Management: A Guide for Employers published by WorkCover.

POLICY:	STAFF HOUSING
POLICY No.:	2.20
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

1. All tenancies of Shire residences are subject to the requirements of the Residential Tenancies Act 1987 [referred to hereafter as the Act], and the Shire of Sandstone Tenancy Agreement attached hereto and as from time to time amended by Council. The Agreement shall provide for the termination of the tenancy on termination of employment with the Shire.
2. Persons other than the tenant and direct family of the tenant are only permitted to stay in the house for a maximum of two weeks after which direct Chief Executive Officer (CEO) approval is required.
3. Unless otherwise stipulated in their employment contract, a security bond, currently \$500, as set by Council in the annual budget current at the time of employment, is to be paid. The CEO bond will be the same as other employees. Where a tenant intends to keep pets particularly dogs and cats, an additional bond of \$100 is to be paid. All bonds will be held in the Shire of Sandstone Trust Account.
4. CEO approval, in writing, is required for other than the designated tenant to stay in the house whilst the designated tenant is away on leave.
5. The security bond may be paid by payroll deduction out of the first 4 full pays, and the pet bond (where applicable) taken out of the 5th pay.
6. Housing will only be provided to employees in cases where the position involves a minimum of 20 hours or greater per week.
7. Notwithstanding clause 5, Shire housing will only be provided if a vacant residence is available and the provision or non-provision will be negotiated in each separate engagement of employees. This is to cover circumstances when housing is not available, or the CEO determines for any reason not to provide housing for a particular employee or position. Nothing in this policy document should infer an obligation on behalf of the Shire to provide housing to all its employees.

This clause takes note of the housing incentive payments of Council Policy to Attract and Retain Staff

8. Shire housing cannot be utilised for any purpose other than as a dwelling without the express permission of Council.

9. Shire housing will not be provided to an employee who owns a house in Sandstone.
10. All rentals will be subject to a standard Residential Tenancy Agreement with vacation of the property no later than 14 days from employment with the Shire of Sandstone ceasing.
11. All tenancies will be subject to regular housing inspections – 3 monthly in January, April, July and October or more frequently if the need is so determined.
12. Utilities: Council will pay the cost of the utilities connections and usage.
13. No smoking is permitted in any Council property allocated for Staff Housing.

Telephones in Council Owned Staff Houses

Council will meet the cost of the fixed line rental for employees living in Shire owned residences. Any additional payment of telephone expenses in staff residences will form part of contract negotiations with individual staff members.

Water Charges in Staff Houses (Council Owned)

That Council will pay all water accounts for staff residences as part of its operating maintenance.

Power Charges in Staff Houses (Council Owned)

That Council will pay all power accounts for staff residences as part of its operating maintenance.

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POLICY:	COMPLAINTS and GRIEVANCES
POLICY No.:	2.21
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

COMPLAINTS/GRIEVANCE PROCEDURES

Introduction

All complaints/grievances will be treated confidentially and resolved promptly.

Wherever possible, the handling of complaints/grievances and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged aggrieved person are victimised.

It is recognised that cases of harassment may occur between supervisor and employee and as such, alternative methods of raising complaints are provided for by this procedure.

Procedure

1. A complaint/grievance may be lodged with any of the following person:
 - Immediate Supervisor/Manager (except where this person is the subject of the complaint)
 - Chief Executive Officer
 - President (only if the complaint is against the Chief Executive Officer)
2. A person receiving a complaint/grievance will:
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union shop steward receives the complaint, the divisional manager and/or grievance officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:

- As soon as possible, advise the person subject of the complaint of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the person subject of the complaint should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the person subject of the complaint of the right to contact their Union for advice and representation.
 - Advise the person subject of the complaint that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and person subject of the complaint.
4. If it is not possible to resolve the complaint simply by discussion with the complainant and the person subject of the complaint:
- The matter will be investigated and where the complainant or the person subject of the complaint is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of a serious complaint/harassment:
- If requested by either party or by management, alternative working arrangements may be made.
6. If, following investigation and resolution, a complaint is judged to have foundation:
- Appropriate remedial action will be taken including where appropriate disciplinary/counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.
7. If, following investigation, a complaint is judged to have no foundation:
- The complainant will be counselled and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued referral to a complaint and its aftermath could be considered as either a continuing or new incident of harassment.

COMPLAINTS HANDLING GUIDELINES

Note: – All actions taken in response to complaints must be documented at each tier for later analysis

First Tier – Front Line Officers

Level of Authority:

1. Authority to resolve mistakes that have no cost (present or future) to Council;
2. Authority to apologise for errors as long as the admission is not an admission of liability on the Shire's behalf.

Apology:

A sincere apology for errors can be a potent weapon in resolving complaints! If an apology is warranted, it should be given immediately in a sincere manner. If not warranted, an apology for the situation arising that has caused the person to complain can be given without accepting blame for the organisation.

When to refer a complaint on to second tier officer:

- ◆ When the complaint is about your own conduct and you are not confident that you can (or should) deal with it fairly or when the complainant requests it be dealt with by another officer.
- ◆ When the complaint is outside your delegated authority or area of expertise.
- ◆ When an officer is alleged to have committed a criminal offence, acted corruptly or engaged in other serious or controversial conduct, the matter is to be referred immediately to the CEO.

When a complaint is referred on, ensure the officer is fully briefed on the substance of the complaint so as to alleviate frustration by the complainant of having to explain the matter a second time.

Second Tier – CEO or relevant Executive Officer

Level of Authority:

1. Authority to review actions of first tier officer decisions.
2. Authority to conciliate within the limits of their delegation.
3. Authority to revoke instructions or orders when within their delegated authority (providing it is not ultra vires) and the circumstances warrant such revocation.

Review:

A review by the Officer by reconsidering the original decision or action and then instigating corrective action where appropriate is the easiest of the review options available. If a review is not an option, then the next phase should be conciliation.

Conciliation:

Complaints about personnel, especially rudeness or other improper conduct complaints, often are more conducive to semi-formal conciliations. The aim is to prevent the complaint from escalating into a larger and more time-consuming dispute. Often prompt attention to a complaint may be better received and may result in conciliation being achieved to the satisfaction of the parties in a short period of time.

If the matter is complicated and emotions play a substantial part, the elapsing of time can assist in allowing tempers to cool, advice to be obtained and alternatives to be investigated and considered.

When not to undertake conciliation:

- ◆ The complaint is complex
- ◆ The facts are likely to be in dispute and investigation may be needed
- ◆ Disciplinary action is a strong possibility
- ◆ The outcome the complainant is demanding cannot be provided by the conciliator
- ◆ Questions of precedence for the organisation may be involved.

Third Tier – Complaints Review Group

The Complaints Review Group consists of the CEO, appropriate Executive Officer(s) and the Shire President (or his/her delegate) and the Deputy Shire President (or his/her delegate). The Complaints Review Group may co-opt externally when considered appropriate.

The Group's role is to:

1. Consider any appeal by complainants to decisions made by officers at the first and second tier level.
2. Consider any serious complaints involving personal injury, inappropriate behaviour, a breach of the law or financial implications and complaints that require a detailed knowledge of the Council's operations and procedures.
3. Direct complaints about a decision of Council where due process has not been followed, corrupt conduct, criminal actions or serious improper conduct, to an external body for investigation.
4. Advise the CEO of the appropriate action to be taken as a result of an investigation.
5. The Complaints Review Group may instruct the CEO to refer the complaint to an external body such as the Ombudsman's office, Crime & Corruption Commission, Police Department, Department of Local Government, Sport and Cultural Industries, etc.

STEPS FOR INVESTIGATION BY EXECUTIVE OFFICERS

1. Check if there are any previous complaints from this person.
2. Contact the complainant to:
 - ◆ Clarify the complaint
 - ◆ Clarify the outcome sought
 - ◆ Check whether they need support of any kind - whether they have poor sight, hearing or a language difficulty, and what they need to understand the discussion properly
 - ◆ Explain the investigation procedure
3. The investigating officer is to brief himself/herself on the relevant legal and administrative background of the complaint.
4. Assess whether the complaint procedure is the most appropriate way of handling the complaint. If not, discuss alternatives with the complainant (i.e.; appeals to tribunals, legal action or Police).
5. Consider whether the complaint could be resolved without further investigation.
6. If the complaint is about proposed action by the Council, consider whether the action should be deferred while the complaint is investigated.
7. Obtain all relevant documents (ensuring you see the originals, not copies). They may include files, log books and timesheets. Get copies of all the documents reasonably required.
8. Establish the relevant sequence of events from the files and also the names of the officers/members most directly involved in the complaint.
9. Prepare a line of questioning for each person to be interviewed:
 - ◆ Use open, not leading questions
 - ◆ Don't express opinions in words or by your body language
 - ◆ Ask single, not multiple questions
10. Arrange the order of interviews so that where you need to establish normal procedures, you do this first from the most senior officers and end with the officers most directly involved in the complaint.
11. Inform those to be interviewed that they can be accompanied by a friend or union representative, provided the friend is not in a supervisory position over the interviewee. Explain the complaint clearly to them.
12. Consider whether you need a witness for a particularly difficult interview.
13. Interviews should be conducted in an informal and relaxed manner, but persist in your questions if necessary. Don't be afraid to ask the same question more than once. Make notes of answers or tape the interview, whichever is most appropriate.

14. Try to separate “hearsay” evidence from fact by asking interviewees how they know a particular fact.
15. Deal with conflicts of evidence by seeking corroborative evidence. If this is not available, then as an exceptional measure, consideration can be given to organising a confrontation between the conflicting witnesses.
16. At the end of the interview, summarise the main points covered by the interviewee and ask if he/she has anything to add.
17. Make a formal record of the interview from your written notes as soon as possible after the interview while your memory is fresh. Never leave it longer than the next day.
18. Draft a report setting out the evidence obtained, without including your own opinions and circulate this for comment to all those interviewed, including the complainant, unless there are special reasons not to do so.
19. Consider comments and amend the report as necessary, adding conclusions and if appropriate, a suggested remedy for the complainant.

NOTICE OF COMPLAINT/COMPLIMENT

This form is to be used to bring to the attention of Councillors or staff any matter of Complaint or Compliment.

Name of Complainant: _____

Address of Complainant: _____

Phone: _____ Fax: _____

Details of complaint/compliment: (please provide as much detail as possible concerning your complaint/compliment. e.g. if it is concerning a road, include the name of the road, location and nature of complaint/compliment.

Signed by complainant/Councillor: _____

OFFICE USE ONLY

Action taken to rectify complaint _____

Date completed _____ Signed by officer _____

Referred to Council Yes/No

POLICY:	FITNESS FOR WORK
POLICY No.:	2.22
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

1.0 Purpose

The purpose of this policy and procedure is to detail the guidelines and actions required to manage fitness for work within the workplace, including contractors to the Shire of Sandstone:

- Illicit drug use
- Alcohol use
- Prescription medication
- Other medication
- Fatigue
- Any other factors where concentration and agility of an employee is affected

The Shire of Sandstone recognises there are many factors that have the potential to affect a person's ability to concentrate or function appropriately whilst at work. This risk could adversely affect the safety and health of the employee, other employees and/or members of the public.

This procedure outlines guidelines and the expectations of the Shire of Sandstone to demonstrate their duty of care under the Occupational Safety and Health Act and control the incidence of risk of injury or accident as a result of an employee being unfit for work. Employees found to be under the influence of or suffering from the adverse effects of drugs, alcohol or any other substance whilst at work will be disciplined appropriately. Serious offences may result in instant dismissal. Third offences will result in dismissal.

2.0 References

- AS 4308 – 2008; Procedures for the collection, detection and quantitation of drug abuse in urine
- Occupation Safety and Health Act 1984
- Poisons Act 1964

3.0 Definitions

For the purpose of this policy and procedure the following definitions apply:

Alcohol – any substance containing alcohol

Drugs – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, Methadone, Benzodiazepines, alcohol and other narcotics, prescription drugs and non-prescription drugs

Fatigue – the inability to perform work effectively or safely due to lack of sleep, or the adverse effects of medication, alcohol, drugs and/or other substances (including “hangovers” and/or “come downs”, etc)

Fit for Work – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued

Impaired Work Performance – sudden or gradual deterioration in a person’s ability to function appropriately at work.

Misuse – inappropriate use of a substance on the Shire of Sandstone premises or property, including overdose of a drug or the failure to take a prescribed drug in accordance with medical advice

Substance – any drug that may have adverse effects causing impaired work performance

Unfit for Work – being impaired for work and therefore unable to perform duties in a safe manner

Use – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug

4.0 Objectives

The objectives of introducing a Fitness for Work procedure is to reduce the risk posed to the Shire of Sandstone employees by the abuse of alcohol, drugs and substances or impaired work performance.

This procedure is not aimed at regulating individual’s private behaviour outside the workplace providing that behaviour does not have a residual effect on work performance.

5.0 Procedure

5.1 Alcohol

Persons being under the influence of alcohol will not be permitted to work on premises or with property of the Shire of Sandstone.

Employees will be given the opportunity to self-test for alcohol prior to commencing work to determine their fitness for work.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol including working under the adverse effects of alcohol, they will be stood down from their duties and taken for a blood alcohol

test. If the employee is found positive to having a blood alcohol level of 0.05 or over then instant dismissal will follow.

If an employee refuses a breath or blood alcohol test then instant dismissal will follow.

If the employee is over the legal limit to drive, alternative transport will be required.

All persons in charge of Council vehicles may be breathalysed prior to operating a vehicle to assure compliance with the provisions of the Road Traffic Act 1974.

All employees may be breathalysed at the commencement of their shift or any other time at the discretion of the Works Supervisor or CEO.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Sandstone that employees make alternative arrangements to get home. The Shire of Sandstone accepts no responsibility for employees during travel to and from the function.

5.2 Drugs and Prescription Medication

5.2.1 Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Sandstone. Being under the influence of, suffering adverse effects or in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Sandstone property or premises will result in instant dismissal.

If demonstrating signs of the above, an employee must undergo a drug screen (paid by the Shire of Sandstone).

Refusal to a drug screen will result in instant dismissal.

Employees are required to determine their fitness for work prior to commencing their duties.

If an employee deems him/herself fit for work, commences work and subsequently appears impaired due to the influence of drugs including working under the adverse effect of drugs, they will be stood down from their duties and taken for a drug screen. If the employee's drug screen is found to be above the recommended threshold levels (as attached) then instant dismissal will follow.

5.2.2 Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking that is deemed to potentially affect their ability to perform their duties.

This information is to be recorded on their personnel file for reference in the event of an emergency.

It is also recommended for the employer to record any information regarding an employee taking prescription medication or known allergic reactions to any medication an employee may have (ie penicillin) that may be useful in a medical emergency.

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements may result in disciplinary action.

5.3 Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep due to illness or other personal issues
- Voluntary work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Sandstone's policy to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside their employment with the Shire of Sandstone that may impact accordingly.

Depending on the circumstances, the Shire of Sandstone may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Sandstone, sleep/rest and additional hours worked elsewhere (including paid and voluntary work).

If deprivation of sleep is the cause of fatigue due to other external circumstances (that are not listed above), a drug and alcohol screen may be required. If a positive result occurs, disciplinary action will result.

If sleep deprivation is due to illness or personal issues the Shire of Sandstone will endeavour to find a short term compromise and support the employee in whatever capacity is appropriate.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee may be stood down from work for the remainder of the day and depending on the circumstances this may occur with or without pay.

6. Disciplinary Action – Drugs and Alcohol

If the Drug and Alcohol policy or Fitness for Work procedure is in any way contravened by an employee, it is the supervisor's discretion as to the disciplinary action that may follow.

6.1 General Guidelines

Any employee who tests positive to an alcohol or drug screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work.

Any person who is found to be significantly fatigued may also be stood down from work with or without pay, depending on the circumstances, until such time as they have proven they are fit for work.

6.2 Pre-commencement of Work

Employees are expected to present themselves fit for work on all occasions. Should an employee present him/herself for work and prior to commencing their duties is observed to be unfit for work he/she may be required to undertake an alcohol or drug screen. If the screen proves positive, they will be subject to instant dismissal.

Post-commencement of Work

If an employee deems himself or herself fit for work, commences work and subsequently appears impaired due to the influence of alcohol or drugs including working under the adverse effects of alcohol or drugs, they will be stood down from their duties and taken for a blood alcohol test or drug screen. If the employee is found positive to having a blood alcohol level of that would result in a loss of a drivers licence if charged, or a drug screen result above the cut off threshold limit (as attached) then instant dismissal will follow.

6.3 Instant Dismissal

The following are guidelines to circumstances that will result in dismissal without notice:

- (i) any attempt to falsify the drug and alcohol screen

- (ii) cultivating, selling or supplying drugs and/or other substances on the Shire of Sandstone's premises
- (iii) consumption of illicit drugs or unauthorised consumption of alcohol whilst on the work site or during the working period
- (iv) unlawful behaviour.

7.0 Other

If an employee is found to be heavily intoxicated, above the legal limit to drive or extremely fatigued and they are sent home, it is a requirement of the supervisors to:

- Contact the employee's next of kin to arrange pick up
- If next of kin is unable to be contacted or unable to take employee home, alternative arrangements must be made. The employee is to be advised that their vehicle must be collected that day wherever practicable.

As part of their pre-employment medical all new employees will be required to undertake a drug and alcohol screen prior to commencing work at the Shire of Sandstone.

Note: Where there may be a time lapse between the tests being undertaken and the results being received the employee, if sent home, will be paid. However, if the test results are returned positive the pay for the relevant time will be forfeited, and dismissal will follow.

ATTACHMENT 1

Additional Information – Drug Testing

Counselling

The Midwest Community Drug Service team offers free counselling for drug related issues.

The team can be contacted on 9956 2424 and are located at Community Health Centre Shenton Street Geraldton.

Laboratory Testing

All samples are submitted for testing to the Western Australian Centre for Pathology and Medical Research or the St John of God Hospital Hermitage Street Geraldton WA 6530.

The laboratory complies with Australian Standard 4308.2001 and is NATA accredited for quality assurance.

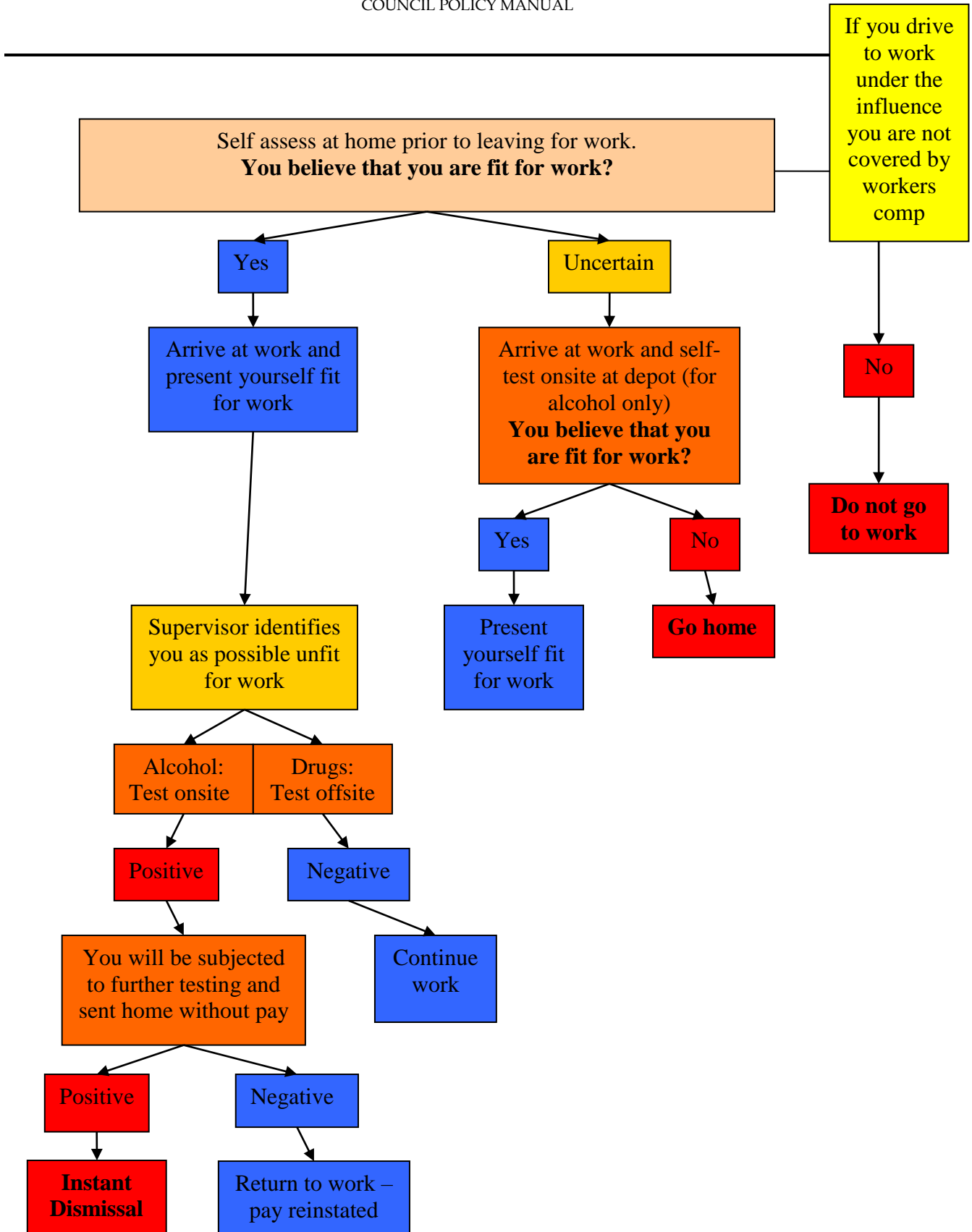
A 'presumptive positive result' on a screening test is if the result is above the recommended cut off threshold as stated in the Australian Standard 4308. If a presumptive positive result is found then a confirmatory test is performed.

Cut-off Threshold

As recommended by Australian Standard 4308

Class	Individual Drug	Screening Test (µg/L)	Confirmatory Tests (µg/L)
Amphetamines (ie Speed)		300	300
Benzodiazepines (ie Valium)		200	200
Opiates (ie Heroin)		300	
	Codeine		300
	Morphine		300
Cannabinoids (ie Marijuana)		50	15
Cocaine	Cocaine	300	150

µg/L = microgram per litre



Drug and Alcohol Procedure Flow Chart

POLICY:	EMERGENCY SERVICES LEAVE
POLICY NO:	2.23
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Paid leave of up to 38 hours per calendar year will be granted to employees who are members of an approved volunteer emergency service organisation (such as SES or Volunteer Bush Fire Brigade, St John Ambulance) for the purpose of participating in training or service, at the discretion of the Chief Executive Officer.

This leave will be in addition to annual leave entitlements. Service or training in excess of 38 hours per calendar year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.

For incidents that are not classified as priority one, leave is to be approved by the employee's line Manager.

Paid leave granted under this Policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid Leave will be treated as leave without pay.

Employees requiring access to Emergency Service Leave are to provide reasonable notification to the Shire where possible, and have the leave approved by the Chief Executive Officer.

Employees granted paid leave under this Policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays. Time off on full pay will also be allowed where there is an insufficient rest break between emergency services duty and the required commencement of the employee's normal shire shift start time.

Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation. This certification will be placed on the employee's personnel file and recorded electronically within payroll records.

POLICY:	RECORDKEEPING POLICY
POLICY NO:	2.24
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Objective

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

Policy

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

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

- **Elected members:** all elected Members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Sandstone in a manner commensurate with legislation and the Shire's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.
- **Chief Executive Officer:** The CEO is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards
- **Managers:** All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility
- **All Staff:** All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Shire's policy and procedures for record keeping.

Creation of Records

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

Capture and Control of Records

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

Security and Protection of Records

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

Access to Records

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

Appraisal, Retention and Disposal of Records

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

Responsibility for Implementation

The Chief Executive Officer is responsible for the implementation and operation of this policy.

POLICY:	ACCESS AND INCLUSION POLICY FOR PEOPLE WITH DISABILITY, THEIR FAMILIES AND CARERS
POLICY NO:	2.25
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

PURPOSE/OBJECTIVE

To ensure that all members of the community regardless of their race, disability, age, religion or education level have equal access to all Council services, information and facilities, in keeping with the Western Australian *Disability Services Act 1993* and the *Equal Opportunity Act 1984*.

POLICY STATEMENT

The Shire of Sandstone recognises that people with Disability have the same rights and responsibilities as other community members to access services and facilities and to participate in the life of the community.

The Shire of Sandstone is committed to ensuring that the community is accessible and inclusive to all its members and agrees with the essence of the definition provided under the *Disability Services Act (1993)* which defines disability as a condition that:

- Is attributable to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- Is permanent
- May or may not be episodic in nature

Additionally, the Shire of Sandstone includes people with 'temporary Disability' in its definition.

Disability may result in a person having a substantially reduced capacity for communication, social interaction, learning or mobility and a need for continuing support services in daily life. Some Disabilities, such as epilepsy, are hidden, while others, such as cerebral palsy, may be visible.

The shire aims to achieve accessibility to its services and facilities by people with a disability by:

- Promoting awareness of the needs of people with Disability
- Ensuring events are accessible
- Continuing to develop barrier free, accessible local infrastructure; and
- Ensuring public information is accessible
- Council to provide training on the needs of people with Disability for staff
- All public information about council's functions, facilities and services will be communicated in plain English and produced in clear formats with contrasting print

Index by Section

3 Bushfire

- 3.16 Use of Council Equipment
- 3.17 Bushfire Infringement Notices
- 3.18 Burning Times

POLICY:	USE OF COUNCIL EQUIPMENT
POLICY NO:	3.1
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That Council plant and equipment which is suitable for fire fighting purposes be made available for fire fighting and protective burning as required, subject to consultation with Council's senior management staff and the Chief Bush Fire Control Officer or a person acting in this position.

The operation of this equipment is to be conducted either by a Council employee, or in the case where a Council employee is not available, an operator who has been approved at the time of an incident by Council's Chief Executive Officer, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer or the Shire President.

POLICY:	BUSHFIRE INFRINGEMENT NOTICES
POLICY NO:	3.2
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That the Chief Executive Officer, Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer be delegated and authorised to issue infringement notices under the Bushfires Act. 1954.

POLICY:	BURNING TIMES
POLICY NO:	3.3
SECTION:	BUSHFIRE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

RESTRICTED AND PROHIBITED BURNING TIMES

The Gazetted Restricted and Prohibited Burning Times for each year are as follows:

Restricted burning period: 1 November to 11 December and 20 March to 30 April

Permits to burn during this period are required, and must be obtained from a Fire Control Officer

Prohibited Burning Period: 12 December to 19 March

In accordance with Sections 17 and 18 of the Bush Fires Act 1954, Council may, if it considers that seasonal conditions warrant a variation of the prohibited or restricted burning times in its district, vary the prohibited or restricted burning times in respect of that year in the district or a part of the district by –

- (i) shortening, extending, suspending or reimposing a period of prohibited or restricted burning times; or
- (ii) imposing a further period of prohibited or restricted burning times.

This variation can not exceed more than 14 successive days.

In accordance with Sections 17 (10) and 18 (5) (c) of the Bush Fires Act 1954, Council delegates to the Shire President and the Chief Bush Fire Control Officer, jointly its powers and duties to vary Prohibited and Restricted Burning Times, in accordance with the Bush Fires Act 1954, as highlighted in this Policy.

Burning times are to be advertised in the local newsletter prior to November 1st each year.

Index by Section

4 Finance

- 4.1 Capitalisation and Depreciation of Assets
- 4.2 Surplus Funds Investment
- 4.3 Resourcing Employee Entitlements
- 4.4 Recovery of Fines and Costs from Sundry Debtors
- 4.5 Benchmark Percentage or Value for Reporting of Material Variances in the Statement of Financial Activity
- 4.6 Purchasing - Quotes and Tenders
- 4.7 Purchasing - Credit Cards
- 4.8 Approval of Expenditure

POLICY:	CAPITALISATION & DEPRECIATION OF ASSETS
POLICY NO:	4.1
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Infrastructure Assets

All expenditure relating to Construction and Improvement Works relating to Infrastructure Assets will be capitalised, and detailed in the following categories:

- Infrastructure Roads
- Airport
- Drainage
- Footpaths
- Parks and Ovals
- Refuse Disposal Sites
- Townscape

All Other Assets (Greater than \$5,000 value)

Any material item purchased that is not deemed consumable or disposable, over the value of \$5,000 per item will be capitalised, and detailed in the following categories:

- Land and Buildings
- Plant and Equipment

All Other Assets (Less than \$5,000 value)

Items purchased with a value of less than \$5,000 will be treated as follows:

Land and Buildings

All Land purchases will be capitalised. Building repairs and improvements less than \$5,000 will be treated as operating.

Plant and Equipment

A record of Plant and Equipment purchased with a value between \$1,000 and \$5,000 will be maintained via the 'Inventory of Plant, Equipment and Tools', with this Inventory reviewed annually by Council's Chief Executive Officer to ensure dilapidated/disposed assets are removed from the Inventory.

Depreciation

Depreciation of assets will be in line with the Significant Accounting Policies (Depreciation of Non-Current Assets) as adopted annually by Council via the Annual Financial Statements and Notes to and forming part of the Budget.

POLICY:	SURPLUS FUNDS INVESTMENT
POLICY NO:	4.2
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That the Chief Executive Officer and Finance Officer be authorised to invest surplus Council funds to the best advantage of Council, within a recognised Financial Institution, with those officers to negotiate the best possible interest rates at the same time as maintaining a professional banking relationship with the respective Business Banking Managers.

Council recognises the following Financial Institutions as being acceptable for the investment of Council's Funds:

Westpac Banking Corporation
ANZ Banking Group
Commonwealth Bank
National Australia Bank
BankWest

A monthly return is to be furnished to Council giving details of all current investments showing;

- a) place of investment
- b) term of investment
- c) interest rate
- d) name of funds invested (e.g. municipal, trust or reserve)

POLICY:	RESOURCING EMPLOYEE ENTITLEMENTS
POLICY NO:	4.3
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Council maintains a Long Service Leave Reserve to provide a mechanism to fully cash-back employee entitlements at the 30th June each year.

The value of this Reserve must mirror the value of:

- Current Long Service Leave recognised at year end, anticipated to be taken by the employee during the next reporting period, and;
- Non-Current Long Service Leave

Council acknowledges that funds will be withdrawn from time to time as employees utilise their Long Service Leave entitlements identified within annual budgets. In the event that additional funds are required to meet obligations beyond the budgeted allocation, approval from Council will be sought to fund the shortfall from the Reserve Fund.

It is acknowledged that all Annual Leave is considered 'current' and as such, is calculated as a deficit to the surplus carried forward on 1 July annually.

POLICY:	RECOVERY OF FINES AND COSTS FROM SUNDRY DEBTORS
POLICY NO:	4.4
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Where fines and costs have been awarded by the Courts, or via Council's Mercantile Recovery Agents from time to time, Solicitors shall continue to act on behalf of Council until satisfaction has been obtained.

All costs associated with the debt recovery effort shall be a charge against the defaulting debtor account.

Recovery Actions include:

- Referral of Fines to the Fines Enforcement Registry and/or shires debt collectors if unpaid after the due date,
- Summons for any account with an outstanding balance greater than \$300.00,
- In the event that a Summons remains unsatisfied, a Judgement Summons or Warrant of Execution will be applied to the Debtor,
- In the event that legal action is exhausted, with the debtor being unable to satisfy the Warrant of Execution (ie. the Bailiff cannot seize goods to dispose of, to meet the value of the debt), then the account will be referred back to Council for consideration.

POLICY:	BENCHMARK PERCENTAGE OR VALUE FOR REPORTING OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY
POLICY NO:	4.5
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

In an effort to provide Councillors with confidence and clarity when reviewing the Monthly Statement of Financial Activity, and in accordance with the Local Government (Financial Management) Regulations 1996, Regulation 34 (5), and the following benchmarks will be used by staff for reporting of material variances:

Benchmark percentage	+/- 10%.
Benchmark value	\$10,000

POLICY:	PURCHASING – QUOTES and TENDERS
POLICY No.:	4.6
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Local Government Act 1995	Clause 3.57(2)
Functions & General Regulation	11

PURCHASING & TENDERING POLICY

Objective:

To provide clear guidelines to the Council and its officers for procuring goods or services through Direct Purchasing where the value (excluding GST) is expected to be less than \$150,000 and where the value is expected to be \$150,000 or more through Public Tender. This policy is intended to provide a framework within legislative requirements and to further complement statutory requirements.

Policy:

The scope of this policy includes the procurement of goods or services pursuant to Section 3.57 of the Local Government Act 1995, and Part 4, 11(1) of the Local Government (Functions and General) Regulations 1996 as amended from 1st October 2015 where the value of the procurement is, or is expected to be, more than \$150,000 (excluding GST) and not exempted under Regulation.

The Chief Executive Officer will undertake to ensure that compliance with legislative requirements is maintained and that procedures implemented are capable of withstanding scrutiny and provide appropriate transparency of the Shires practices toward the procurement of goods or services.

The Chief Executive Officer will undertake to put in place competent practices to ensure best value for money, best practice in management, transparency, probity, environmental performance, and that appropriately qualified staff and resources, together with training, are provided in support of these practices.

Why do we need a Purchasing Policy?

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

- a) Provides the Shire with a more effective way of purchasing goods and services.
- b) Ensures that purchasing transactions are carried out in a fair and equitable manner.
- c) Strengthens integrity and confidence in the purchasing system.
- d) Ensures that the Shire receives value for money in its purchasing.
- e) Ensures that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.

- f) Ensures the Shire is compliant with all regulatory obligations.
- g) Promotes effective governance and definition of roles and responsibilities.
- h) Upholds respect from the public and industry for the Shires purchasing practices that withstands probity.

Ethics & Integrity

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

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

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

Value for Money

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

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

- a) All relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- c) Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).

- d) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

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

Sustainable Procurement

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

The Shire of Sandstone is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

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

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

Authority to Order

The purchase of goods and services can be broken down into two main categories of expenditure, these being Capital Expenditure and Operating Expenditure.

Capital expenditure is expenditure carried out for the purchase of goods that have a useful life of not less than one year and that will be capitalised as non-current assets in the year of acquisition and depreciated over the useful life of the asset taking cognisance of any residual value of the asset at time of disposal.

Notwithstanding the above capital expenditure will only be regarded as such where the purchase price of the asset is equal to or greater than \$5,000.

Operating Expenditure is any expenditure carried out in the performance of the Shires operations and does not comply with the requirements for Capital expenditure.

Purchasing Limitations

For the purchase of Goods and Services the following authority levels are to apply:

Petty Cash purchases – maximum individual value of \$75.

Advertising – Administration Officer – not exceeding an order value of \$1,000.

Printing and Stationery and Other Office Consumables – Finance Officer – not exceeding an order value of \$1,500.

Building Maintenance Supplies – Works Supervisor – not exceeding an order value of \$10,000. (Does not include tools and equipment)

Workshop Consumables – Shire Mechanic – not exceeding an order value of \$1,000.

Gardening Supplies – Gardener – not exceeding an order value of \$1,000. (Does not include tools and equipment).

Fuel, Oils and Lubricants – Administration/Finance officer or Shire Mechanic – not exceeding an order value of \$30,000.

All capital expenditure is to be authorised by the CEO or Works Supervisor.

All other operating expenditure is to be authorised by the CEO or Works Supervisor
There are three categories of procurement valuation (excluding GST) which are as follows:-

- a) Less than \$5,000 – one verbal quotation is required.
- b) Between \$5,000 and \$19,999 – minimum of 2 verbal or written quotations are required.
- c) Between \$20,000 and \$149,999 – at least three written quotations are required.

a) Less than \$5,000

Where the value of procurement of goods or services does not exceed \$5,000, one verbal quotation is required to be obtained, however it is recommended to use professional discretion and occasionally undertake market testing to ensure best value is maintained. For the purchase of simple low value, low risk goods and services or “petty cash” type purchases, accountability is basically proof of purchase by way of a receipt.

b) Between \$5,000 and \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$5,000 and \$19,999. At least two verbal quotes are required (but where it is not practical, eg due to limited suppliers, it must be noted in the process).

The Chief Executive Officer may, at his discretion, waive the requirements to obtain two quotes providing that written, justifiable reasons for such waiver are provided by the officer responsible, and file noted accordingly.

c) Between \$20,000 and \$149,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$149,999, it is required to obtain at least three written quotes (but where it is not practical, eg due to limited suppliers, it must be noted in the process).

The Chief Executive Officer may, at his discretion, waive the requirements to obtain three written quotes providing that written justifiable reasons for such waiver are provided by the officer responsible and file noted accordingly.

Evaluation of quotes must be undertaken at least by a group of two persons. For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as value for money, sustainability, stock availability, accreditation, time for completion or delivery, warranty conditions, state of the art technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

d) Notes

- The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any audit and/or record keeping requirements.
- Where practicable, file notes for verbal quotes are recommended.
- As far as practicable, the price should not be the only criterion for selection of a quote.
- When requesting quotes from a business it is to be made clear that only the original quote will be considered. Under no circumstances are officers to engage in bartering activities playing one business off against the other.
- Officers are to be diligent and professional in their approach to purchasing focusing on the best possible alternative for the Shire. Purchasing from friends, relatives etc are not allowed without the direct approval of the CEO.
- Reference to be made to the Local Preferences Policy, where:
 - ▶ "...if possible when making minor purchases i.e. up to \$2,000.00 in value and if the price differential above the best price obtainable outside the district does not exceed 15%..."
 - ▶ "On major contracts i.e. above \$20,000.00 in value, Council is to clearly indicate its preference to use local contractors and sub-contractors and will accept a price of not more than 5% above the best price obtainable outside the district and subject to issues of availability, expertise and equipment availability and other relevant issues being considered".

Note: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotations should include as a minimum:
 - ▶ Written Specification
 - ▶ Selection Criteria to be applied
 - ▶ Price Schedule
 - ▶ Conditions of responding
 - ▶ Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

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

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

Budget Provisions

Officers cannot issue orders for any goods or services unless the Council budget makes provision for that expenditure.

Where no budget allowance has been made then expenditure would be unauthorised and must go before Council for approval. Full details of the purchase proposal and reasoning must be submitted to Council prior to any action to purchase being considered.

Council delegates authority to the Chief Executive Officer to changeover light vehicles in accordance with Council policy without reference to Council provided that where applicable tenders are called in accordance with Tender Regulations and subject to the net changeover cost being within budget allocations. All other items of plant purchased shall be put before the full Council.

Placement of Orders

With the exception of Petty Cash purchases, utilities and insurances all purchases are to have a duly raised purchase order which is to contain a description of the purchase, quantity per item, unit cost, purchase price per line item and GST component. The purchase order is to have the total purchase price annotated on it and the estimated completion/supply date. Written confirmation of receipt of the purchase order by the supplier is also required. Purchases of goods and services other than for petty cash can **only** be made against suppliers who can quote an Australian Business Number (ABN).

Procedure for the procurement of goods or services through Public Tendering

Regulatory Compliance

Tender Exemption

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

- a) An emergency situation as defined by the Local Government Act 1995;
- b) The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government; When using a tender exempt panel of pre-qualified suppliers (WALGA preferred Supply contract) the shire must utilise a request for quotation process through eQuotes or in writing direct with the supplier.
- c) The purchase is under auction which has been authorised by Council;

- d) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- e) Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

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

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

Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (ex GST) price of:

- a) Between \$40,000 and \$149,999, the panel must contain a minimum of 2 members; and
- b) \$150,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include:

- a) A brief description of the goods or services required.
- b) Information as to where and how tenders may be submitted.
- c) The date and time after which tenders cannot be submitted.
- d) Particulars identifying a person from who more detailed information as to tendering may be obtained.
- e) Detailed information shall include:
 - i. such information as the local government decides should be disclosed to those interested in submitting a tender;
 - ii. detailed specifications of the goods or services required;
 - iii. the criteria for deciding which tender should be accepted;
 - iv. whether or not the local government has decided to submit a tender; and
 - v. whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential if clarification, addendums or further communication is required prior to the close of tenders. All potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tender Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a) A sufficient number of quotations are obtained.
- b) The process follows the guidelines for seeking quotations between \$40,000 & \$149,999 (listed above).
- c) The specification for goods and/or services remains unchanged.
- d) Purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government. A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- a) The name of the successful tenderer
- b) The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tender Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes:

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

For a direct purchasing process this includes:

- a) Quotation documentation
- b) Internal documentation
- c) Order forms and requisitions

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's internal records management policy.

POLICY:	PURCHASING – Credit Card
POLICY No.:	4.7
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

CORPORATE CREDIT CARD POLICY

General

- An agreement shall be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- A register of all current cardholders shall be kept which includes; card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders shall be provided with a copy of the policies in relation to the use of credit cards;
- The card is withdrawn in the event their employment ceases, an extended period of leave is taken or they are moved to position, which does not require the use of a credit card;
- The cardholders need to report immediately if they lose or misplace their credit card to the Bank providing the card;
- Credit cards shall not be transferred to other users;
- Cards are the property of the bank and the Bank should be the responsible for the destruction of all surrendered credit cards; and
- Where the cardholder fails to meet the policy guidelines, the CEO, or Council in the case of the CEO, may request that the card be withdrawn or a temporary disqualification from use of the credit card be enforced.

Purchasing

Corporate credit cards shall only be used for:

- Purchasing goods and services on behalf of the local government;
- Where Council has approved the purchase of fuel and oil for an officer's private use of a Council provided vehicle;
- Personal expenditure is prohibited;
- A credit card shall not be used for cash withdrawals;

- Maximum credit limits shall be based on the cardholder's need with Council holding a \$20,000 maximum credit card facility.
- Current card limits are;
 - \$15,000 for the Chief Executive Officer
 - \$ 5,000 for the Works Supervisor
- All purchases including purchases by facsimile, telephone or over the internet need to be accompanied by a tax invoice / receipt of goods purchased.
- All tax invoices / receipt of goods purchased are to be given to the finance officer as soon as possible after the card is used.

Further, Credit Card Statements must be substantiated fully by receipts, or if no receipt is available, a declaration of the purchase. The monthly Credit Card Statement must be signed-off by the respective card-holder and the Chief Executive Officer (or Shire President in case of Chief Executive Officer) prior to the 21st day of the following calendar month.

POLICY:	APPROVAL OF EXPENDITURE
POLICY NO:	4.8
SECTION:	FINANCE
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Authority to Make Payments

In accordance with Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 12 and 13, Council delegates authority to the Chief Executive Officer to make payments from the Shire of Sandstone Municipal, Trust or other Fund.

These payments may be made either by cheque or Direct Debit or credit card as provided in this policy. When cheques are used, any two of the following should sign:

Chief Executive Officer (or Acting Chief Executive Officer)
Works Supervisor
Shire President or Deputy Shire President

Specimen signatures for the persons engaged in the above listed positions are to be retained on file at the Geraldton branch of the Bankwest.

Electronic Funds Transfer (EFT)

Council's preferred method of remitting funds to creditors is EFT as it provides the most cost effective and time efficient method of remitting payment.

EFT processing must be authorised by three individual persons electronically as follows:

Finance Officer (initial approval/uploading)

then

Chief Executive Officer (or Acting Chief Executive Officer) (final authorisation of EFT dispersal) and Works Supervisor.

Index by Section

5. Town Planning & Building

This section will be developed as the Town Planning Scheme and new Building Act requirements become clear.

Index by Section

6. Engineering

- 6.1 Crossovers
- 6.2 Private Works
- 6.3 Traffic Intersection Management Plan (Private Haul roads intersecting with roads under Council control)
- 6.4 Roadside Memorials
- 6.5 Road Works on Council Roads

POLICY:	CROSSOVERS
POLICY NO:	6.1
DEPARTMENT:	ENGINEERING
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

Council will subsidise one standard crossover per lot to the landowner who applies in writing and will pay 50 % of the cost of the standard crossover. This subsidy shall be applied only if the crossover is constructed in accordance with these specifications and is based on being 50% of the cost of a crossover to the minimum dimensions. Additional work (width, length, material) shall be at the sole expense of the landowner.

Payment of the subsidy shall be as per the following table and be reviewed annually.

<u>Crossover type</u>	<u>Subsidy</u> <i>(GST exclusive)</i>
Urban Residential - sealed surface to sealed road – no culvert	\$900
Urban Residential - sealed surface to sealed road – culvert	\$1,400
Urban Commercial/Industrial – no culvert	\$1,000
Urban Commercial/Industrial – culvert	\$2,000
Rural - Gravel surface to gravel road – no culvert	50 % of actual cost, estimated by the Chief Executive Officer
Rural - Gravel surface to gravel road – culvert	50 % of actual cost, estimated by the Chief Executive Officer

Note: A sealed surface may consist of sprayed bitumen, asphalt, concrete or brick paving.

Payments

Payments shall be made after completion of all works and inspection by a Council officer, confirming compliance with Council's requirements.

POLICY:	PRIVATE WORKS
POLICY NO:	6.2
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

The Shire of Sandstone will carry out private works on the proviso that:

- The person requesting such works has demonstrated that they have endeavoured to source a private contractor to undertake such works
- A quote or estimate will be issued
- Payment of all materials required before delivery
- Balance of payment on completion.

POLICY:	TRAFFIC INTERSECTION MANAGEMENT PLAN (Private Haul roads intersecting with roads under Council control)
POLICY NO:	6.3
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

The following provisions may apply in respect to applications, however all applications are to be treated on their merits –

1. The applicant will require that all vehicles and operators of such vehicles routinely using the haul-road will be licensed in accordance with Department for Transport requirements. The applicant may infrequently seek to pass unlicensed vehicles across the intersection but will only do so after obtaining any necessary permits, and will comply with all conditions imposed.
2. The intersection signage, geometry, and sight distance criteria will be maintained continuously.
3. The intersection will be inspected daily by the applicant and/or approved contractor personnel. The inspection will be documented, and records of the inspection maintained. The inspection will identify any non-conformances against the criteria outlined in (2) above. Records will be forwarded to the Shire of Sandstone on a monthly basis.
4. The applicant, through its haulage contractors, will maintain to a high standard the intersection road surfaces and associated drains and signage at its cost. The standard maintained will allow safe passage of traffic which complies with signage on both affected roads. The applicant will liaise with Shire of Sandstone staff in relation to maintenance of all Council controlled roads approaching haul road intersections, and will, subject to on-going approval of the Shire, maintain the approaches for 250 metres from the commencement of the signage either side of the haul road.
5. The applicant will liaise regularly with the Shire of Sandstone to discuss and resolve any issues arising from the use of the roads.
6. The applicant will monitor dust generation 100 metres each side of the haul road and undertake watering if required. Saline water is prohibited on Council controlled roads.

7. The applicant, generally through its haulage contractor, will ensure that all haul road users are properly inducted, and receive specific instruction in relation to the haul road intersections.
8. Council in consultation with the applicant has the right to withdraw approval of haul roads crossing public roads under Council control if the above conditions are not adhered to.
9. Where appropriate, on haul roads crossing a Council road reserve, the provision of adequate lighting towers for night time operation be placed as an additional condition upon the applicant.

POLICY:	ROADSIDE MEMORIALS
POLICY NO:	6.4
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That Council adopts Main Roads Western Australia's "Roadside Memorials Policy and Guidelines" as its Policy when receiving applications for the erection of memorials on Council controlled roads, subject to –

- Removal of any obligation on Council to provide or subsidise the materials, plants etc., used in any memorial; and
- Removal of the memorial may be done after a period of 5 years.

POLICY:	ROAD WORKS ON COUNCIL ROADS
POLICY NO:	6.5
SECTION:	ENGINEERING
COUNCIL MEETING HELD:	26 September 2019
DATE TO BE REVIEWED:	SEPTEMBER 2020

That Council adopts Main Roads Western Australia's Code of Practice for "Traffic Management for Works on Roads" which includes road works on Council controlled roads.

Contractors working on Council road reserves are required to submit appropriate Traffic Management Plans in accordance with the above Code of Practice for approval by the Works Supervisor before proceeding with any works.